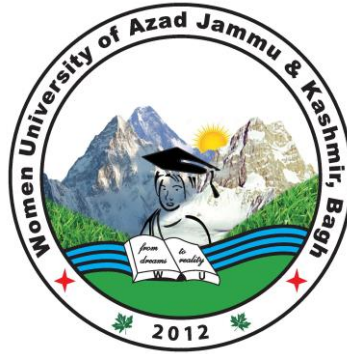


Tender No. 01/2024-25

Tender Document for the Supply of Stationery



Women University of Azad Jammu and Kashmir Bagh,

+92-5823-960038, Mob: +92-313-8354903 Website: www.wuajk.edu.pk

Note: *The bidder is expected to examine the Tender Document, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Tender document or submission of a Bid not substantially responsive to the Tender Document in every respect would result in the rejection of the Bid.*

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INVITATION TO BID

Women University of Azad Jammu and Kashmir Bagh, a public sector University invites sealed bids from the *original Suppliers/ Authorized Dealers*, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List for the supply of Stationery for the financial year 2024-25.

2. Bidding documents, containing detailed terms and conditions, etc. are available *at the office of the Secretary Central Purchase Committee, Women University of AJ&K Bagh*. Price of the bidding documents is Rs.2,000/- (in shape of pay order/demand draft in favour of the Treasurer Women University of Azad Jammu and Kashmir Bagh).

3. As per AJKPPRA Rule No. 36(a), Single stage one envelope procedure shall be followed.

4. Bidder will submit Rs. 50,000/- as Bid Security in shape of Pay Order/Demand Draft in favour of the Treasurer Women University of Azad Jammu and Kashmir Bagh.

5. "Black listed Suppliers/Authorized Dealers/ Bidders are prohibited for participation" and all bidders shall furnish an affidavit/ certificate that they are neither blacklisted nor in conflict with Government anywhere in territory of the state of the AJK, Federally administrated areas or Islamic republic of Pakistan.

6. The bids, prepared in accordance with the instructions in the bidding documents, must reach *at office of the Assistant Director Finance, Women University of AJ&K Bagh* on or before **July 30,2024 (Tuesday) at 02:00 p.m. Bids will be opened the same day at 02:30 p.m.** at Treasurer's Office, Admin Block, Women University of AJ&K Bagh in the presence of the bidders or their representatives who choose to be present.

7. Evaluation Report/ Award of Contract shall also be displayed on AJK PPRA website.

8. This advertisement is also available on University's website on www.wuajk.edu.pk and AJK PPRA website on <http://ppra.ajk.gov.pk>.

(Naeem Asghar)

Secretary Central Purchase Committee,

Women University of AJ&K Bagh

Mobile# 0313-8354903, e-mail: naeem@wuajk.edu.pk

1 Introduction / Instructions to Bidders

- i. The **Women University of Azad Jammu and Kashmir Bagh** (The Purchaser) invites **sealed bids** from the interested bidders for supply of Stationery for the financial year 2024-25 as per given technical specifications.
- ii. The procurement process shall be governed by **AJKPPRA Rules 2017**.
- iii. Bids are required to be submitted in sealed envelope, for the mentioned items, as per **AJKPPRA Rules 2017** specifying **Single Stage One Envelope Procedure**.
- iv. Bidders are required to supply / deliver the requisite items as per the given specifications.
- v. GST/NTN number of the bidder must be provided.
- vi. Quantity required is mentioned under Technical Specifications of this tender document. However, the Competent Authority reserves the right to delete the item(s), increase / decrease the quantity as per the actual need.
- vii. The Bidder must quote all items mentioned in the list.
- viii. All bidders should be registered with Income Tax & Sales Tax Authorities and shall submit their respective copy of NTN and GST Certificate.
- ix. When the supplier fails to deliver the goods within the time period specified in the contract/Supply order, the University may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.1% of the price of the delayed goods per day of delay, maximum up to 10% of the price of total value of the contract, besides **BLACKLISTING** of the delinquent supplier as per the **AJKPPRA Rules 2017**. In addition to that the company/firm will not be allowed to participate in future tenders as well.
- x. Bid should contain the rate per item of the quoted items as per the Technical Specifications, provided in this document.
- xi. Prices shall be quoted in Pak Rupees inclusive of all taxes.
- xii. The bids shall remain valid for **upto 30-06-2025**.The University will not entertain any request for price adjustment. Price adjustment will not be allowed during the contract execution/closed framework agreement.
- xiii. The bid security of **Rs. 50,000/-** shall be attached with the bid in the form of Demand Draft / CDR duly issued by any schedule bank in favor of The Treasurer Women University of Azad Jammu and Kashmir Bagh, without which the tender will not be entertained.
- xiv. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied equipment / Items / services after the expiry of initial warranty period.
- xv. Bidders must submit their bids for a complete lot covering all the items specified under that particular lot. Failure to meet this condition will cause disqualification of the bidder.
- xvi. Women University of AJK Bagh may order the Quantity in parts.

