



WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR BAGH.
Office of the Treasurer

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No. Wub /Finance/Purchase / /2023

Dated: 02-01-2023

M/S _____,

Subject: Request for Quotation

Dear Concerned,

With reference to the subject cited above, quotations are invited for the supply of below mentioned stationery items. The quotations must be reached to the undersigned before 11-01-2023. Please read the terms and conditions carefully before preparing quotations.

SN.	Items With Specification	Quantity	Rate with Tax	Total Price with tax
1	Paper A4 Size 70 Gram Double A or Equivalent	192 Reams		
2	Paper Legal Size 70 Gram Double or Equivalent	48 Reams		
3	Registry Envelop (11"X5") White Colour With University Logo and single colour Printing	2000 Nos.		
4	Dispatch Register (400 Pages)	12 Nos.		
5	Dak File Flap (Fine Quality with University name and logo printing)	05 Nos.		
Total Amount (Inclusive Tax)				

Terms & Conditions

1. All prevailing taxes must be included in the rates as per government rules.
2. The rates should be quoted on F.O.R, Bagh Basis.
3. Supplier will be bound to provide the material in the safest possible way on its own expense. University will not pay for transportation/Loading/Unloading.
4. All government/Local Taxes will be deducted at the time of payment under rules.
5. Payment will be made on receipt, inspection, acceptance of stores in accordance with the ordered specifications.

(Naeem Asghar)

Assistant Treasurer Purchase

Secretary Central Purchase Committee

C.C

1. PS to the Vice Chancellor.

2. PS to the Treasurer.

Assistant Treasurer Purchase