



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

(Directorate of Finance & Planning)

Admin Block, New Campus, Muzaffarabad

Phone: 05822-920559 & Fax: 960432

PURCHASE SECTION

Tender No.

Dated:

TENDER DOCUMENT

For

The Purchase of

**Vehicles, Office Stationery, Machinery & Office
Equipments, Weapons/Ammunition,
Uniform, Furniture & Fixture**

Submission Deadline & Tender Opening Date: **23-11-2009**

Venue: **Admin Block, Chellah Campus, Muzaffarabad**

Phone #: **05822-920559 Fax # 05822-960432**

E-mail:

Website: www.ajku.edu.pak

CONDITIONS FOR THE SUPPLY OF ITEM (S)

- Pay Order or call deposit receipt (CDR) @ 2% of total amount of bid (refundable) in F/O Director Finance & Planning must be attached with the quotation/offer. No firm is exempted from this condition.
- **The Purchase Committee reserves the right to increase or decrease the quantity of any item(s). Moreover the item(s) may be deleted.**
- All prevailing taxes must be included in the rates as per Government rules.
- All required documents must be provided at the time of submission of quotation.
- Rates must be valid for a period of 90 days.
- Detailed specifications are given in the Tender Document. Firms are asked to quote the prices according to specifications.
- The supplier shall sign an agreement with the University, if required, before issuance of final supply order.
- Tender must be supported with proof of Sale Tax Registration and NT Number.
- Prior to issuance of Supply Order the Purchase Committee may visit the firm to examine the setup/worth of the firm in the market.
- For supply of Weapons/Ammunition and Security Equipments only **registered weapons dealers** are eligible to participate in the tender.
- Last date for submission of bids is 23-11-2009 by 11:30 a.m. The bids shall be opened in the presence of the bidders or their authorized representatives, if any on same date, at 01:00 p.m. at University of Azad Jammu & Kashmir Muzaffarabad (Chehla Campus).
- **Payment Schedule:**
 - a. All payment in Pak Rupees (though crossed cheque) after delivery & checking.
 - b. Warranty for Machinery & Office Equipment One year complete warranty or as per manufacturer policy, whichever is more.
 - c. An amount equal to **10% of total amount of the bill shall be retained by the University as a security deposit in shape of pay order in favour of Director Finance & Planning**, which shall be released at the end of the warranty period. This condition is applicable for the supplier of Machinery & Office Equipment.
- **Deductions/Payment of Taxes:**
 - i. 1/5th of the sale tax declared in sale tax invoice presented by the registered supplier shall be deducted at the time of payment.
 - ii. The deduction of income tax and local taxes as per detail given below: -
 - a. Income Tax @ 3.5%. to 5%

- b. Tajweed-UI-Quran Trust (T.Q.T) @ Rs. 2/- per thousand.
- c. Education Cess @ Rs. 5% on (income tax Invoice value).
- d. K.L.C @ Rs. 300/- to 600/- shall be made under rules.

The Purchase Committee reserves the right to accept or reject any/all the bids without assigning any reason(s).

