



TENDER DOCUMENT

Purchase of Stationery/ Consumables (Cleaning & Sweeping Material)/Electrification and Plumbing Material

Last Date for Submission: 28 April 2021 (Wednesday) at 11:00 AM

Bid Opening Date: 28 April 2021 (Wednesday) at 12:00 PM

Tender Fee (Rs. 1,000-) in favor of "Treasurer MUST"

**MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST),
Mirpur**

***Please Visit during working (8AM to 4 PM, Saturday off) hours for Clarifications.**

Websites: www.must.edu.pk

Tel no. 05827-961046, Fax no. 05827-961046

Email: dy.treasurer@must.edu.pk

1) Stationery Items			
#	Details of Items	Specs	Qty.
1	Binder Clip 1"	Beli, U brand, ACCO or equivalent	05 pkt
2	Binder Clip 2"	Beli, U brand, ACCO or equivalent	05 pkt
3	Binding card A/4 (150 Gram)	GR, Cratejay or equivalent	10 (Rim)
4	Binding card legal (150 Gram)	GR, Cratejay or equivalent	10 (Rim)
5	Book Binding Tape, 2"	Sensa or equivalent	250 Nos
6	Book Binding Tape, 3"	Sensa or equivalent	100 Nos
7	Box File 3"	Avery or equivalent	700 Nos
8	Box File A/4	Avery or equivalent	300 Nos
9	Calculator (Large)	Citizen CT-714D or equivalent	10 Nos
10	Calculator small	Casio, OMJ 120 or equivalent	20 Nos
11	Chit Pad 2*2	Post-IT or equivalent	100 pkt
12	Chit Pad 2*3	Post-IT or equivalent	100 pkt
13	Chit Pad 3*4	Post-IT or equivalent	100 pkt
14	Cutter paper Large with extra blade	Sensa or equivalent	50 Nos
15	Drafting Pad (Small)	DPS or equivalent	200 Nos
16	Drafting Pad (Large)	DPS or equivalent	50 Nos
17	File Board	Best Quality	250 Nos
18	Fluid marker	Dux or equivalent	25 pkt
19	Foot 12" steel	Best Quality	100 Nos
20	Gum Stick, 22gram	Dux or equivalent	50 pkt
21	High Lighter,	Dollar or equivalent, different color	50 pkt
22	Binding lamination A/4	Plastic sheet hard	20 Rim
23	Binding lamination Legal	Plastic sheet Hard	10 Rim
24	Lead pencil	HP goldfish or equivalent	125 pkt
25	Marker Blue permanent	Piano or equivalent	10 pkt
26	Marker black white board	Dollar equivalent	70 pkt
27	Marker blue white board	Dollar or equivalent	50 pkt
28	Paper Clip 36mm	Butterfly or equivalent	10 pkt
29	Paper Pin	Best Quality	10 pkt
30	Pencil ball point, Blue + Red	Dollar 0.7 or equivalent	45+5 pkt
31	Pencil Uni Ball, Japan, Blue +Black	Signo or equivalent	9+1 pkt
32	Poker	Wooden handle best quality	20 Nos
33	Punch Machine (Double)	HD, OIC or equivalent	30 Nos
34	Scotch Tape 1"	Sensa, deer or equivalent	300 Nos
35	Scotch Tape 2:	Sensa, deer or equivalent	100 Nos
36	Scotch Tape 3"	Sensa, deer or equivalent	100 Nos
37	Separators Plastic	A/4	30 pkt
38	Separators Plastic	Legal	10 pkt
39	Separators Paper	A/4	10 pkt
40	Separators Paper	Legal	5 pkt
41	Stamp Pad Black Large	Crystal or equivalent	50 Nos
42	Stamp Pad Blue Large	Crystal or equivalent	50 Nos

