



AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR
OFFICE OF THE DIRECTOR GENERAL
A.K CENTRAL DESIGN OFFICE MUZAFFARABAD



TENDER NOTICE FOR PROCUREMENT OF STATIONERY ITEMS

1. Office of The Director General, A.K Central Design Office Muzaffarabad invites sealed bids on the basis of Open Competitive Bidding (Single Stage One Envelope Procedure) for the procurement of Stationery Items under two development schemes in the form of Lot-1 and Lot-2.
2. Interested authorized distributors / suppliers / dealers / Stationers, registered with Inland Revenue Department AJ&K and who are on Active Tax payers List, are invited to submit bids.
3. Advertisement and Bidding Documents containing TOR's and quantity of items to be procured are available at **AJK PPRA website (www.ajkppra.gov.pk)** and are also available from the office of undersigned (free of cost).
4. The bids, prepared in accordance with AJ&K PPRA Rules and instructions & TOR's in the Bidding Documents, must reach the Office of the undersigned separately for Lot-1 or Lot-2 or both Lots.
5. Call deposit @ 3% of the total bid amount should be attached with bid document. In case of bids submitted for both lots, Call deposit @ 3% should be attached separately with bid document of each Lot.
6. Procurement Committee has authority to increase or decrease the quantity of items mentioned in bid documents.
7. Black Listed distributors / suppliers / dealers / Stationers are prohibited for participation.
8. 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 AJ&K, federally administrated areas or Islamic Republic of Pakistan.
9. The schedule of bid closing and bid opening for both lots is indicated below:

Sr.#	Name of Scheme	Tender Name	Bid Security	Bid Closing	Bid Opening
1	Consultancy Services For Identification of the Non-Agricultural Land Around the DHQs for the Development of Satellite Towns (PPH-514)	Stationery Procurement Lot-1	3% of Quoted Tender Price	29-03-2021 10:30 AM	29-03-2021 10:45 AM
2	Surveying/ Geotechnical Investigations and Miscellaneous Expenditures for the designing of Development/ Infrastructure Projects in AJK (PPH-515)	Stationery Procurement Lot-2	3% of Quoted Tender Price	29-03-2021 11:30 AM	29-03-2021 11:45 AM

10. Evaluation Report/Award of Contract shall also be displayed at AJK PPRA website.

Deputy Director Architecture
Central Design Office-Muzaffarabad
Ph.#: 05822-920222



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR

**Office of The Director General
Central Design Office, Muzaffarabad**

Bid Documents For

**Stationery Procurement
(Lot-I)**

**Under Development Scheme
Consultancy Services for Identification of the Non-
Agricultural Land Around the DHQs for the Development
of Satellite Towns (PPH-514)**

March 2021

FORM OF BID

Name and Address of Company/Firm: _____

GST No: _____

(Please attach copy)

NTN No: _____

(Please attach copy)

Phone No: _____

Mobile No: _____

Fax No: _____

Email: _____

Earnest Money / CDR No (Refundable): _____

Dated: _____ **Rs.** _____

Name of Bidder/Firm/Supplier: _____

Signature: _____

Date: _____

TERMS & CONDITIONS FOR TENDER SUBMISSION

1. Tender to be filled in carefully on prescribed format. Any correction/alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted.
2. Call deposit @ 3% of the whole amount of the tender must be attached.
3. No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the Call deposit will be retained till delivery of all items within the stipulated period. The Call deposit of the un-successful bidders will be returned on receipt of a written request on the pad of the firm.
4. Sales Tax Registration Certificate, Income Tax Registration Certificate, Name in Active Tax Payer List should be attached with bid.
5. Bidder should also attach copies of at least five supply orders / contracts received for supply of stationery items in the last three years with the bid documents.
6. The bidder will have to submit an affidavit on stamp paper that the firm has not been blacklisted in the past on account of inefficiency to any Public Sector Organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
7. The rates must be inclusive of GST, Income Tax and all other taxes (Local and National) e.g. TQT, KLC, Education Cess etc.
8. National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
9. The Bidders based in Pakistan engaged in supply of Goods in AJ&K is not legally entitled to claim any Tax relief or Tax exemption on the bases of any Tax Exemption Certificate issued by the FBR Pakistan until or unless issuance of a specific Tax Exemption Certificate by the Commissioner Inland Revenue AJ&K Zone.
10. Every page of bid document should be signed and stamped by the bidder.
11. The rates must be valid up to June 30th, 2021.
12. If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the Bidder. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
13. Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender

- shall render the bid liable to rejection.
14. The contract award will be given to the lowest evaluated bidder which has the best quality also.
 15. The bids shall be evaluated by the Procurement Committee whose decision will be treated as final.
 16. Bidders are requested to quote final price and negotiations on the prices once quoted/offered are not permissible.
 17. Bidders are required to provide sample of quoted products.
 18. The Procurement Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
 19. The Procurement Committee shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
 20. The interested distributors / suppliers / dealers / Stationers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
 21. Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Azad Jammu and Kashmir.
 22. The Successful bidders shall have to complete the supply within 02 weeks from the date of issue of the Supply / work Order.
 23. The final supply should be made after finalizing sample from the procuring agency.
 24. Noncompliance with the supply order liable to be cancelled and the supply order will be awarded the next lower (2nd) evaluated bidder and procedure of blacklisting under Rule 19 of AJK PPRA will be invoked.
 25. Transportation charges will be borne by the Supplier.
 26. The items will be supplied according to the samples / specifications approved by the Procurement Committee.

