



**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR**  
**PUBLIC PROCUREMENT REGULATORY AUTHORITY**



**INVITATION FOR BIDS**

**Dated 13<sup>st</sup> December, 2019**

AJ&K Public Procurement Regulatory Authority has received budget from Government of Azad Jammu & Kashmir to bear the cost of Procurement of Stationary Items for AJ&K PPRA, therefore intends procurement of Stationary Items as enclosed subject to following terms and conditions:

1. Bidding shall be conducted through “**Open Competitive Bidding**” in pursuant to “**Single Stage-One Envelope**” Procedure specified in the AJ&K PPRA Rules, 2017.
2. Sealed Bids must be delivered to above office at given mailing address/ location on or before **10:00 AM on 27<sup>th</sup> December, 2019** and must be accompanied by a Bid Security @ **3% of Bid value** in the form of CDR from a Scheduled Bank of Pakistan in favor of **DDO AJ&K PPRA**.
3. Bids will be opened in the presence of bidders or their representatives who choose to attend (along with Authority Letter) at **10:30 AM** in the Committee Room with office of MD AJ&K PPRA Block No 2, on the same date.
4. The bidders are required to submit their best and final prices matching to the “**Principle of Value for Money**” meaning Quality Products.
5. Taxes will be deducted as per applicable under AJ&K Tax Laws and Government rules from amount billed for.
6. Specification of items with bidding form annexed herewith the advertisement notice for further classifications meant for Bid submissions or best value/price quotations.
7. Black listed Firms / Companies / Suppliers / Distributors / Contractors / Bidders are prohibited for participation” and all bidders shall furnish an affidavit / certificate that they are neither black listed nor in Conflict with Government anywhere in territory of the State of the AJK, federally administrated Areas or Islamic Republic of Pakistan.
8. AJ&K PPRA reserves the right to accept or reject any bid under Rule 33 of AJ&K PPRA Rules, 2017.
9. **Evaluation Report / Award of Contract** shall also be displayed at AJK PPRA website.
10. Successful Bidder shall have to supply items within 2 Weeks after issuance of supply order.
11. For obtaining any further information or clarifications, please contact the person named below.

Assistant Director (Admin/HR)  
AJ&K Public Procurement Regulatory Authority  
05822-924344

**SPECIFICATION OF PROCUREMENT ITEMS/FORMAT FOR FINANCIAL PROPOSAL**

<b>S#</b>	<b>item</b>	<b>Specification</b>	<b>A/U</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Unit Price (Incl Tax)</b>	<b>Total Amount (Incl Tax)</b>
1	Paper	A-4 size imported 80gm brand AA) or equivalent	Ream	25			
		A-4 size imported 70gm brand AA) or equivalent	Ream	40			
		Legal size imported 80gm brand AA) or equivalent	Ream	35			
		Legal size imported 70gm brand AA) or equivalent	Ream	20			
2	Ball Point	Picasso, blue, black, red (or equivalent)	Packet	20			
3	Gel Pen	Uniball signo or equivalent (Black & Blue)	Packet	10			
4	Pen	Schneider or equivalent	Packet	5			
5	Pencil with rubber	Dollar (or equivalent)	Packet	3			
6	Pen Fluid	DUX Correction Pen or equivalent	Dozen	1			
7	Dak Book	Large size	Dozen	½			
8	Dispatch Register	No.8	No.	3			
9	Stock Register	No.8	No.	3			
10	Post IT Pad	Superior quality	Packet	8			
11	Sticky Notes	Superior quality	Packet	5			
12	Table/Pencil tray	Superior quality	Unit	5			
13	Pucker Steel	Superior quality	Unit	5			
14	Draft Pad	Large size (Alfa) No.840 (or equivalent)	Dozen	1			
15	Envelope	A-4 size (White)	Packet	2			
16	Envelope	White superior 100 GM (file size)	Packet	1			
17	Envelope	White superior size 9" x 4"	Packet	2			
18	Eraser Soft (hard but flexible)	Palikon (or equivalent)	Dozen	2			
19	File Board with flapper	Top quality	Dozen	1			
20	Foot Scale (steel)	Top quality	No.	6			
21	Gum Stick	Large(Dollar) (or equivalent)	Dozen	2			
22	Highlighter	Top quality in different colors	Dozen	2			
23	Marker	No.70/90 or equivalent	Dozen	1			
24	Noting paper	Butterfly or equivalent	Ream	10			
25	Paper Clip	Superior or equivalent	Packet	10			

26	Paper Cutter	S.D.I. (Superior) or equivalent	No.	6				
27	Paper Pin	China (or equivalent)	Packet	3				
28	Sharpener	Dux (or equivalent)	Dozen	1				
29	Flag (Paper)	PUC, A to Z	Packet	10				
30	Single Punch	Top quality	Nos	3				
31	Double Punch	Top quality	Nos	5				
32	Stapler Machine	PMP (or equivalent)	Nos	5				
33	Stapler pin	Dollar (or equivalent)	Packet	10				
34	Stapler Pin Remover	Top quality	No.	5				
35	Stamp Pad	Large Size (Top quality)	No.	5				
36	Scotch Tap	Large size	Dozen	½				
37	Binding Tap	Top quality	Dozen	½				
38	Tag Cotton	Superior 6"	Bundle	30				
39	Calculator	CASIO 12 Digit (Model DJT-120) (or equivalent)	Unit	1				
40	Heavy Duty Stapler Machine	Superior top quality	Unit	1				
41	Desk / Diary Calendar	Friends or equivalent	Unit	5				
42	Scissor	Plastic handle (Medium)	Unit	3				
<b>Grand Total</b>								

Name of Bidder/ Supplier/ Firm \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Item wise rates can be quoted by bidder including all taxes prevailing in AJ&K. Cutting of figures, double rates, ambiguous or any other mean of unfair quotes shall lead to disqualification.**