



UNIVERSITY OF AZAD JAMMU & KASHMIR

(Directorate of Finance & Planning)

Admin Block, Chellah Campus, Muzaffarabad

Phone: 05822-920416 & Fax: 05822-960432

TENDER NOTICE

The University of Azad Jammu & Kashmir intends to invite sealed bids from well reputed/experienced firms (with their established setup), registered with sales and income tax departments, for the **"Purchase of Furniture, Fixture and Equipment for Multipurpose Hall"** against the project entitled **"Provision of Necessary Operational Facilities for King Abdullah Campus, Chatter Kallas"**, under the terms and conditions given in the bid document.

Last date for submission of the bid is **16-04-2019 till 10:30 a.m**, which will be opened accordingly in presence of bidders' representatives (if any) on the same date at 10:30 a.m.

The bids document can be obtained (during office hours) from the office of the undersigned, Admin Block, Chellah Campus, Room No: 22 after depositing tender fee of **Rs. 2500/- (non-refundable)** in shape of bank challan/ bank draft/pay order in favour of the Director Finance & Planning, University of Azad Jammu & Kashmir, Muzaffarabad.

The bids may be delivered to the undersigned by hand or through courier service (at risk and cost of the bidder) within the stipulated time and date. Bids received after due date or not properly sealed will be rejected.

Tender document can also be downloaded from University website www.ajku.edu.pk and AJK PPRA website ppra.ajk.gov.pk

(Syed Zulqarnain ur Raza Kazmi)

Assistant Director P&D/
Secretary Project Purchase Committee

Detail of Sport related items for Multi Purpose Hall

S. No	Items with Specifications	Quantity	Unit Price	Total Price
1	Six station multi Gym chest, Bench Press, Dipping station, Liftsimus station, Rowing machine, hip flexer& Abdominal conditioner	01		
2	Leg Press	02		
3	Leg Extension	02		
4	Smith machine	02		
5	Straight Benches Foam coverd 1.5x4.5 ft, 3.5 ft height	04		
6	Incline Bench	02		
7	Flat Bench	04		
8	Rubber/Steel Plates stand	02		
9	Dumbbell Stand/ Rack	02		
10	Regular Bar 60" for weight	04		
11	Rubber Discs (20 Kg each)	04		
12	Roman Chair	02		
13	Hyper extension	02		
14	T-Bar	02		
15	Metal Plates 20 kg, 15 kg, 10kg, 5kg, 2.5 kg, 1.25 kg, in pairs (02 Sets)	1000 kg		
16	Dumbbells 20 kg, 15 kg, 5kg, 2.5 kg, 1.25 kg, in pairs (02 Sets)	1000 kg		
17	Motorized Trademill 4hp Motor Taiwan made	02		

18	Heavy magnetic exercise cycle with ergo meter (Importer)	04		
19	Medicine balls 2kg, 3kg, 4kg, 5kg, made China	08		
20	Weigh-in-machine with height measuring scale	02		
21	Twister 2 ways	04		
22	Abdominal /sit up board	02		
23	Abdominal machine	01		
24	Butterfly	02		
25	Ab Ring pro	02		
26	Chest expander	04		
27	Wrist exerciser	04		
28	Badminton Poles moveable	02 pair		
29	Volley ball poles moveable	01pair		
30	Table Tennis Table (China)	04		
31	Basket ball poles moveable	01 pair		
32	Mattress 6x6x5 cotton canvas filled in coconut	04		
33	Audio system (Hi Fi) Sony/ Aiwa installation Wall mounted one complete unit to be installed in hall with suitable watts capacity speakers.	01 sets		
34	White Screen	01		
35	Multimedia with Screen (3500 Lumina or Above) Dell,	01		

	Panasonic, Sony or Eqv.			
36	Sound System	01		
37	Fire Extinguisher	03		

(Assistant Director Planning)
Secretary Project Purchase Committee



**UNIVERSITY OF
AZAD JAMMU & KASHMIR**

Directorate of Finance & Planning
Admin Block, Chellah Campus
Muzaffarabad
Phone: 05822-960416
Fax: 05822-960432
Purchase Section

Tender No: P&D-01/Procurement/2019

TENDER DOCUMENT

For

**“Purchase of Furniture & Fixture for KAC and
Equipment for Multipurpose Hall”**

Submission Deadline & Tender Opening Date: 16-04-2019

Venue: Admin Block, Chellah Campus, Muzaffarabad

FORM OF BID

Name of Company/Firm: _____

GST No: _____ **(Please attach copy)**

NTN No: _____ **(Please attach copy)**

Phone No: _____ **Mobile No:** _____

Fax No: _____ **Email:** _____

Tender Fee Rs. 2500/- (non refundable) Draft/Challan No: _____ **Dated:** _____

Earnest Money / CDR No (Refundable): _____ **Dated:** _____ **Rs.** _____

Full Address: _____

TERMS & CONDITIONS

NOTE: Bidders should read these conditions very carefully and comply strictly while sending their tenders. Afterwards no excuse/justification will be accepted / entertained. These instructions shall form the part of the tender and contract