S. #	Items with specifications	Quantity	Unit Price	Total Price
Vehicles				
1.	<p>Coaster 28 Seater</p> <p>I) <u>BODY SUPER STRUCTURE TYPE</u> Type: Single deck skeleton type bus body. Body frame: Principal frame work of hollow square and rectangular M.S. tubes.</p> <p>II) <u>BODY PANELLING</u> Exterior sides: M.S. Sheet (1.0mm) Roof: M.S. Sheet (1.0mm) Front panel: Fiberglass moulded panel Rear panel : Fiberglass moulded panel Ceiling: Medium-density fiberboard Ceiling horizontal corners: Fiberglass moulded panel with rexine softening. Side below windows: Medium-density fiberboard. Heat insulation: Styrofoam.</p> <p>III) <u>DOORS:</u> Passenger door: 1 no. standard folding type manually operated. Emergency door: Easily accessible equipped on driver side with window having double sliding glasses. Driver door: Flap type with window having double sliding glasses. Door glass: Tinted toughened glasses.</p> <p>IV) <u>WINDSCREEN & WINDOW</u> Front windscreen: 1 piece clear safety laminated triplex curved glass. Rear Windscreen: 1 piece tinted toughened glass. Side windows: Tinted toughened glasses.</p> <p>V) <u>FLOOR:</u> Floor board: Plywood. Floor covering: PVC mat. Inspection/service lids: 1 no. each for transmission and fuel tank.</p> <p>VI) <u>STEP WELL AT ENTRANCE DOOR</u> Two stepped M.S. Sheet lined with antiskid sheet.</p> <p>VII) <u>SEATS</u> Capacity & Type: 29nos. foam cushioned seats with combined bottom & independent back covered with fabric/rexine (new shaped cosmo seats). Seat Layout: 2x2 configuration. Driver Seat: Foam cushioned sliding type. Seat belt: 1 no. for driver</p> <p>VIII) <u>ELECTRICAL EQUIPMENT</u> Front headlight: 4 nos. halogen round type Indicator: 2 nos. at front and 2 nos. at rear. Back light: 4 nos. stop/tail lights; 2 nos. reverse light with 2 nos. large size reflectors on rear bumper. Side blinker light: 4 Nos. at front and 2 nos. at rear Room light: 6 nos. fluorescent lights</p>			

	<p>Step light: 2 nos. at door Fog lamp: 2 nos. at front Wiper & washer: Electrically operated wipers at front with windshield washer. Clearance light: 2 nos. at front. IX) EXTERIOR FITTINGS Front bumper: Fiberglass bumper with M.S. reinforcement. Rear bumper: Fiberglass bumper with M.S. reinforcement. Side mirror: Convex type with under view mirror. Towing hook: 1 no. at front. Battery compartment: Provided with sliding tray on driver side. Tool box: provided with lockable Ltd. Roof ventilator: 2 nos. manually operated. Fiberglass wheel cap: Provided. Mud flaps: Provided Spare wheel carrier: Under the chassis with lifting arrangement. Roof luggage carrier: Provided with ladder (side mounted) Sliding Step: 1 no. for cleaning front windscreen. X) INTERIOR FITTINGS Doorway support pipes: Stainless steel pipes. Room mirror: 1 no. near front bulkhead. Dash board: Fiberglass moulded panel Chassis plate: 1 no. chassis identification plate in English. Sun visor: 1no. for driver. Fire Extinguisher: 1 no. Fabric curtain: Provided Seat handle: 22nos. each dual seat.</p>			
Office Stationery				
1.	Officer Pen Holder (Fine Quality)	60 Set		
2.	Ball Point (Different quality/Colour)	300 packet (250 Black+Blue+ 50 Red		
3.	Lead Pencil (Gold fish)	100 packet		
4.	Sharpeners (Steel)	25 dozen		
5.	Fluid + thinner Pelikan	100 set		
6.	File Flaper (Four Flaper)	200		
7.	Table Bell KXP	20 Nos		
8.	Envelops 4x9" (80 gram) Khaki	10000 Nos		
9.	Eraser DG-50	10 dozen		
10.	High Lighter- Stablo Boss	100 Nos		
11.	Register No. 30 single line large size	100 Nos		
12.	Receipt Register 300 pages	30 Nos		
13.	Dispatch Register 300 pages	100 Nos		
14.	File Board	100 Nos		
15.	Stapler Machine Medium Size (Max)	50 Nos		
16.	Poker	50 Nos		
17.	Pin Cushion	24 Nos		
18.	Dust Bin	50 Nos		
19.	Paper Pin (China) Large	200 pkt		
20.	File Tray Plastic	50 Nos		
21.	Stapler Pin Dollar	200 packet		
22.	Paper Cutter steel large	24 Nos		

