

Issued date: 15.9.2020  
Due Date: 16.10.2020

**TENDER NOTICE**

Receiving Time: 12:00Hrs  
Opening Time: 12:30Hrs

Azad Jammu & Kashmir Police intends to purchase following items/ goods under budgetary head "Stationary Items 2020-21" from the sole agents/ sole distributors/ authorized dealers, firms, suppliers with relevant experience, and on free delivery basis at Central Clothing Store, Police Lines, Headquarters Muzaffarabad.

S#	Name of procurement (description)	QTY	Last Date For Receiving Tender/Venue	Date For Opening Tender
			16.10.2020CPO Mzd 12:00PM	16.10.2020 CPO Muzfarabad 12:30PM
25	Paper Legal	850Rim	"	"
26	Paper A4	700Rim	"	"
27	Typing Paper	80Rim	"	"
28	Noting Paper	60Rim	"	"
29	Pencil Ball Point	150Pkt	"	"
30	Pencil Lead Gold Fish	150Pkt	"	"
31	Uni Ball Segno Fine	150Pkt	"	"
32	Uni Ball (All Type)	150Pkt	"	"
33	Pointer	50Pkt	"	"
34	Carbon paper	10Pkt	"	"
35	Holder Pen	30Nos	"	"
36	Gum Stick	200Nos	"	"
37	Stapler Machine (SDI) Large	10Nos	"	"
38	Stapler Machine (SDI) Small	50Nos	"	"
39	High Lighter	130Nos	"	"
40	Table Set Marble	05Set	"	"
41	Paper Pin	130Pkt	"	"
42	Stapler Pin	150Pkt	"	"
43	Tag Small	130Bndl	"	"
44	Tag Large	120Bndl	"	"
45	File Flipper	500Nos	"	"
46	Sharpener (Steel)	100Nos	"	"
47	Sharpener (etc.)	50Nos	"	"
48	Riser	100Nos	"	"
49	Postal Chit	50Pkt	"	"
50	Draft Paid	70Nos	"	"
51	Ink 60 ml	70Btl	"	"
52	Register No 40	70Nos	"	"
53	Register No 90	60Nos	"	"
54	Pen Holder	30Nos	"	"
55	Stapler Remover	20Nos	"	"
56	Stamp Pad	30Nos	"	"
57	Calculator	30Nos	"	"
58	Color Paper	50Rim	"	"
59	Binding Tap	100Nos	"	"
60	File Board	80Nos	"	"
61	Nick	40Nos	"	"
62	Binding Sheet Legal	15Pkt	"	"
63	Binding Sheet A4	15Pkt	"	"
64	Paper Cuter	50Nos	"	"
65	Marker 2+5mm	80Nos	"	"
66	Marker Small	70Nos	"	"
67	Paper Clip	150Pkt	"	"
68	File Folder	100Nos	"	"
69	Clip File	150Pkt	"	"
70	Box File	100Nos	"	"
71	Ring File	100Nos	"	"

72	Punching Machine	10Nos	"	"
73	Fluid Pencil	100Nos	"	"
74	Scotch Type	50Nos	"	"
75	Envelop 4X11	4000Nos	"	"
76	Envelop 9X4	4000Nos	"	"
77	Envelop A4	1500Nos	"	"
78	Envelop File Size	1500Nos	"	"

The detail specification along with terms and conditions are mentioned in the tender document. Tender documents can be purchased from the **office of Budget Officer Central Police Office Block No #7, Civil Secretariat Muzaffarabad**, on any working day (Monday-Friday), during the office hours after advertisement in newspapers or on AJK& PPRA website **www.ajkPPRA.gov.pk** by submitting a written request on the firm/ company letter head, along with a fee of Rs.500 each (nonrefundable).

Interested firms/ bidders may submit their bids in the office of the **Deputy Inspector General of Police Head Quarters Muzaffarabad, Block No #7, Civil Secretariat Muzaffarabad**, along with a covering letter on firms/ company letter head, on or before 12:00hrs on **16<sup>th</sup> October 2020** positively. The bids will be opened on same day at 12:30pm, in presence of bidders or their nominated agents present there at. No tender document will be sold after **15<sup>th</sup> October, 2020**.

The firms should be registered with sales tax/income tax department. The payment of all the taxes shall be the responsibility of the firms/ suppliers. Departmental Purchase Committee reserves the right to reject all bids proposals at any time according to AJ&KPPRA Rules 2017. The Departmental Purchase Committee shall upon request communicate to any supplier or contractor who submits a bid or Proposal, the grounds for its rejection of bids or proposal, but is not required to justify those grounds. The Departmental Purchase Committee may decrease or increase the quantity as per AJ&K PPRA Rules 2017.

Single stage One envelopes bidding procedure shall be applied. The call deposit/ Earnest Money (Refundable) @ 2% of the total value of bids in the form of Banker's Cheque/CDR in favour of DDO Central Police Office is required to be submitted with the Financial Bid, proposal without which the offer shall be rejected being non-responsive.

Bidd Evaluation Report (BER) and Award of Contract (AOC) will also be uploaded at Azad Jammu & Kashmir PPRA website **www.ajkPPRA.gov.pk**.

**Note:** All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the AJ&K Procurement Rules, 2017 and the rates shall be valid till 30<sup>th</sup> June 2021.



(Dr. Liaqat Ali)

Deputy Inspector-General of Police (HQs)  
Azad Govt. of the State of J & K  
Muzaffarabad

Tel. # + 92-5822-930805

Fax # +92-5822-930808