



Mirpur University of Science and Technology (MUST), Mirpur
(Azad Jammu & Kashmir)

TENDER NOTICE (AT/P/1004/2019)

The University wants to make annual contract with well reputed registered vendors for the supply of Stationery and other consumable material for FY 2019-20. Therefore, Tenders are invited from well reputed suppliers / registered as active General Sales & Income Tax departments and AJK Inland Revenue Department on FOR basis Mirpur, for the supply of Stationery/Toners/Consumables/Plumbing Material with the detail as under:-

#	Particulars / description of item	Earnest Money	Quantity/Specs
01	Office Stationery	Rs. 80,000/-	Details available in Tender Documents
02	Printing Material (files, envelops, Register etc)	Rs. 25,000/-	
03	Printing Material (Annual Report, Newsletter etc)	Rs. 30,000/-	
04	Toners (must be original)	Rs. 30,000/-	
05	Consumable (Cleaning & Sweeping Material)	Rs. 30,000/-	
06	Plumbing Material	Rs. 75,000/-	
07	Electrical Material	Rs. 75,000/-	
08	IT & Office Equipment	Rs. 15,000/-	
09	Fire Extinguishers	Rs. 45,000/-	
10	Software Development for Annual System	Rs. 30,000/-	

1. Tender Documents with detailed specs, quantities and criteria / terms & conditions may be obtained from the University website www.must.edu.pk
2. The rates will be valid up to 30th June 2020.
3. Quotation shall be prepared category wise separately and rates of all items in a category is necessary otherwise bid may be rejected.
4. Supply has to be made on quarterly basis within 10 days after the issuance of supply order.
5. Tender Fee will be **Rs. 2,000/-** which may be deposited in University treasury / demand draft in favour of Treasurer MUST and it may be attached with quotations.
6. Tender must be accompanied with **earnest money (Refundable)** as cited above in shape of Bank Draft in favour of the Treasurer MUST.
7. Single Stage, Single Envelop procurement shall be opted.
8. PPRA rules shall be followed during the course of procurement.
9. All Government / Local Taxes will be deducted at the time of payment under rules.
10. Local well reputed vendors will be encourage for apply.
11. Interested firms who meet the criteria mentioned in tender documents are invited to submit their sealed bids/tenders on or before **09th October, 2019 (Wednesday) at 02:00 PM** in the office of the under signed.
12. Tender will be opened on same day at **02:30 PM** in the Committee Room, Admin Block, in presence of Tenderer/their representatives.

Additional Treasurer/Secretary
Central Purchase Committee
Secretariat MUST, Sector B/3 Mirpur A.K
Email: - dy.treasurer@must.edu.pk

Ph: 05827-961046 /05827-961040/42,Ext: 124