43	Ink (Stamp Pad)	Crystal or equivalent	10 Nos
44	Ink (white board)	Nafees, dollar or equivalent	10 Nos
45	Stapler 24*6/24*8	Dux or equivalent	100 Nos
46	Stapler Pin 24/6 =180+24/8=20	Wizz or equivalent	200 pkt
47	Stapler Machine 10 no	Dux or equivalent	20 Nos
48	Stapler Machine (heavy Duty)	SID HS-3000 or equivalent	05 Nos
49	Stapler Pin 10 no	Dollar or equivalent	20 Nos
50	Tag Small	Best Quality	300 bundle
51	Tag Medium	Best Quality	20 bundle
52	Tag Large	Best Quality	20 bundle
53	Table set marble	Best Quality	05 Nos
54	Table set wood	Best Quality	05 Nos
55	Four flapper	VIP or equivalent	100 Nos
56	Paper tape 1"	Bull brand, Abro or equivalent	200 Nos
57	Paper tape 3"	Bull brand, Abro or equivalent	50 Nos
58	A/4 Paper 80Gram, Imported, 500 sheet	AA or equivalent	650 Rim
59	Legal Paper 80Gram, Imported, 500 sheet	Navigator, AA or equivalent	250 Rim
60	A/4 Paper 100 gram, Imp. 500 sheet	Navigator, AA or equivalent	50 Rim
61	A/4 Paper 70Gram, Imported, 500 sheet	AA, Paper 1 or equivalent	1600 Rim
62	Legal Paper 70Gram, Imported, 500 sheet	AA, Paper 1 or equivalent	600 Rim
63	Paper A/5 70 Gram, Imported, 500 sheet	AA, Paper 1 or equivalent	10 Rim
64	Paper A3, Imported, 500 sheet	AA, Paper 1 or equivalent	20 Rim
65	Flags, Different colour	XINGLI or equivalent	50 pkt
66	Duster	Smart T-28 or equivalent	300 Nos
67	Eraser	Deer or equivalent	5 box
68	Shapner	Deer or equivalent	5 box

2) Cleaning & Sweeping Materials

S.No	Name of items	Specs	Qty.
1	Sweep	Moon or equivalent (500 ml bottle)	1600 Bottle
2	Phenyl	Master, Phool (03 liter Bottle)	1200 Bottle
3	Soap	Life boy + lux	200+100 Nos
4	Brooms	Saroot	1200 Nos
5	Brooms	Bans	500 Nos
6	Brooms	Flower	200 Nos
7	Dustbin	Small	60 Nos
8	Dustbin	Large	30 Nos
9	Brush Toilet	Best quality	30 Nos
10	Toilet Roll tissue	Best quality	200 Nos
11	Tissue box	Rose petal or equivalent	350 Nos
12	Surf	Surf excel or equivalent ½ kg	450 Pkt

13	Lota	Best quality	200 Nos
14	Vim Powder	½ kg	300Pkt
15	Commode Pump	Best quality	20 Nos
16	Plastic Shovel	Best quality	100 Nos
17	Mug Plastic	Best quality	30 Nos
18	Wiper	Small, best quality	100 Nos
19	Wiper	Large, best quality	50 Nos
20	Soter for mop	Best quality	180 kg

3) Plumbing Material			
Sr.#	Items	Specs/Brand Name	Qty.
1	Pipe PPR		
I	25mm Pipe	Master/ Minhas or Equivalent	20 length
ii	32mm Pipe	Master / Minhas or Equivalent	50 length
iii	40 mm Pipe	Master / Minhas or Equivalent	10 length
iv	50 mm Pipe	Master / Minhas or Equivalent	
2	Elbo PPR		
I	25mm Elbo	Master/ Minhas or Equivalent	30 Nos
ii	32mmElbo	Master/ Minhas or Equivalent	50 Nos
iii	40 mm Elbo	Master/ Minhas or Equivalent	10 Nos
iv	1/2x25	Master/ Minhas or Equivalent	
V	50 mm Elbo	Master/ Minhas or Equivalent	
vi	63 mm Elbo	Master/ Minhas or Equivalent	
3	Tee PPR		
I	25 mm Tee	Master/ Minhas or Equivalent	
ii	32mm Tee	Master/ Minhas or Equivalent	20 Nos
iii	40 mm Tee	Master/ Minhas or Equivalent	
iv	50 mm Tee	Master/ Minhas or Equivalent	
v	63 mm Tee	Master/ Minhas or Equivalent	