23.	Tag small size 200 & large size 50	200 bundle		
24.	Uni Ball Point (Pilot)	30 packet		
25.	Glue Stick UHU 21 Gm	100 Nos		
26.	Table set Marble 10 /Wooden 10	20 Nos		
27.	Computer Paper (A4 Size) 90 gm (500 sheet packing)	400 rim		
28.	Computer Paper (Legal Size) 90 gm (500 sheet packing)	400 rim		
29.	White Board marker Dollar	2 dozen		
30.	Ruler Steel 12"	2 dozen		
31.	Calculator (CT-500)	20 Nos		
32.	Attendance Register	24 Nos		
33.	Colour Paper Legal Size	5 packet		
34.	Colour Paper A-4 size	5 packet		
35.	Writing Pad (small size)	50 Nos		
36.	Ink Remover Pencil	03 dozen		
37.	Paper Clip	50 packet		
38.	Stamp Pad	50 Nos		
39.	VIP File Folder (Four Flaper)	50 Nos		
40.	Photo State Paper 90 grams Leagal size (500 sheet packing)	600 Rim		
41.	Flash 4 GB/2 GB	24 Nos		
42.	Stapler remover	12 Doz		
43.	Table diary 2010	20 Nos		
44.	Pencil fluid	02 Dozn		
45.	Toner Printer for HP-1300/2015/1320/2610/1200 & 10/20	60		
46.	Toner for fax machine Panasonic KX-FA83E(CN)	06		
47.	Toner for Photostat Machine Ricoh 2000 MP/2540/ Minolta 4000/ Sharp 5320	30		

Machinery & Office Equipment

1.	<p>LAPTOP HP PAVILION,DELL,ACER,SONY</p> <table border="1"> <thead> <tr> <th colspan="2">Processor, operating system and memory</th> </tr> </thead> <tbody> <tr> <td>Processor type</td> <td>Intel® Core™ processor i7-720QM • 1.60 GHz, Level 2 cache 6 MB</td> </tr> <tr> <td>Operating system installed</td> <td><u>Genuine</u> Windows® 7 Home Premium (64-bit)</td> </tr> <tr> <td>Standard memory</td> <td>4096 MB</td> </tr> <tr> <td>Memory layout</td> <td>(2 x 2048 MB)</td> </tr> <tr> <td>Maximum memory</td> <td>Supports up to 8 GB DDR3 memory</td> </tr> <tr> <th colspan="2">Internal drives</th> </tr> <tr> <td>Internal drives</td> <td>500 GB</td> </tr> <tr> <td>Storage controller</td> <td>SATA Hard Disk Drive</td> </tr> <tr> <td>Hard disk drive speed</td> <td>7200 rpm</td> </tr> <tr> <td>Hard disk drive protection</td> <td>with HP Protect Smart Hard Drive Protection</td> </tr> </tbody> </table>	Processor, operating system and memory		Processor type	Intel® Core™ processor i7-720QM • 1.60 GHz, Level 2 cache 6 MB	Operating system installed	<u>Genuine</u> Windows® 7 Home Premium (64-bit)	Standard memory	4096 MB	Memory layout	(2 x 2048 MB)	Maximum memory	Supports up to 8 GB DDR3 memory	Internal drives		Internal drives	500 GB	Storage controller	SATA Hard Disk Drive	Hard disk drive speed	7200 rpm	Hard disk drive protection	with HP Protect Smart Hard Drive Protection
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Optical drive type	Lightscribe Super Multi DVD Writer (+/-R +/-RW) with Double Layer support
Lightscribe	Create silkscreen-quality disc labels direct from your PC with LightScribe: Just burn, flip, burn.
Optical drive controller	SATA optical Drive
System features	
Memory card device	5-in-1 integrated Digital Media Reader for Secure Digital cards, Multi Media cards, Memory Stick, Memory Stick Pro, or xD Picture cards
Network interface	Integrated 10/100/1000 Gigabit Ethernet LAN
Wireless technologies	802.11 a/g/n
Wireless capability	Bluetooth® wireless networking
External I/O ports	4 USB 2.0 (4th shared with eSATA port), 1 HDMI connector, 1 eSata + USB connector, 1 VGA port, 1 RJ45 ethernet connector, Expansion port 3, 2 headphones-out, 1 mic-in, 1 IEEE 1394, consumer IR, cable docking connector
Video capture interface	IEEE 1394 FireWire® Interface
Expansion slots	1 ExpressCard/54 Slot (also supports ExpressCard/34)
Display size	15.6" Diagonal High Definition HP LED Bright view Display
Display resolution	1366 x 768
Graphic subsystem name	NVIDIA GeForce GT 230M
Video RAM	Up to 2815 MB total graphics memory with 1 GB dedicated DDR3
Ergonomic features	Integrated finger print reader
Webcam	HP Pavilion Webcam with Integrated Digital Microphone.VGA low-lght
Remote control	HP Mobile Remote Control
Speakers and microphone	Altec Lansing speakers
Keyboard	Full size keyboard with integrated numeric keypad
Power supply type	120 W AC Power Adapter
Pointing device	Touch Pad with On/Off button and dedicated vertical Scroll Up/Down pad
Battery type	6-cell Lithium-Ion (Li-Ion) battery

