

# PURCHASE OF OFFICE STATIONERY

Tender Opening Date: 08-01-2026

## Tender Document



THE UNIVERSITY OF AZAD JAMMU & KASHMIR  
MUZAFFARABAD

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*Chehla Campus, , Muzaffarabad, Phone: 05822-960417*

**TERMS & CONDITIONS**

- (i) Call Deposit Receipt (refundable Rs. 30000/- (Stationery) in favour of the Director Finance & Planning must be attached with the quotation.
- (ii) Firms must have their own setup.
- (iii) All prevailing taxes must be included in the rates as per government rules/rates.
- (iv) Price quoted must be in Pak Rupees. Prices other than Pak Rupees shall not be considered.
- (v) The rates should be quoted on F.O.R. Muzaffarabad basis.
- (vi) Rates/Quotation must be valid for a period of 90 days.
- (vii) CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the tender opened.
- (viii) Tender must be supported with proof of sales tax and income tax registration certificates.
- (ix) 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 the material.
- (x) Tenders which are not properly sealed/incomplete/conditional/received after due date will be rejected.
- (xi) The Purchase Committee reserves the right to reject the quotation(s) as per law (AJK PPRA).
- (xii) In case the tender is not opened on the scheduled date due to any reason then the same will be opened on the next working day at the same time and place.
- (xiii) In the event of any dispute, the matters will be settled as per law.
- (xiv) Last date for submission of bids is **08-01-2026 (01:00 p.m)**. The bids shall be opened on same day at **02:00 p.m.** in the office of the Director Finance & Planning, Admin Block, Chehla Campus, Muzaffarabad.

**Payment Schedule:**

- a. All payments in Pak Rupees (through crossed cheque) after complete delivery
- b. No advance payment will be made.


**Deductions/Payment of Taxes:**

All taxes will be deducted from the bill as per AJK government rules.

Sr #	Items with Specifications	Quantity Purchased	Available stock
1	<b>Ball Point (Piano Crystal Gel)</b> Blue: 70, Black: 20, Red: 10	120 Packets	
2	<b>Uni Ball Point (Signo)</b> Blue: 13, Black: 5, Red: 02	40 Packets	
3	<b>Dollar Pointer</b> Blue: 13, Black: 5, Red: 02	20 Packets	
4	<b>Pencil fluid ( uni)</b>	3 dozen	
5	<b>Lead Pencil (Goldfish)</b>	05 dozen	
6	<b>Stamp Pad</b>	05	
7	<b>Sharpeners (Dux or Eqv)</b>	02 Dozens	
8	<b>Register Single Line (White Page) 300 Pages</b>	20	
9	<b>Register Single Line (White Page) 150 Pages</b>	20	
10	<b>Dispatch Register 300 Pages</b>	50	
11	<b>Received Register 300 Pages</b>	50	
12	<b>Envelops 5 x 11 (75 gm Imported), White</b> As per sample	2000	
13	<b>Envelops Legal Size, Golden</b> As per sample	500	
14	<b>Envelops A4 Size, (75 gm Imported) White</b> As per sample	500	
15	<b>adx Glue, 50ml</b>	20	
16	<b>Glue Stick, UHU 21g</b>	25	
17	<b>Tags (Small) As per Sample</b>	20 Bundles	
18	<b>Tags (Large) As per Sample</b>	20 Bundles	
Sr #	Items with Specifications	Quantity	Available stock



		<i>Purchased</i>	
19	<b>Photostat Paper, (Legal), (Double A)</b> 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	300 Rims	
20	<b>Photostat Paper, (A-4), (Double A)</b> 80gm, 500 Sheets VRG. Imported Indonesia/Thailand	400 Rims	
21	<b>Noting Paper(Legal) Butterfly (400 Sheets per Ream)</b>	50 Rims	
22	<b>Colour Paper, A4</b>	05 Packets	
23	<b>File Cover Plastic Legal Size</b>	01 Dozen	
24	<b>File Cover Plastic A4 Size</b>	01 Dozen	
25	<b>Flags (1"x 2")</b>	50 Packets	
26	<b>VIP File Folder (Four Flapper)</b>	05	
27	<b>File flapper ( four flapper)</b>	05	
28	<b>Binding Tape 2"</b>	50	
29	<b>Scotch Tape 2" (Deer)</b>	10	
30	<b>Scotch Tape 1" (Deer)</b>	10	
31	<b>Stapler Pin (Dollar)</b>	05 Packets(100 D)	
32	<b>Attendance Register (Large)</b>	15	
33	<b>Stapler Machine</b>	10	
34	<b>Paper Catcher (for files .Different Size )</b>	05 packets	
35	<b>Flag pad (big size)</b>	20	
36	<b>Hand Writing Pad (Small /Mediom)</b>	20+20=40	

  
 Deputy Director (Finance)  
 /Secretary Purchase Committee