

**UNIVERSITY OF AZAD JAMMU & KASHMIR
MUZAFFARABAD**



TENDER DOCUMENT

For

**PURCHASE/SUPPLY
OF EXAMINATIONS MATERIAL, STATIONARY
ITEMS AND MACHINERY**

**Tender Opening Date
Friday, 16-02-2026
At 2:00PM**

Shameer

*Department of Examinations, University of Azad Jammu & Kashmir, Admin Block,
Chellah Campus, Muzaffarabad, Phone: 05822-960400*

TERMS & CONDITIONS

1. Call Deposit Receipt (refundable) Rs.1,50,000/- (one Hundred Fifty Thousand) for Purchase/Supply of Examinations Material, Rs. 35,000/- (Thirty Five Thousand) for stationary items and Rs. 25000/- (Twenty Five Thousand) for Machinery in favor of the Director Finance & Planning must be attached with the quotation/tender.
2. Firms must have their own setup.
3. **All prevailing taxes must be included in the rates as per government rules/rates**
4. Price quoted must be in Pak Rupees. Prices other than Pak Rupees shall not be considered.
5. The rates should be quoted on F.O.R. Muzaffarabad basis
6. Rates/Quotation must be valid for a period of atleast 90 days
7. CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the tender has been opened.
8. Prior to issuance of the supply order the Purchase Committee may visit the firm to examine the setup/worth of the firm in the market. However, those firms who have already supplied Examinations Material/Stationary Items/Machinery to the University of Azad Jammu & Kashmir will not be visited
9. Tender must be supported with proof of Sales Tax and Income Tax registration certificates.
10. Supplier will be responsible to provide the material in the safest possible way on its own expense. University will not provide any labour for loading/unloading of the material.
11. Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
12. The Purchase Committee reserves the right to reject the quotation(s) as per law (AJK PPRA).
13. In case the tender is not opened on the scheduled date due to any unforeseen reason then the same will be opened on the next working day at the same time and place.
14. In the event of any dispute, the matter(s) shall be settled as per law.
15. The black listed Firms /Suppliers etc. are prohibited for participation in the tender and all the bidders shall furnished an affidavit/Certificate that the firm is neither black listed nor in conflict with the Government anywhere in the territory of the State of Jammu & Kashmir, Federally Administrated Area or Islamic Republic of Pakistan
16. Bid Evaluation Report(BED) shall also be sent to AJKPPRA Office, Muzaffarabad
17. Last date for submission of bids is **Monday, 16th of February 2026 (1.00 pm)**, which shall be opened on same day at 02.00 p.m in the office of the Controller of Examinations / Meetings Room, Admin Block, Chellah Campus, Muzaffarabad
18. Management of Examination Department has right to increase or decrease the quantity of any item mentioned in the Tender Document
19. **There shall be item wise Comparison of prices in the Comparative Statement. Supply Order(s) shall be issued to Item Wise lowest bidder(s)**

- 20 Multiple rates shall not be accepted
- 21 Successful bidder shall be responsible to provide the samples of Printing Material/Stationary Items within three days after opening of tenders/quotations in the Office of the Controller of Examinations for approval /inspection of the committee
- 22 Supply order shall be issued after approval of the samples. In case samples provided are not in accordance with the university samples, no supply order will be issued to the firm and his CDR will be confiscated and second lowest firm shall be considered for issuance of supply order.
- 23 Contract Agreement signed by the class first magistrate for printing material will be signed between the successful bidder and the University of AJ&K. Stamp Paper will be provided by the firm.
- 24 Once the tender opened, the successful bidder will be bound to provide the Printing Material/Stationary/Machinery within period mentioned in the Supply Order. CDR will be confiscated if firm failed to supply the Answer Sheets within stipulated time.

Payment Schedule:

- (a) All payments in Pak Rupees (through crossed cheque) after complete delivery & Inspection of technical/purchase committee.
- (b) There may be Partial Payment, in case of non-availability of funds.
- (c) No advance payment will be made.