	Energy efficiency compliance	ENERGY STAR® qualified		
	Software			
	Software - Productivity & finance	Microsoft® Works and Microsoft® Office Home and Student 2007 60-Day Trial Version		
	Pre-installed software	Microsoft® Internet Explorer; Windows® Live Messenger, Adobe® Reader, Adobe® Flash Player		
	Optical drive driver software	HP Media Smart Suite; HP Total Care Setup, HP Total Care Advisor, HP Protect Smart, Cyber link DVD Suite ; Windows Media center ; Windows Mail, Digital Persona Fingerprint reader software ; HP Games Console with hours of free game play, Norton Online Backup (30-day trial)		
	Software included	Recovery partition (including possibility to recover system, applications and drivers separately); Optional re-allocation of recovery partition; Recovery CD/DVD creation tool; Symantec™ Norton Internet Security™ 2009 (60 days live update); Notebook Help & Support		
	Dimensions / weight / warranty			
	Product colour	HP Imprint - Espresso		
	Product weight	2.88 kg		
	Package weight	4.72 kg		
	Weight note (metric)	Weight will vary by configuration		
	Product dimensions (W x D x H)	25.8 cm (L) x 37.85 cm (W) x 3.4 cm (min H) / 4.2 cm (max H)		
	Package dimensions (W x D x H)	450 x 160 x 345 mm		
	Warranty	1 year, carry in, parts and labour		
	Limited warranty coverage and exceptions	You can expand the warranty coverage of your product and protect it against accidental damage, up to 3 years; for more information, check with your HP reseller.		
1.	Computer P-4 (Non. Branded) Mother Board: Intel DQ45CB or DG43NB Processor: Intel Core 2 Quad E9400 (2.66GHz/6MB Cache/1333Mhz FSB) Warranty & Service: 1Yr. Ltd. Hardware Warranty, In Home Service after Remote Diagnosis Monitor: LCD View Sonic Memory: 2GB DDR2\800MHz) Hard Drive: 320GB SATA Hard Drive Optical Drive: Sony 4 in 1 DVD Video Card: Built in on board Sound: Built in on board			