- (i) Tender form shall be filled in ink or typed. No tender filled in Lead Pencil shall be considered.
- (ii) Call Deposit Receipt (CDR) @ 2% of total amount of bid (refundable) in favour of the Director Finance & Planning must be attached with the quotation/offer.
- (iii) Firms must have their own setup.
- (iv) Supply order/contract will be issued subject to the availability of funds. Moreover, items may be deleted.
- (v) All prevailing taxes are to be paid by the firms and must be included in the rates as per government rules/rates. Do not quote these taxes separately.
- (vi) Transportation/installation/training charges etc must be included in the rates. In this regard no claim, what so ever, shall be entertained separately.
- (vii) Price quoted must be in Pak Rupees. Prices quoted other than Pak Rupees shall not be considered.
- (viii) All required documents must be provided at the time of submission of quotation.
- (ix) Relevant literature, manuals shall be supplied alongwith the machinery/equipments (where necessary/applicable).
- (x) Rates shall be written very clearly and there should not be errors and/or over-writings. Corrections, if any, should be made clearly and initiated with a signature, who is signing the tender.
- (xi) The rates should be quoted on F.O.R. Muzaffarabad basis.
- (xii) The contractor shall not assign or sublet his contract or any substantial part thereof to any other agency.
- (xiii) Rates must be valid for a period of 90 days or till the completion of work and final payment, whichever is more.
- (xiv) Prices quoted should be firm and final inclusive of all taxes. Bidders should note that if taxes or duties etc, alter or levied by the Government during the contract it would be the responsibility of the firm.
- (xv) **CDR of the firm will be confiscated if the firm failed/refused to provide the material on their quoted/approved rates, once the tender open. Moreover, if the supplier failed to commence the supply of items as per terms & conditions lay down in supply order, CDR will also be forfeited.**
- (xvi) 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.
- (xvii) Detailed specifications are given in this tender document. Firms are asked to quote the prices according to the specifications.
- (xviii) Tender must be supported with proof of sales tax and income tax registration certificates.

- (xix) Supplier will be bound to provide sales tax return; otherwise, whole GST will be deducted from the claim. Payments will remain pending till the provision of GST return, in this regard no justification/excuse will be entertained
- (xx) 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.
- (xxi) The goods must be in good condition. Broken goods will not be accepted.
- (xxii) The machinery and equipments shall be securely boxed and protected from mechanical damage, moisture etc, suitable for both storage and transit according to the nature of the items.
- (xxiii) The firm supplying the items/equipments will demonstrate the operation/ working of the equipments to the satisfaction of the quarter concerned and provide training if needed. No extra charges will be paid on this account.
- (xxiv) Incomplete and conditional tenders will be rejected.
- (xxv) The Purchase Committee reserves the right to accept any tender, **not necessarily the lowest**, and accept tender for all or anyone.
- (xxvi) The evaluation will be based on the comparison, specifications/model/makes and expiry. Purchase Committee reserves the right to choose the specifications/ models/makes at its discretion.
- (xxvii) For furniture & fixture, the comparison totally based on samples and not on rates. The Purchase Committee examined the samples of furniture before final recommendations, which should not necessarily the lowest.
- (xxviii) Tender must be enclosed in a properly sealed **"bigger envelope"** and name of the bidder clearly marked on the envelope.
- (xxix) The tenderer shall sign and stamp the tender form at each page including terms & conditions pages.
- (xxx) In case the tender is not opened on the scheduled date due to any force de majeure then the same will be opened on the next working day at the same time and place.
- (xxxi) The supplier/contractor will be bound to abide by all rules & regulations/ instructions/directions mentioned in the supply order.
- (xxxii) Further personal canvassing or recommendation or unauthorized practices for getting the contract will also disqualify the bidders.
- (xxxiii) Bids received after due date and which are not properly sealed will be rejected and returned unopened to the bidder.
- (xxxiv) Tenderer which propose any alterations in the conditions specified will be rejected.
- (xxxv) In the event of any dispute, the legal matter shall be subjected to the jurisdiction of AJ&K.
- (xxxvi) Last date for submission of bids is **16-04-2019 (10:30 a.m)**. The bids shall be opened in the presence of the bidders' representatives, if any, on same day at **11:30 a.m.** in the office of the Director Finance & Planning, Chellah Campus, University of Azad Jammu & Kashmir, Mzd.