Vi	1/2x25	Master/ Minhas or Equivalent	15 Nos
4	Socket PPR		
I	25mm Socket	Master/ Minhas or Equivalent	5 Nos
Ii	32mm Socket	Master/ Minhas or Equivalent	70 Nos
Iii	40 mm Socket	Master/ Minhas or Equivalent	15 Nos
Iv	1/2x25	Master/ Minhas or Equivalent	
V	50 mm Socket	Master/ Minhas or Equivalent	
Vi	63 mm Socket	Master/ Minhas or Equivalent	
5	Union PPR		
I	25mm Union	Master/ Minhas or Equivalent	12 Nos
Ii	32mm Union	Master/ Minhas or Equivalent	12 Nos
Iii	40 mm Union	Master/ Minhas or Equivalent	6 Nos
6	Ball Wall		
i	25mm Ball Wall	China or equivalent	
ii	32mm Ball Wall	China or equivalent	
Iii	40 mm Ball Wall	China or equivalent	10 Nos
7	Cross Bend PPR		
I	25 Cross Bend	Master/ Minhas or Equivalent	
Ii	32 Cross Bend	Master/ Minhas or Equivalent	12 Nos
8	Elbo GI		
I	1/2, Elbo GI	China	
Ii	3/4 Elbo GI	China	
Iii	1"Elbo GI	China	
Iv	1/4, Elbo GI	China	
V	1/1/2Elbo GI	China	
Vi	2"Elbo GI	China	
Vii	1-1/4 Elbo GI	China	

9	Elbo GI Reducer		
I	3/4* 1/2 Elbo GI	China or Equivalent	6 Nos
ii	1x1/4 Elbo GI Reduce	China or Equivalent	6 Nos
10	Tee GI		
I	3/4* 1/2 GI	China or Equivalent	
ii	1/2, Tee GI	China or Equivalent	6 Nos
iii	3/4 Tee GI	China or Equivalent	
Iv	1" Tee GI	China or Equivalent	6 Nos
V	1/4, Tee GI	China or Equivalent	5 Nos
Vi	1x1/2 Tee GI	China or Equivalent	3 Nos
Vii	2" Tee GI	China or Equivalent	3 Nos
11	Socket GI		
I	1/2, Socket GI	China or Equivalent	
ii	3/4 Socket GI	China or Equivalent	
iii	1" Socket GI	China or Equivalent	
Iv	1/4, Socket GI	China or Equivalent	
V	1/1/2 Socket GI	China or Equivalent	
vi	2" Socket GI	China or Equivalent	
12	Pipe nipple GI		
I	1/2, Pipe nipple GI	China or Equivalent	24 Nos
ii	3/4 Pipe nipple GI	China or Equivalent	
iii	1" Pipe nipple GI	China or Equivalent	
Iv	1/4, Pipe nipple GI	China or Equivalent	
V	1/1/2 Pipe nipple GI	China or Equivalent	
Vi	2" Pipe nipple GI	China or Equivalent	
13	Berral Nipple GI		
i	1/2, Berral nipple GI	China or Equivalent	

Ii	3/4 Bearal nipple GI	China or Equivalent	
Iii	1" Bearal nipple GI	China or Equivalent	
Iv	1/4, Bearal nipple GI	China or Equivalent	
V	1/1/2 Bearal nipple GI	China or Equivalent	
Vi	2" Bearal nipple GI	China or Equivalent	
14	Union GI		
I	1/2, Union GI	China or Equivalent	
Ii	3/4 Union GI	China or Equivalent	
Iii	1" Union GI	China or Equivalent	
Iv	1/4, Union GI	China or Equivalent	
V	1/1/2 Union GI	China or Equivalent	
Vi	2" Union GI	China or Equivalent	
15	Ball Wall GI		
I	1/2, Ball Wall GI	Amir/ Minhas or Equivalent	5 Nos
Ii	3/4 Ball Wall GI	Amir/ Minhas or Equivalent	5 Nos
Iii	1" Ball Wall GI	Amir/ Minhas or Equivalent	
Iv	1/4, Ball Wall GI	Amir/ Minhas or Equivalent	
V	1/1/2 Ball Wall GI	Amir/ Minhas or Equivalent	
Vi	2" Ball Wall GI	Amir/ Minhas or Equivalent	2 Nos
16	Check Wall		
I	1/2, Check Wall	RBS/AGM/popular or equivalent	
Ii	3/4 Check Wall	RBS/AGM/popular or equivalent	
Iii	1" Check Wall	RBS/AGM/popular or equivalent	
iv	1/4, Check Wall	RBS/AGM/popular or equivalent	
17	Bush GI		
I	3/4 x 1/2 Bush GI	Local/degi or equivalent	
Ii	1 x 1/4 Bush GI	Local/degi or equivalent	