	<p>LAN: Build-in on board Floppy Drive: 1.44MB Sony Keyboard & Mouse: Multimedia Keyboard & Laser Scroll Mouse Casing: Tower ATX Power Cables: Good Quality CD'S: Mother board One CD with One PC CD'S: Windows7 One CD with One PC CD'S:Office XP One CD with One PC</p>			
2.	<p><u>Computer P-4 (Branded)</u> HP, Dell, IBM, Acer Warranty & Service: 1Yr. Ltd. Hardware Warranty, In Home Service after Remote Diagnosis Monitor: LCD View Sonic Memory: 2GB DDR2\800MHz) Hard Drive: 320GB SATA Hard Drive Optical Drive: Sony 4 in 1 DVD Video Card: Built in on board Sound: Built in on board LAN: Build-in on board Floppy Drive: 1.44MB Sony Keyboard & Mouse: Multimedia Keyboard & Laser Scroll Mouse Casing: Tower ATX Power Cables: Good Quality CD'S: Mother board One CD with One PC CD'S: Windows7 One CD with One PC CD'S:Office XP One CD with One PC</p>			
3.	<p>Digital Movie Camera 10 MP / 10xoptical Zoom 30 x digital zoom, Model Camedia C-Ultra Zoom Olympus Made in Japan or latest model</p>			
4.	<p><u>Photostat Machine</u> 35-45 cmp Multi copy1-999 Zoom 25% -400% Paper tray 2x500& 100 sheets by pass Duplex –bult in Warm up time less than 12 second First out put speed less than 6 second Paper sizea6-to a3 With trolley/console</p>			
5.	<p>Water Dispenser Dawalance / Waves/PEL</p>			
6.	<p>Television 14" & 21" Sony/Philips/Samsung</p>			
7.	<p>Deep Freezer Dawalance/Waves/PEL</p>			
8.	<p>Laser Colour Printer HP Color LaserJet 2605 Laser Printer Speed: Black up to to 12 ppm, Color up to 10 ppm Resolution: 600 x 600dpi, HP ImageREt 2400 (Black and Color) Memory: 64 MB, Memory Enhancement technology Print Languages: HP PCL 6, PCL 5e, postscript level 3 emulation</p>			

	Connectivity: Hi-Speed USB 2.0 port			
9.	Printer HP Laser Jet 1320/2015 or latest			
10.	Scanner Control Panel: 4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF) Speed: 4x6 in color photo to file: 11sec for multiple image scan Resolution: Optical 4800 dpi, Enhanced 999,999 dpi Bit-Depth: 96-bit color Max Scan Size: 8.5 x 12.3 inches Connectivity: Hi-Speed USB 2.0 port	02		
11.	UPS 2 KVA Back up time 90 minutes or above with dry battery (imported)	04		
12.	Telephone Sets Single/Steno / Extn (Land Line) Made of Pakistan Telephone Industries			
13.	Air Conditioner 18000/24000 BTU Heat & Cool Hair/General/LG/Mitsubishi			
14.	Sound System (Philips/Sony/TOA) (i) for University Auditorium with four speaker mice (ii) for conference table with 18 mice & speaker			
15.	Stabilizer Best quality 3000WATT			
16.	Heaters NTN/ best quality			
Weapons & Ammunitions/Security Instruments				
1.	Scanning Door for City and Chellah Campuses	02		
2.	Vehicles Inspection Mirror instruments/equipment for checking of vehicles	03		
3.	CCTV Cameras for monitoring & recording at City/Chellah Campus	08		
4.	DVR for monitoring + recording	02		
5.	Scanner metal detector for body scanning	06		
6.	Heavy duty torch including ordinary (6+6)	12		
7.	Mega phone	02		
8.	Gun Repeater (M-4) design 12 bore with 25 cartridge per gun	05		
9.	Gun Repeater local made with 25 cartridge per gun	02		
10.	Pistol 30 bore made in China with 25 cartridge per pistol	01		
11.	Pistol 30 bore MP5 design with 25 cartridge per pistol	03		
Furniture & Fixture				
1.	Computer Chairs with revolving and tilting mechanism without arms seat and back of ply imported five star base top quality foam in seat and back			