- xvii. Failure to meet any of above clauses will result in disqualification of bidder from the tender.
- xviii. Rates must be quoted on F.O.R Bagh Basis.
- xix. Bidder must quote all items; partial bidding will result in disqualification of bidder from the tender.

Secretary Central Purchase Committee
Women University of Azad Jammu and Kashmir Bagh

Contact: 0313-8354903

02- Specifications and Bill of Quantities

Technical Specifications are given below; all the bidders are required to quote according to given specifications. Bidder must provide all the required samples, otherwise bid will be rejected.

S.No	Items with Specifications	Quantity	Sample Required Yes/No
01	Calculator, Citizen CT9300 Best Quality or Equivalent	24 Nos	Yes
02	Photostat Paper, (Legal), 70gm,500 Sheets (AA or Equivalent)	350 Reams	Yes
03	Photostat Paper, (A4), 70gm,500 Sheets (AA or Equivalent)	300 Reams	Yes
04	Paper A4, 80gm,(500 Sheets) (AA or Equivalent)	300 Reams	Yes
05	Paper Legal 80gm (500 sheets) (AA or Equivalent)	150 Reams	Yes
06	Paper Legal 100gm(500 sheets) imported best quality	02 Reams	Yes
07	Paper A4 100gm(500 sheets) imported best quality	05 Reams	Yes
08	Noting Paper , (Legal ,80 Gm), 100 Paper each Packet (fine Quality)	500 Paper	Yes
09	Colour Paper A4, 80gm(Red, Green, Pink, Orange, Blue etc.)	2000 Papers	Yes
10	Paper Separator Plastic(Set of 10 separator Multicolor) Size A4	10 Sets	Yes
11	Paper Separator Plastic(Set of 05 separator Multicolour) Size A4	10 Sets	Yes
12	Binding Sheets A4 (Cross line) 0.18 mm or above thickness (100 Sheets in each Packet)	02 Packets	Yes
13	Box File, Legal Size, 4'' (Al-falah 1270 or Equivalent)	200 Nos	Yes
14	Ball Point (10 in each packet, dollar, Clipper/piano crystal or equivalent) blue	200 Packets	Yes
15	Lead Pencil(12 in each packet, Goldfish Or Equivalent)	15 Packets	NO
16	Sharpeners(Dux Or Equivalent)	100 Nos.	NO
17	Eraser	100 Nos.	NO
18	Register Single Line (white page) 300 Pages	30 Nos.	NO
19	Register Single Line (white page) 150 Pages	30 Nos	NO
20	Dispatch Register, 300 Pages or above	01 No	NO
21	Received Register, 300 Pages or above	03 Nos	NO
22	Stapler Machine 24/6	24 Nos	NO
23	Poker	10 Nos	NO
24	Stapler Pin 24/6, Dollar/Piano or Equivalent	150 Packets	NO