	iii	¼ x ½ Bush GI	Local/degi or equivalent	
	iv	1x1/2 x 2" Bush GI	Local/degi or equivalent	
18		Motor Mono-Block		
	I	2hp Motor Mono-Block with 03 fan	Nafees with three fan or Equivalent	5 Nos
19		Motor Mezile		
	I	2hp Motor	JD 1.5KW or equivalent	
20		Plain bend GI		
	I	½, Plain bend GI	China or equivalent	
	ii	¾ Plain bend GI	China or equivalent	
	iii	1" Plain bend GI	China or equivalent	
	iv	¼, Plain bend GI	China or equivalent	
21		Flash Tanki,	master/Golden or equivalent	
22		Water Tank, 1000 g,	Dura,Master Plus or Equivalent	4 Nos
23		T Kock,	Master/asia or equivalent	
24		Basin mixer	Master/asia or equivalent	
	i	Connection pipe (basin mixer)	Master/asia or equivalent	
25		Double Bib Kock,	Faisal or Equivalent	4 Nos
26		Basin Waste	Super asia or Equivalent	12 Nos
27		Wash Basin 3star	Supreme or Equivalent	2 Nos
28		Toilet, English with seat cover	Supreme or Equivalent	3 Nos
29		Seat Cover	IFO or Equivalent	
30		Robber Connection meter	Local or Equivalent	6 Nos
31		Water Filter, machine	Aqua Safe or Equivalent	5 Nos
32		Filter Cortege	Aqua Safe or Equivalent	300 Nos
33		Muslim Shower	Supreme or Equivalent	18 Nos
	I	Muslim Shower	Master fit or Equivalent	5 Nos

34	Mirror	Taj or Equivalent	15 Nos
35	Kili Clump		
	1x1/4 Kili Clump		
36	Morry spendal	Superasia or equivalent	100 Nos
i	Morry,head	SuperAsia or equivalent	24 Nos
37	Morry,	Master or equivalent	74 Nos
38	Head	Master or equivalent	24 Nos
i	Head	Faisal or equivalent	30 Nos
ii	Head	Asia or equivalent	15 Nos
39	Neck	Local or Equivalent	15 Nos
I	Neck	China or Equivalent	15 Nos
40	Bush Tanki ½, 1", 1.5"	Awami or equivalent	
41	Float Wall		
i	½, Float Wall	Shahid or equivalent	6 Nos
ii	¾ Float Wall	Shahid or equivalent	4 Nos
iii	1" Float Wall	Shahid or equivalent	4 Nos
42	PVC Pipe		
I	2" PVC Pipe	Master or equivalent	5 length
ii	3" PVC Pipe	Master or equivalent	5 length
iii	4" PVC Pipe	Master or equivalent	5 length
43	PVC Tee		
I	2" PVC Tee	Masterfit/deluxe or equivalent	
Ii	3" PVC Tee	Masterfit/deluxe or equivalent	
Iii	4" PVC Tee	Masterfit/deluxe or equivalent	
44	PVC Socket		
I	2" PVC Socket	Masterfit/deluxe or equivalent	
Ii	3" PVC Socket	Masterfit/deluxe or equivalent	

iii	4" PVC Socket	Masterfit/deluxe or equivalent	
45	PVC Elbo		
I	2" PVC Elbo	Master/ Masterfit or equivalent	5 Nos
Ii	3" PVC Elbo	Master/ Masterfit or equivalent	
Iii	4" PVC Elbo	Master/ Masterfit or equivalent	
46	Y Tee2"	Master/ Masterfit or equivalent	
I	Y Tee 3"	Master/ Masterfit or equivalent	
Ii	Y Tee 4"	Master/ Masterfit or equivalent	
Iii	Y Tee 3x4	Master/ Masterfit or equivalent	
Iv	Elbo 2x3	Master/ Masterfit or equivalent	
V	Elbo 2x4	Master/ Masterfit or equivalent	
Vi	Elbo 2x5	Master/ Masterfit or equivalent	
Vii	Elbo 3x4	Master/ Masterfit or equivalent	
47	Golden Washal	Black	
i	Silkon Washal	China	
48	Garden pipe ¾"	Master or equivalent	32.40kg
i	Garden pipe 1"	Master or equivalent	20 kg
49	Saifan, 3star or equi	Universal or equivalent	
50	Push button	Universal or Equivalent	18 Nos
i	Side piller Kock	Rozi or Equivalent	12 Nos
51	Gola	Local	
52	Safada	Local	
53	Third tape	Misho or Equivalent	300 Nos
54	Solution	Master or equivalent	2 Nos
55	Head screw	PKT	
56	Pipe nozal ½", 1", 1.5", 2"		
I	½" Pipe nozal	Local	