- **Payment Schedule:**
 - a. All payments in Pak Rupees (through crossed cheque) after delivery & checking.
 - b. No advance payment will be made. Payments will be released subject to the clearance of accounts and audit sections.
 - c. **Warranty for Equipment:** One year complete warranty. An amount equal to 10% of the total amount of the bill shall be retained by the University as a security deposit, which shall be released at the end of the warranty period.
- **Deductions/Payment of Taxes:**
 - a. **General Sales Tax:**
 - i) 1/5th of the sales tax declared in GST invoice (Subject to the provision of GST Return)
 - ii) 17 % of Gross Amount (If GST invoice/ GST Return not provided)
 - b. **Income Tax:**
 - i) 4.5 % of Gross Amount (Filer)
 - ii) 9% of Gross Amount (Non Filer)
 - c. **Tajweed-Ul-Quran Trust (T.Q.T) @ Rs. 5/- per thousand.**
 - d. **Education Cess (EC) @ Rs. 10% of income tax.**
(Note: In case a firm is exempted from the deduction of income tax, EC must be deducted on calculated value of income tax)
 - e. **Kashmir Liberation Cess (KLC) @ Rs. 1/- per thousand.**
 - f. **Stamp Duty (SD) @ 0.25% of total amount.**
 - g. Any additional tax impose by the government from time to time will be deducted at the time of payment from the supplier.

NOTE:

This tender is only an invitation to offer and the Purchase Committee does not bind itself to accept any tender and reserves the right to accept or reject any/all the bids.

CERTIFICATE:

We undertake that our Firm M/S_____ is not black listed by any Government Department/Agency/Private Organization in any part of AJK/Pakistan and that we currently not in litigation with any other authority or organization in this capacity.

We hereby confirm to have read carefully complete descriptions of the items and all terms & conditions of this tender document. We agree to abide by all these terms, conditions, stipulations, obligations and instructions.

In case of any dispute, decision of Central Purchase Committee of UAJ&K would be final and we undertake to accept any or all decisions of the Central Purchase Committee of this University with respect to acceptance and rejection of our bid, in part or in whole and that such a decision shall not be justifiable in any court of law at any time and at any stage. We further undertake that the Purchase Committee is not bound to accept the lowest bid necessarily.

We solemnly affirm and declare that contents of this undertaking are true to the best of my information, knowledge and belief.




Name of representative of the firm: _____





Designation: _____






CNIC No: _____



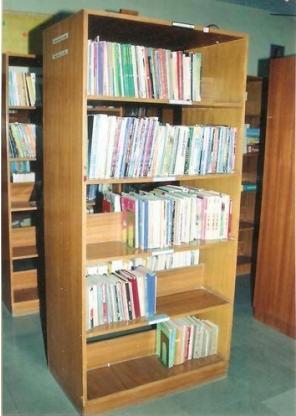
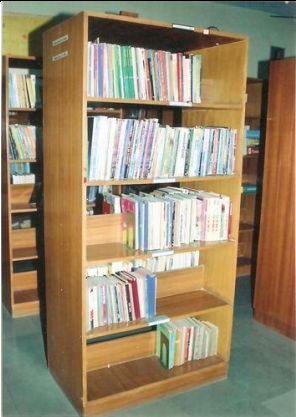
Email Address: _____






Signature and Seal:




Sr #	Items with specifications	Design	Quantity	Unit Price	Total Price
1.	<p>Executive chair Structure made of best quality hard wood. Arm made of solid seasoned wood. Best quality foam on seat and back cushioned with approved colour of leatherite, best quality revolving pedestal with tilting arrangement. As per picture attached.</p>		33Nos		
2.	<p>Executive table with side rack. Size:6.75'x3.25'x30" Side rack. 42"x18"x30" Top structure, bottom molding, lipping on edges made of solid seasoned shisham wood, sides, back and drawer front made of best quality shisham Veen board. Leatherite panel fixed in top. Finished with NC lacquer polish. As per picture attached.</p>		33		
3.	<p>Office chair revolving Structure made of best quality hard wood. Arm made of solid seasoned wood. Best quality foam on seat and back cushioned with approved colour of leatherite, best quality revolving pedestal with tilting arrangement. As per picture attached.</p>		228		