25	Stapler Pin 23/8, Dollar/Piano or Equivalent	03 Packets	NO
26	Stapler Pin 23/10, Dollar/Piano or Equivalent	01 Packets	NO
27	Stapler Pin 23/15, Dollar/Piano or Equivalent	01 Packets	NO
28	Stapler Pin 23/17, Dollar/Piano or Equivalent	01 Packets	NO
29	Stapler Pin 23/20, Dollar/Piano or Equivalent	01 Packets	NO
30	Paper Cutter Steel (large)	24 Nos	NO
31	Pin Cushions (best Quality)	01 Nos	NO
32	Tags (small 6'')	100 Bundles	NO
33	Tags (Medium 8'')	50 Bundles	NO
34	Uni Ball Eye (Black 01,Blue 01),12 in each packet	02 Packets	NO
35	Glue Stick. (UHU 21g Or Equivalent)	300 Nos	Yes
36	Permanent Marker 90 Nos, (snowman/dollar or equivalent) 12 markers per packet	04 Packets	NO
37	File Cover Plastic (Legal Size)	12 Nos	NO
38	Ruler Steel 12''	24 Nos.	NO
39	Stamp Pad (Dollar Or Equivalent)	06 Nos	NO
40	Safety Scissors	20 Nos	NO
41	Attendance Register(Large Size)	12 Nos	NO
42	Ink for Pen,(30 ML), blue	02 Bottles	NO
43	Stamp Pad Ink (15ML), Black/blue	04 Bottles	NO
44	Paper Cliper	05 Packets	NO
45	Post it Flags (Standard Size)	20 Packets	NO
46	Whitener/ Correction Pen (palikan or equivalent)	50 Nos	NO
47	Tempo Marker (Dollar Or Equivalent) (12 Markers per Packet)	02 Packets	NO
48	VIP File Folder (Four Flapper)	04 Nos	Yes
49	File Board (with Ribbon)	01 Nos	Yes
50	Binding Tape, 2''	200 Nos	NO
51	Stapler Pin Remover	10 Nos	NO
52	Highlighter with different colour (Stablo Boss/Snowman/Schneider)	200 Nos	Yes
53	White Board Marker, Blue 35/Black 35 (Snowman/Dollar), 12 Marker per packet	100 Packets	Yes
54	Scotch Tape (Deer), 2''	50 Nos	NO
55	Scotch Tape (Deer), 1''	03 Nos	NO
56	Duster for white board	20 Nos	NO
57	Stapler Machine (Heavy Duty) Nichico Or Equivalent staples of 23/8 to 23/24	01 Nos	NO
58	Punch Machine (Heavy Duty) OPAL Or Equivalent	01 Nos	NO
59	Paper Pin	05 Packets	NO
60	White board marker Ink bottle (15 ML)	04 Bottles	NO
61	Binder Clip 1''	02 Box	NO
62	Binder Clip 2''	04 Box	NO
63	Stick Notes, 2''x2'' (12 in each packet)	10 Packets	NO

64	Stick Notes, 2''x3'' (12 in each packet)	10 packets	NO
65	Stick Notes, 3''x3'' (12 in each packet)	10 packets	NO
66	Stick Notes, 3''x4'' (12 in each packet)	10 Packets	NO
67	Drafting Pad (8''x10'') of 100 pages	03 Nos	NO
68	Drafting Pad (5''x06'') of 50 pages	24 Nos	NO
69	Drawing Pin	01 Packets	NO
70	Pointer, Dollar Or Equivalent (Blue 100,) 12 in each packet (Only Blue)	100 Packets	NO
71	Punch Machine (Double Punch) OPAL 600P or Equivalent	06 Nos	NO
72	Punch Machine (Single Punch) OPAL	01 Nos	NO
73	Uni-ball Signo 0.7mm (,Black 05, blue 05) 12 in each packet	10 Packets	NO
74	Masking Tape 1''	01 Nos	NO
75	Masking Tape 2''	01 Nos	NO
76	Notice Board with aluminum Border (Green Notice Board 2ftx3ft)	05 Nos	NO
77	Notice Board with aluminum Border (Green Notice Board 3ftx4ft)	05 Nos	NO

3 Type of Open Competitive Bidding

Single Stage - One Envelope Bidding Procedure shall be followed as explained below:

- i. The bid shall be a single package.
- ii. The bid security of Rs. 50,000/- shall be attached with the bid in the form of Demand Draft / CDR duly issued by any schedule bank in favor of the **Treasurer Women University of Azad Jammu and Kashmir Bagh**, without which the tender will not be entertained.
- iii. The quality of items will be checked any time. If found substandard, maximum up to 20% discount on the respective bill may be applied as a penalty against substandard quality. If major discrepancies are found, the contract will be cancelled by serving one week notice to the party.
- iv. Women University of Azad Jammu and Kashmir Bagh will not be responsible for any cost or expenses incurred by bidders in connection with preparation and delivery of bids.
- v. Bidders must provide required sample of the quoted products at the time of opening of bids, otherwise bid will be rejected.
- vi. The Sealed bids must be reached to the Secretary Central Purchase Committee by Courier Service/by post during office hours, i.e., 09:00 AM to 04:00 PM from Monday to Friday till the closing date/time as mentioned in section 5.1.
- vii. All taxes, including Income Tax, will be deducted on payments as per applicable Laws/ Rules.
- viii. The Procuring Agency reserves the right to cancel/reject all the Tenders in accordance with rule (33) of AJKPPRA Rules 2017.
- ix. This contract shall be valid upto 30-06-2025.

- x. The bidder shall submit Affidavit indicating that company / firm / party has not been blacklisted by a government or semi government or autonomous body, anywhere in Pakistan.
- xi. All items shall be supplied on need basis from time to time upon the request of procuring agency and no storage charges will be claimed by supplier.
- xii. RS. 50,000/- as Bid Security of successful bidder will be considered as Performance Guarantee which will be released after 30-06-2025.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 05823-960038, 0313-8354903.

4 Submission of Bid

4.1 Labeling

The Bidder shall seal the Bid in an envelope duly marked as under:

Bid for “Procurement of Stationery “

Secretary Central Purchase Committee,
Admin Block, Near Jamia Masjid Hudda Bari, Women University of Azad Jammu
and Kashmir Bagh, Azad Kashmir.
Contact: 0313,8354903, 05823-960038

4.2 Deadline for Submission of Bid

The original bid must be received by the Purchaser / Client at the address given below:

Secretary Central Purchase Committee,
Admin Block, Near Jamia Masjid Hudda Bari, Women University of Azad Jammu
and Kashmir Bagh,
Contact: 0313,8354903, 05823-960038

Not later than 30-07-2024 till 02:00 PM.

4.3 Late Bid

The bid received by the Purchaser/Client after the deadline for submission of bid prescribed by the Purchaser/Client, pursuant to Clause 4.2, will be rejected and returned unopened to the bidder.

5 Opening and Evaluation of Bid

5.1 Opening of Bid

The bids shall be opened by the Purchaser/Client at **02.30 PM on 30.07.2024** in the presence of the bidder's representatives who choose to be present at the office of the Purchaser/Client, given below:

Treasurer’s Office,
Admin Block, Near Jamia Masjid Hudda Bari,
Women University of Azad Jammu and Kashmir Bagh

5.2 Evaluation of Bids

5.2.1 Evaluation Criteria

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the valuation. Failure to furnish any of the requisite documents will result in disqualification of the bidder from the tender. A duly filled copy of the mandatory documents shall be annexed and attached by every bidder. An evaluation criterion is given below:

The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Sr.No	Evaluation Criteria	
	Description	Criteria
1.	Income Tax Registration (Attach Evidence)	Mandatory
2.	General Sales Tax Registration (Attach Evidence)	Mandatory
3.	Bidder Must be on Active Taxpayer List of Sales Tax and Income Tax.	Mandatory
4	Experience (attach at least 02 supply orders/Contract issued by public sector organization for supply of stationery)	Mandatory
5.	Affidavit that the firm/Individual is not blacklisted anywhere in Pakistan and is not involved in any litigation with Government.	Mandatory
6.	Bid security is attached.	Mandatory
7.	Conformance to the required specification of items given in Schedule of Requirement (It will be decided by the purchase committee on the basis of provided samples)	Mandatory

5.2.2 Financial Evaluation

Women University of Azad Jammu and Kashmir Bagh will use the lowest amount of bid price of all items as the sole evaluation criteria for the bid for each lot. The total price of all items included in each lot shall be considered for evaluation.

5.3 Award of Contract/Issuance of Supply order

Women University of Azad Jammu and Kashmir Bagh will award the contract/issue supply order to the bidder whose bid after being evaluated based on the criteria given in the table under **clause 5.2.1** is considered to be the most responsive with the lowest price offered.