ii	¾" Pipe nozal	Local	
iii	1x3/4" Pipe nozal	Local	
57	Jubli Clump ½, 1", 1.5", 2"		
I	1" Jubli Clump	China	
ii	1x1/4" Jubli Clump	China	
58	Pipe RENCH 12", 26" 48"	China or Equivalent	1 Nos
i	14" Pipe RENCH	China	
59	PPR Cutter	China or Equivalent	2 Nos
60	Gyzer 35 Gallon	Nasgas/Boss or equivalent	1 Nos
61	Gyzer 55 Gallon	Nasgas/Boss or equivalent	1 Nos
62	P trape 4"	Local	
i	P trape 3"	Local	
63	Chakwall 1*1/2	SB or equivalent	4 Nos
64	J-Leaver	Local/master	
65	Bib cock, master	Master or equivalent	72 Nos
66	Spindle	Hakim or equivalent (small)	50 Nos
i	Spindle	Hakim or equivalent (large)	50 Nos
67	Kitchen Sink, 18x36	Super Afzal/rizwan or equivalent	
68	Chan Tara	Local/master	50 Nos
69	washel	Geaser	20 Nos
70	Wall cock		25 Nos
71	Waste Pipe		40 Nos

4) Electrification Materials

Sr.#	Items	Specs	Qty.
1	Power plug 4/4	Universal/spark or equivalent	48 Nos
2	Power plug Pakistani 4/5	Universal/spark or equivalent	48 Nos
3	Light plug Proslime button 5in1 3/3	Universal/spark or equivalent	15 Nos

4	Double light plug 5in1 6/3	Universal/spark or equivalent	10 Nos
5	Jumbo Holder E27	Abid/Asia or equivalent	10 Nos
6	Jumbo Holder B22	Abid/Asia or equivalent	30 Nos
7	Gamla Holder E27	Abid/Asia or equivalent	20 Nos
8	Switch Board 4/4 open With different holes	Abid/Asia or equivalent	12 Nos
9	Lead Different type	China or Equivalent	60 Nos
10	Tube light 40 watt Electronic complete	Orient/Philips or Equivalent	10 Nos
11	Cable single core 3/29	GM cable/Pak cable or equivalent	15 coil
12	Cable single core 7/29	GM cable/Pak cable or equivalent	15 coil
13	Cable single core 7/36	GM cable/Pak cable or equivalent	2 coil
14	Cable single core 7/44	GM cable/Pak cable or equivalent	1 coil
15	Cable Double core 3/29	GM cable/Pak cable or equivalent	5 coil
16	Cable Double core 7/29	GM cable/Pak cable or equivalent	5 coil
17	Cable Double core 7/44	GM cable/Pak cable or equivalent	5 coil
18	Cable Double core 7/52 Copper / silver	GM cable/Pak cable or equivalent	3 coil
19	Cable Double core 7/64 Copper / silver	GM cable/Pak cable or equivalent	1 coil
20	Cable (one pair)	GM cable/Pak cable or equivalent	10 coil
21	Cable Double core 40/76	GM cable/Pak cable or equivalent	2 coil
22	Tp 30 empire	Schneider/Hero or Equivalent	10 Nos
23	Tp 125 empire	Schneider/Hero or Equivalent	10 Nos
24	Energy saver 24 Watt E27	Philips/Paramount or Equivalent	50 Nos
25	Energy saver 45 Watt E27	Philips/Paramount or Equivalent	60 Nos
26	Energy saver 85 Watt E27	Philips/Paramount or Equivalent	30 Nos