Deputy Director Architecture
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Ph.#: 05822-920222

EVALUATION CRITERIA

Sealed bids should reach the office of **Deputy Director Architecture Central Design Office-Muzaffarabad** as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Bid Evaluation Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on the basis of AJK PPRA Open Competitive Bidding (Single Stage One Envelope) and term & condition mentioned in bidding documents. Results of bidding will be announced in the form of Evaluation Report for acceptance or rejection of bids.

Stationery Procurement (Lot-I)
Under Development Scheme “Consultancy Services for Identification of the Non-Agricultural Land Around the DHQs for the Development of Satellite Towns (PPH-514)”

S.#	Item Name	Required Specifications	Required Quantity	Unit Rate (Incl. all Taxes) (Rupees)	Total Cost (Incl. all Taxes) (Rupees)
1	A3 Paper	AA or Equivalent, A3 Size, 80 grams 500 pages/ream	102 Reams		
2	A3 Photo Card	A3 Size, Single Side, 220 to 240 gram, 20 Sheets pack	8 Packets		
3	A4 Photo Card	A4 Size, Single Side, 240 to 260 gram, 50 Sheets pack	8 Packets		
4	A3 Binding Cover Plastic Sheets	A3 Size, Multicolor	8 Packets		
5	A4 Binding Cover Plastic Sheets	A4 Size, Multicolor	8 Packets		
6	Drafting Pad/Noting	Alfa/Lucky/Line/Makkah or Equivalent, Medium A5	24 Pads		
Total Bid Amount (Inclusive of all Taxes)					



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR

**Office of The Director General
Central Design Office, Muzaffarabad**

Bid Documents For

**Stationery Procurement
(Lot-2)**

**Under Development Scheme
Surveying/ Geotechnical Investigations and Miscellaneous
Expenditures for the designing of Development/
Infrastructure Projects in AJK (PPH-515)**

March 2021

FORM OF BID

Name and Address of Company/Firm: _____

GST No: _____

(Please attach copy)

NTN No: _____

(Please attach copy)

Phone No: _____

Mobile No: _____

Fax No: _____

Email: _____

Earnest Money / CDR No (Refundable): _____

Dated: _____ **Rs.** _____

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Stationery Procurement (Lot-2) Under Development Scheme “Surveying/ Geotechnical Investigations and Miscellaneous Expenditures for the designing of Development/ Infrastructure Projects in AJK (PPH-515)”

S.#	Item Name	Required Specifications	Required Quantity	Unit Rate (Incl. all Taxes) (Rupees)	Total Cost (Incl. all Taxes) (Rupees)
1	A1 Paper Roll for Plotter	AA or Equivalent, A1 Size Plotter Role, size upto 35 meters, 95GSM, 36 inch	6 Rolls		
2	A4 Paper	AA or Equivalent, A4 Size, 80 grams 500 pages/ream	160 Reams		
3	Legal Paper	AA or Equivalent, Legal Size, 80 grams 500 pages/ream	50 Reams		
4	Noting Paper (Green)	Butterfly or Equivalent, Legal, 70 grams 500 pages/ream, imported	5 Reams		
5	Binding Tape	Osaka/3M or Equivalent, 2 Inches, Multicolor	18 Tapes		
6	Permanent Marker	Dollar or Equivalent, 5 mm, Blue and Black Color	24 markers		
7	Poker Medium Size	Stainless Steel, Sharp Needle	6 Pokers		

8	Highlighter Markers	Dollar/Pelikan/Fuji or Equivalent, Multicolor (Yellow, Green, Pink, Orange)	24 Markers		
9	Sticky Notes	Multiple Colors, 3x3 inch	12 packets		
10	Paper Cutter	Stainless Steel	6 Cutters		
11	Stapler Machine	Dux/Maped/Opal/Fuji or Equivalent, Plier Type, 24/6 size	6 Machines		
12	Rubber	Dux/Oro/Pelikan or Equivalent	24 Rubbers		
13	Sharpener (Steel)	Dux/Maped or Equivalent, Steel	24 Sharpeners		
14	Ball Pen (Uniball)	Uniball Signo or Equivalent, 0.7 mm, Blue Color	72 Ball Pens		
15	Ball Pen (Uniball)	Uniball Signo or Equivalent, 0.7 mm, Black Color	72 Ball Pens		
16	Ball Pen	Piano/Dollar or Equivalent, 0.8 mm, Blue Color, Rubber Grip	72 Ball Pens		
17	Ball Pen	Piano/Dollar or Equivalent, 0.8 mm, Black Color, Rubber Grip	72 Ball Pens		

18	Lead Pencil	Dollar/Gold Fish or Equivalent, HB Grade	6 Dozen		
19	Correction Pen	Uni Correction Pen or Equivalent, 8ml, White Colour	12 Pens		
20	Stamp Pad for Rubber stamps	Blue, Black	6 Pads		
21	Steel Scale	Steel, 12 inches	6 Scales		
22	Staple Pin Remover	-	6 Staple Pin Remover		
Total Bid Amount (Inclusive of all Taxes)					