6 Bid Security (Earnest Money)

- a) The Bidders shall furnish the Bid Security (Earnest Money) as under:

1. For amounts as mentioned in following table :

S.NO	Name of item	Bid Security Amount (PKR)
1	Stationery Items	50,000/-

2. Denominated in Pak Rupees;
 3. As part of financial bid, failing which will cause rejection of bid;
 4. In the form pay order / demand draft / bank draft in the name of **“Treasurer Women University of Azad Jammu and Kashmir Bagh”**.
 5. Have a minimum validity period upto 30-06-2025
- b) The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
1. If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or
 2. If the Bidder does not accept the corrections of his Total Tender Price; or
 3. If the Bidder, having been notified of the acceptance of the Tender by the **“Women University of Azad Jammu and Kashmir Bagh”** during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- c) The Bid Security of the successful Bidder will be converted into performance security.

7 Form of Bid- (Annexure-A)

To

Secretary Central Purchase Committee,
Admin Block, Near Jamia Masjid Hudda Bari ,Women University of Azad Jammu
and Kashmir Bagh
Azad Kashmir.
Contact 05823-960038, 0313-8354903

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the purchase order, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

Sr. No	Item Name	Qty. A	Brand/ Model	Unit Price (PKR) (inclusive of all taxes) B	Total Price (PKR) (inclusive of all taxes) C=A*B
1					
Grand Total					

We understand that the purchaser / Client intends to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the works in accordance with the Execution/ Delivery Schedule provided in the section **Special Stipulations**.

If our Bid is accepted, Our bid security will be converted as performance security. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by AJKPPRA Rules 2017. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of ----- 2024

BIDDER

Signature -----

Name -----

Title -----

Address -----

8 Format of Covering Letter – (Annexure-B)

To

Secretary Central Purchase Committee,
Admin Block, Women University of Azad Jammu and Kashmir Bagh
Azad Kashmir.
Contact 05823-960038, 0313-8354903

Subject: Supply of Stationery

Dear Sir,

- a) Having examined the tender document we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period upto **30-06-2025** (as per requirement of the project)
- d) We agree to execute a contract in the form to be communicated by the (Women University of Azad Jammu and Kashmir Bagh), incorporating all agreements with such alterations or additions thereto as maybe necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signature with Official Seal

9 Undertaking (Annexure-C)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 2024

Signature

(Company seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

10 Special Stipulations

For ease of reference, certain information and Special Stipulations applicable to the bidder / firm / vendor are set forth herein.

1	Delivery of goods / services	The bidder shall arrange and pay for the transport of items to the Women University of AJK Bagh.
2	Execution / delivery schedule	Within 2 weeks from the issuance of Acceptance letter.
3	<p>Liquidated damages:</p> <p>a) Liquidated damages for delayed delivery/ delayed after sale services in warranty period within stipulated Downtime</p> <p>b) Limit of liquidated damages</p>	<p>sum equivalent to 0.1% of the price of the delayed goods per day of delay,</p> <p>maximum up to 10% of the price of total value of the contract/P.O.</p>

11 Contract Form

Contract Agreement Form

THIS AGREEMENT made the [day] day of [month] [year] between [Women University of Azad Jammu and Kashmir Bagh] (hereinafter called "the University") of the one part and [name and address of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the University invited Tenders for certain goods and related services, viz, *for the supply of stationery* and has accepted a Tender by the Supplier for the supply of those goods and related services in the sum of Rs. [Contract Price in figures and in words] (hereinafter called "the Contract Price").

NOW THEREFORE the parties hereby agree as follow:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - i- Tender/Bid Document
 - ii- Letter of Acceptance
 - iii- Performance Guarantee of Rs. 50,000/- in shape of CDR (Already provided in shape of bid security).
- 2- The Terms and Conditions of Supply Order/Contract given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Supplier will be preserved in light of the Terms and Conditions mentioned in the Tender /Bid Document.

IN WITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan/AJK on the day, month and year written above.

For Women University of AJ&K Bagh:

For the Supplier:

Signature

Print Name

Title