27	Energy saver 24 Watt B22	Philips/Paramount or Equivalent	50 Nos
28	Capacitor 3.5uf	Fugi/Amber or Equivalent	300 Nos
29	Capacitor 10uf	Fugi/Amber or Equivalent	6 Nos
30	Capacitor 60uf	Fugi/Amber or Equivalent	6 Nos
31	Thimble 50mm (copper)	Jamson/GM or Equivalent	24 Nos
32	Circuit breaker single pole 10 empire	Schneider/Her o or Equivalent	48 Nos
33	Security light with frame 85 Watt	Philips/ Sunlight or Equivalent	30 Nos
34	LED bulb 12 Watt	Philips/Osaka or equivalent	800 Nos
35	LED bulb 40 Watt	Philips/Osaka or equivalent	70 Nos
36	Solution Tape	Osaka/Neto or Equivalent	200 Nos
37	Steel Nail 1''	Fine/lazer star or equivalent	5 box
38	Steel Nail 1.5''	Fine/lazer star or equivalent	5 box
39	Steel Nail 2''	Fine/lazer star or equivalent	5 box
40	Steel Nail 2.5''	Fine/lazer star or equivalent	5 box
41	Wood Nail 5''	Local	5 box
42	Screw 1''	Lazer star/Lazer brand or equivalent	5 box
43	Screw 1.5''	Lazer star/Lazer brand or equivalent	5 box
44	Screw 2''	Lazer star/Lazer brand or equivalent	5 box
45	Screw 2.5''	Lazer star/Lazer brand or equivalent	5 box
46	Sheet Different Holes 4/4 Baca light	Local	5 Nos
47	Sheet Different Holes 7/4 Baca light	Local	36 Nos
48	Folding ladder	Rebo or equivalent (8ft+12ft)	1+1 Nos
49	Duct patti 16×16	Adam gee/G.M or equivalent	24 length
50	Duct patti 16×38	Adam gee/G.M or equivalent	24 length

51	Duct patti 25×25	Adam gee/G.M or equivalent	10 length
52	Duct patti 25×38	Adam gee/G.M or equivalent	10 length
53	Duct patti 40×40	Adam gee/G.M or equivalent	10 length
54	3 pins show procline 40 empire	Abid/spark or equivalent	15 Nos
55	2 pins show	Abid/spark or equivalent	60 Nos
56	Computer Multi plug special	Euro/Expert or equivalent	24 Nos
57	Heater Double rode 2000watt	Local	10 Nos
58	Lahori cooler (small size)	Pak fan/super asia or equivalent	4 Nos
59	cooler plastic body (Model 355)	Orient/G.F.C or equivalent	2 Nos
60	Bell Electronic	Emi/Baoji or equivalent	20 Nos
61	Power plug	Universal/Klass or equivalent	40 Nos
62	Light plug (single)	Universal/Klass or equivalent	60 Nos
63	Fan Dimmer	(english fitting) Scheinder/clipsol or equivalent	100 Nos
64	Geyser element	Italy 2000watt	10 Nos
65	Bend	¾ P.V.C/Popular or equivalent	30 Nos
66	Pipe	¾ P.V.C/Popular or equivalent	100 Length
67	Socket	¾ P.V.C/Popular or equivalent	100 Nos
68	Remote cell (Battery)	Toshiba/Rocket or equivalent	100 Nos
69	Clock cell (Battery)	Toshiba/Rocket or equivalent	100 Nos

1 General Terms & conditions

- i. For this tender PPRA's Rule number 36(a) 'Single stage - Single Envelope Procedure' for open competitive bidding shall be adopted.
- ii. The bidder is required to submit Bid in Single Envelop. Envelope should be sealed and labeled with the name, address and contact number of the bidding company.
- iii. Every bidder has to provide the sample of their quoted each items which clearly indicate manufacturer of that item e.g. (if committee demanded)
- iv. Bidders are required to clearly mention unit rate, Kilo Grams, dozen, Litters, Grams and numbers or any standard unit.
- v. **Detail specs/brand/model number/manufacturer name, etc shall be clearly mentioned of each item.**
- vi. **If any supplier mentioned multiple brands/model than his quotation will be rejected straight away.**

- vii. These Rates will be valid for the period whole year up to 30-06-2021 and the selected suppliers have to supply required items on approved rates during whole Financial Year.
- viii. Every bidder has to give the rates of all items mentioned in each category.
- ix. Bidders shall submit a signed letter with Official stamp affixed on it as per the format given in Form I as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this **cover letter may not be accepted and bids will likely to be rejected straightaway.**
- x. Bidders shall provide Company profile, Authorization & relationship with principal firm(s), location of branch offices, company experience in related field, technical staff details (branch-wise), project completed, major clients' list. NTN –GST and Registration under companies' ordinance 1984.
- xi. Bids shall be prepared on enclosed Performa.
- xii. Quotation shall be prepared **category wise separately** and rates of all items in each category necessary to be provided otherwise bid may be rejected.
- xiii. Bidders are required to **fill and sign all pages of submitted proposal**, and submit it as Financial Proposal.
- xiv. **The bid security/CDR should be part of proposal as earnest money drawn in favor of Treasurer, Mirpur University of Science & Technology, Mirpur AJ&K with details as under:**