4.	<p>Officer table Size:5x2.50x30” Whole unit made of laminated board, one drawer box having 3 drawer and on other side one drawer and a window. Edges covered with PVC edging. As per picture attached.</p>		228		
5.	<p>Office chair for supporting staff Structure made of best quality hard wood. Arm made of solid seasoned wood. Best quality foam on seat and back cushioned with approved colour of leatherite, best quality revolving pedestal with tilting arrangement. As per picture attached.</p>		188		
6.	<p>Office table for supporting staff (2 drawers) Whole unit made of laminated board, edges covered with PVC edging. As per picture attached.</p>		188		
7.	<p>Seminar chair for stage (presidential chair) Whole unit made of solid seasoned shisham wood. Best quality foam on Seat and back covered with approved colour of leatherite. As per picture attached.</p>		92		





8.	<p>Seminar chair for participant Structure made of hard wood. Folding seat. Best quality foam on Seat, back and arms covered with approved colour of fabrics. Footing made of rectangular pipe. As per picture attached.</p>		1200		
9.	<p>Conference table holding 6 chair Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		56 sets		
10.	<p>Conference table holding 8 chair Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		28 sets		
11.	<p>Rostrum Whole unit of made of best quality Shisham Veen board. Finish with NC lacquer polish. As per picture attached.</p>		167		
12.	<p>Bookshelf (wooden) Size:3x16x6'H Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		75		




13.	<p>Bookshelf (wooden) Size:4x16x8'H Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		100		
14.	<p>Reading table 6 chair for library Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		82		
15.	<p>Double face almirah Size:3x2x6'H Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		75		
16.	<p>Double face almirah Size:4x2x8'H Whole unit made of Laminated board. Edges covered with PVC edging. As per picture attached.</p>		100		

17.	<p>Steel filling cabinet 4 drawer Whole unit made of MS Sheet 22SWG. Colour with hammer paint. As per picture attached.</p>		160		
18.	<p>Computer table(4x2x30") with chair for lab, staff Whole unit made of Laminated board. Edges covered with PVC edging. With provisions of keyboard tray and box for CPU. As per picture attached.</p> <p>Computer Chair Imported As per picture attached.</p>	 	631 sets		
19.	<p>Center table (4x2) Top lamination Structure made of solid seasoned shisham wood. Finished with NC Lacquer Polish. As per picture attached.</p>		16		
20.	<p>White board Size:8x4 As per picture attached.</p>		140		

21.	<p>Rack for printer and scanner (lamination) Size:36x18 Whole unit made of Laminated board. Edges covered with PVC edging.</p>		76		
22.	<p>Chair for visitor in staff room Whole unit made of solid seasoned shisham wood. Best quality foam on Seat and back covered with approved colour of leatherite. As per picture attached.</p>		324		
23.	<p>Side rack Whole unit made of Laminated board. Edges covered with PVC edging. With one shelf. As per picture attached.</p>		135		
24.	<p>Open notice board (offices) Size:5x3 As per picture attached.</p>		44		

25.	<p>Visitor chair for HOD's offices</p> <p>Whole unit made of solid seasoned shisham wood. Best quality foam on Seat and back covered with approved colour of leatherite. As per picture attached.</p>		170		
26.	<p>Witness box</p> <p>As per picture attached.</p>		6		
27.	<p>Student chair/class room chair</p> <p>Structure made of MS square pipe 1"x 1". Shisham wooden strips on seat & back. Finished with NC Lacquer polish. Frame finished with powder coating. As per picture attached.</p>		5573		
28.	<p>Journals/Magazine display stand</p> <p>Top made of lamination. Footing and legs made of rectangular pipe. Finish with powder coating. As per picture attached.</p>		33		
29.	<p>Heavy weight /dictionary encyclopedia stand</p>	<p>Design as discussed</p>	3		

30.	Reading chairs for departmental library Whole unit made of shisham wood. Finish with NC lacquer polish. As per picture attached.		200		
31.	Chair for committee room Whole unit made of solid seasoned shisham wood. Best quality foam on Seat and back covered with approved colour of leatherite. As per picture attached.		300		
32.	Wooden beds for hostels Head board, foot board and side rails made of solid seasoned shisham wood. Foam resting frame made of hard wood. Finished with NC lacquer polish. As per picture attached.		1200		
33.	Mattress (standard size)		1200		
34.	Wooden dining table with Glass top. (9'x5'=2) (18'x5') As per picture attached.		18		

35.	<p>Dining chair for Mess Whole chair made of solid seasoned shisham wood. Best quality foam on seat covered with approved colour of leatherite. As per picture attached.</p>		480		
36.	<p>Carpet for masjid</p>		1600		
37.	<p>Shoe racks for masjid As per picture attached.</p>		10		
38.	<p>Steel almirah 4 shelf Whole unit made of MS Sheet 22SWG. Colour with hammer paint. As per picture attached.</p>		200		