	fabric project cloth			
2.	<u>Easy Chairs</u> with arms wooden made (Sheshum) seat & back cushioned with top quality foam / project cloth			
3.	<u>Computer Tables</u> W42" X D18" X H30" A drawer on the right side and a tower CPU section under it. CPU section should start from the floor with H 2.25" solid Sheshum wood plinth Pull on keyboard and mouse tray on left side with three piece fully extendable channel. Ever good look. Filing section under keyboard tray with H 15" clear gap Made of high density 700 masa laminated sheet no. 104 with melamine sheet pressed at the top on high density particle board and matching solid Sheshum wood lapping.			
4.	<u>Steel Almirah (for office)</u> Size 3'x6'x1-1/2' Shelf – 4 Gauge = 22			
5.	<u>Steel Almirah (For Books)</u> Size (4'x6'x1-1/2') Front Glass Shelf. 4 Gauge = 22			
6.	<u>Steel Almirah (For Science Equipment)</u> (4'x6'x1-1/2') Front Glass Shelf- 4 Gauge = 22			
7.	<u>File Cabinet</u> W20" X D22" X H54" Steel used must be 22gauge Four Drawers in three piece fully extendable Steel channels Strong metal bars in each drawer for file hanging Drawers should move swiftly, quietly and will be able to sustain heavy load Unbreakable plastic metallic type handles			
8.	<u>Side Rack (wooden)</u> W36" x D15" x H30" Shelf. 2 Made of high density 700 masa laminated sheet no. 104 with melamine sheet pressed at the top on high density particle board and matching solid Sheshum wood lapping.			
9.	<u>Book Shelf Single/Double Side</u> As per simple			
10.	<u>Stools</u> with hydraulic height adjustable			
11.	<u>Office Chairs (wooden made Sheshum)</u> Double arms type seat and back cushioned with top quality foam and project Cloth, Wooden Sheshum			
12.	<u>Officer Chair</u> Revolving foam and cloth base best quality			
13.	<u>Office Table</u> Size (3'x5') with three draws on right side with central locking system (cls) Formica Top			

	Unbreakable mettletype handles			
14.	Officer Executive Tables W 60xD36 x H30 three drawers on right side with central locking system (cls) Drawer face W 16xH6 Double faced drawers Drawer's bottom of MDF Unbreakable mettletype handles Made of high density 700 , Masa laminated sheet no. 104 with melamine sheets pressed at the top on high density particle board and matching solid Shesham wood lapping. Solid Shesham reinforcement strips (2.25") under the front and the back of table top.			
15.	Reading Chairs For center library as per sample			
16.	Dining table (wooden made Sheshum) Size 8'x4' base made of sheshum wood with laminated top			
17.	Dining Chair Wooden made, (Sheshum) high back, seat cushioned with top quality foam & project cloth/ lath rite			
18.	Center Table Set Wooden made (Sheshum) Glass Top 8 mm 3 pieces			
Uniform for Security Guards				
1.	Pent Shirt Navy & sky Blue Nichi brand cloth, Jersey Nidel Craft (Med. L & exl), Beret Cap, with university monogram, Belt, Shoes Half large with socks, Security badges, Whistle with ribbon and sticks.			
Miscellaneous				
1.	Cloth Markeen, colour Half white	1000 mtr		
2.	Complete Sanitary items for cleaning purpose Surf, broom, finis (Daily Mop) Rates should be quoted per kg, per nos. per ltr.			
3.	Coil Pot			
4.	Coil Cicker			

(Raja Ashaq Hussain)
Deputy Director/
Secretary Purchase Committee

1.	Admission Form B.A/B.Sc for regular students	10000		
2.	Admission Form M.A/M. Sc part 1 st for regular students	10000		
3.	Admission Form M.A/M. Sc part 2 nd for regular students	20000		
4.	Admission Form M. Ed for regular students	10000		
5.	Admission Form B. Ed for regular students	10000		
6.	Admission Form B. Com part 1 st for regular students	10000		
7.	Admission Form B. Com part 2 nd for regular students	10000		
8.	Admission Form L.L.B for regular students	15000		
9.	Admission Form Professional for regular students	10000		
10.	Admission Form B.A/B.Sc for Private/Late College students	50000		
11.	Admission Form M.A/M. Sc part 1 st for private students	10000		
12.	Admission Form M.A/M. Sc part 2 nd for private students	10000		
13.	Admission Form B. Ed for private students	10000		