Serial	Description	Amount PKR
1	Stationery	2%
2	Consumables (Cleaning & Sweeping Material)	2%
3	Electrical Material	2%
4	Plumbing Material	2%

- xv. **The bids shall not be considered without earnest money & Tender Fee.**
- xvi. Rates quoted in the Bid should be containing all the applicable taxes and GST with the details as under:
 - a) **Tax deduction for filer:** (must be endorsed in Inland Revenue Department, AJK)
 - 1- GST: 17% or 20% of GST Invoice (if GST Tax Return provided)
 - 2- IT: 04% for Company and 4.5 % for other than Company
 - 3- EC: 10% OF IT
 - 4- TQT: 0.5% of Gross amount
 - 5- KLC: 0.1% of Gross amount
 - 6- S.D: 0.25% of Gross amount
 - b) **Tax deduction for none filer:**
 - 1- GST: 17% of Gross amount
 - 2- IT: 08% for Company and 09% for other than Company
 - 3- EC: 10% OF IT
 - 4- TQT: 0.5% of Gross amount
 - 5- KLC: 0.1% of Gross amount
 - 6- S.D: 0.25% of Gross amount
- xvii. **All vendors are directed to submit Tax Registration Endorsement Certificate, issued by Inland Revenue Department of AJK along with Claim bill otherwise they will be treated as none filer.**
- xviii. After the approval of contract award, as per The Stamp Act 1899 Article 22-A as mentioned below a contract agreement on the stamp paper shall be executed by the firm with selected bidder within 15 days from the date of issuance of Letter of acceptance / supply order of any particular items.

2 TERMS OF PAYMENTS

- i. No payment shall be made in advance to selected bidder/vendor as mobilization advance.
- ii. 100 percent cost of items shall be payable to the Contractor within one month upon successful inspection of supplied items.
- iii. The decision regarding award of contract will be made on the basis of whole category rates/financial impact, item to item rates will not be compared.

- iv. Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.

3 LIQUITDATED DAMAGES

- i. In case of delay, the Central Purchase Committee, of MUST reserves the right to suggest to Competent Authorities for imposing a penalty not exceeding 15% of the total amount of the contract at the rate of 1% of the bill for each week (cumulative) of delay.
- ii. If the work is not executed according to the satisfaction of the Competent Authority reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.
- iii. In case of services delay or unsatisfactory service delivery /non-complying the terms & conditions CDR will be forfeited.

4 GENERAL TERMS AND CONDITIONS

- i. An affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government organization.
- ii. The University reserves the right to accept/reject wholly or partially any tender at any stage of the tender process with recorded reasons.
- iii. Validity period of the bids shall be 4 months (120days).
- iv. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this RFP.
- v. During the examination, evaluation and comparison of the bids, the MUST at its sole discretion may ask the bidder for clarifications of its bid.
- vi. The request for clarification and the response shall be in writing/email.
- vii. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision of "Tender Committee" for the award of said tender.
- viii. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
- ix. Conditional Bids will not be entertained.
- x. For this tender all updates/changes shall be communicated through email and also be posted on MUST website.
- xi. In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Vice Chancellor, MUST whose decision shall be final and binding on both parties.
- xii. Bids submitted via email or fax will not be entertained.

5 CLARIFICATIONS

Queries regarding this RFP shall be submitted in writing (post and email) to:

(Sahibzada Muhammad Zahid)
Additional Treasurer / Secretary
Central Purchase Committee
Ph: 05827-961040, 42 (124); Fax: 05827-961039
dy.treasurer@must.edu.pk

Form 1.

PROPOSAL SUBMISSION FORM

Secretary Purchase Committee

Mirpur University of Science &
technology,

Sir

_____ We, the undersigned, offer to provide the Services for "Purchase of Items for MUST Office and in accordance with your Request for Proposal (Tender Document) dated _____ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory: Name
of Firm:

Address:

Category: _____

#	Name of Item	Brand Name	Specs Details	Unit Rates with Taxes	Total Cost Rs.