



Women University of Azad Jammu and Kashmir, Bagh

(Treasurer Office)

Ph. 05823-960038 &33

TENDER NOTICE

The **Women University of Azad Jammu & Kashmir, Bagh**, a Public Sector University, having principal seat, at Bagh AJK, intends to **outsource the services of Photocopying and Document Reproduction** at the University Campus for **official use and student facilitation**.

Sealed bids are invited from **registered, reputable, and financially sound firms/service providers** for the **Provision, Installation, Operation, and Maintenance of Photocopying & Document Reproduction Services** at the University Campus.

- The procurement shall be carried out in accordance with **PPRA (AJK) Rules** through **Single Stage – Two Envelope Procedure (Technical & Financial Proposals)**.
- Installation and operation of photocopying/document reproduction facilities have to be provided at Administrative Block, Academic Block, Central Library and Old Guest House Building (City Campus)
- The services shall include but are not limited to Black & White Photocopying, Color Photocopying, Printing, Scanning, Document Composing/Typing, Spiral Binding, Hard Binding and Other related document reproduction services
- For student facilitation counters, **deployment of female staff will be preferred**.
- **Tender Document Fee will be** Rs. 2,500/- (Non-Refundable) and **Bid Security: Rs. 50,000/-**(refundable) in the form of **CDR/Bank Draft/Pay Order** in favor of **Treasurer, Women University of AJ&K, Bagh**
- **Bid Validity will be** 90 Days
- Tender documents can be obtained from the **Office of the Treasurer (Estate Section), Women University of AJ&K, Bagh** during working hours upon submission of the prescribed fee.
- **Last Date for Submission of Technical Bids will be** 23th April 2026 up to **02:00 PM and which will be opened on same date** at **02:30 PM** at the Office of the Treasurer, Women University of AJ&K, Bagh
- Financial bids of only **technically qualified bidders** will be opened at a later date, which will be communicated accordingly.
- The University reserves the right to **accept or reject any or all bids** as per the provisions of **PPRA (AJK) Rules**.

Amir Latif

Estate Officer

Women University of A J & K Bagh

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