Deductions/Payment of Taxes:

- (a) General Sales Tax: As per rule.
- (b) Income Tax: As per rules (Firms which are not active on AJK Active Taxpayer List (ATL) will be considered as non-filer)
- (c) Tajweed-Ul-Quran Trust (T.Q.T) @ Rs. 5/- per thousand.
- (d) Education Cess (EC) @ Rs. 10% of income tax.
- (e) Kashmir Liberation Cess (KLC) @ Rs. 1/- per thousand.
- (f) Stamp Duty (SD) @ 0.25% of total amount.
- (g) Any other Tax Imposed by the Government

Yunus

**Deputy Controller of Examinations (Result) (IT) /
Secretary Purchase Committee**

Printing Materials

Sr. #	Items with Specifications	Quantity	Unit Price	Total Price
01	Answer Sheet for Terminal Examinations No of Pages Per Sheet: 16 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding: As per Sample Printing Format: As per Sample with Serial Numbers	2,00,000		
02	Continuation Sheet for Sessional/Terminal Examinations No of Pages Per Sheet: 04 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding: As per Sample Printing Format: As per Sample with Serial Numbers	2,00,000		
03	Answer Sheet for Practical Examinations No of Pages Per Sheet: 12 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding: As per Sample Printing Format: As per Sample with Serial Numbers	1,50,000		
04	Answer Sheet for Terminal Examinations No of Pages Per Sheet: 24 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding: As per Sample Printing Format: As per Sample with Serial Numbers	50,000		
05	Answer Sheet for Mid Term Examinations No of Pages Per Sheet: 12 Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding: As per Sample Printing Format: As per Sample with Serial Numbers	1,00,000		
06	Forms EX 6 100 Pages Book with Binding in Pad Format Single Sided Printing Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample	30 Books/ Pads		
07	Forms SF 6 100 Pages Book with Binding in Pad Format Double Sided Printing Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample	200 Books/ Pads		

08	Forms SF 7 100 Pages Book with Binding in Pad Format Double Sided Printing Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 13 Inches Binding and Format: As per Sample Printing Format: As per Sample	150 Books/ Pads		
09	Envelope (white) (1-sided printing in 2-colors) Paper Size 24.5 inch (including 1.5 inch folding) x 15 inch Internal Size 10.5x7.5 (Double Layered after 3-sided folding) Internally properly pasted gauze of fine Malmal of First quality Printing as per Sample Paper Quality : 90 grams Printing and Format: As per Sample	5,000		
10	Envelope (khaki) (2-sided printed in 2 colors) Size 17 inch (including 2 inch folding) x 11 inch (Internal Size 15x11) Additional paper pasted on reverse Printing as per Sample Paper Quality : 90 grams Golden Craft Imported (as per sample) Printing and Format: As per Sample	15,000		
11	Envelope (khaki) (2-sided printed) Size 17 inch (including 2 inch folding) x 12 inch (Internal Size 15x12) Internally pasted gauze Cloth in smooth manner Additional paper pasted on reverse Printing as per Sample Paper Quality : 100 grams (as per sample) Printing and Format: As per Sample	15,000		
12	Forms SF 20 300 Pages Book (100 white, 100 Yellow and 100 light Blue) with Binding in Pad Format Single Sided Printing Paper Quality (PQB/Flying): 68 grams Paper Size: 8.5 x 11 Inches Binding and Format: As per Sample Printing Format: As per Sample	100 Books/ Pads		


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Stationery Items

Sr. #	Items with Specifications	Quantity	Unit Price	Total Price
01	Paper (Legal Size) 80gm/ m ² with 500 Sheets per packing (AA Brand Imported)	400 Reams		
02	Paper, (A4/) Size) Imported 80gm with 500 Sheets per packing (AA Brand Imported)	1000 Reams		

M. Hanley

Secretary Purchase Committee

Machinery Items

Sr. #	Items with Specifications	Quantity	Unit Price	Total Price
09	Laptop Dell Inspiron 15 3000 3520 Business Laptop, 15.6" FHD Touchscreen, Intel 10-Core i7-1255U Processor, Intel Iris Xe Graphics, 16GB DDR4 1TB PCIe SSD, Webcam, HDMI, Wi-Fi 6, Windows 11 Colour: Silver <p style="text-align: center; font-weight: bold;">OR</p>	02		
	HP Omni Book 5 Flip Laptop Model: 14-fp0013dx Intel® Core™ 5 120U Processor 512 GB Solid State Drive, 8 GB on-board LPDDR5 SDRAM, Windows 11, Touchscreen, Multi-touch enabled, 4-cell, 68 Wh 14.0" 2K (1920 × 1200) IPS LED Display (300 nits) HP 5MP IR Camera	02		
10	Printer HP Laser Jet Model 4003 DN Legal Size	02		



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