

Directorate General Irrigation and Small Dams
Azad Govt. of the State of Jammu & Kashmir, Muzaffarabad

Invitation of Bids

Irrigation and Small Dams department intends to procure stationary items given in (Annexure-A) under the project:

**“National Program for Improvement of Water Courses in Pakistan Phase-II
AJK Component”**

For which sealed bids are invited under “Single Stage Single Envelope” procedure from reputed firms/suppliers duly registered with income/sales tax department, having at least 03 years’ experience of supplying similar goods.

Terms and Conditions:

1. Sealed bids shall be submitted to the office of Director Irrigation and Small Dams Muzaffarabad on or before 26/08/2021 till 11:00 am. The bids shall be opened on the same day at 11:30 am in the presence of bidders or their authorized personnel who may choose to attend the bid opening meeting.
2. Only reputed firms having sufficient experience of supplying similar items backed by documentary proof will be eligible.
3. Details/specifications of the items is given in the **Annexure-A**
4. Bidder shall quote rates inclusive of all taxes applicable in AJK.
5. Bidders should quote item wise rates and total price of bid.
6. Bids must be accompanied by Bid security @ 3% of the total value of bid in the shape of CDR in favor of Director Irrigation and Small Dams Muzaffarabad.
7. Blacklisted firms/ companies/ suppliers/ distributors/ bidders are prohibited for participation. Bidder shall furnish an affidavit certificate that they are neither blacklisted nor in conflict with government anywhere in territory of the state of Azad Jammu & Kashmir and Federally Administrated areas of Islamic Republic of Pakistan
8. Advertisement is available on PPRA website (www.ajkppra.gov.pk).
9. Competent authority reserves the right under PPRA Rules-2017 to reject all bids any time prior to acceptance of bids.
10. Standard PPRA Rules will be applied for the bidding process.



Director

Irrigation and Small Dams
Gharipan chowk, Muzaffarabad
05822-920637




Office of The Director Irrigation
National Program for Improvement of Watercourses in Pakistan Phase-II (AJK Component)

Annexure - A

S#	Item Description	Unit	Quantity required
1	Ball Pen	Packet (10 Pieces)	5
2	Ball Pen (Clipper)	Packet (10 Pieces)	5
3	Led Pencils	Dozen	5
4	Blanco /correction Fluid	1 Piece	10
5	Board Marker	Dozen	4
6	Box files (Uni System Blue)	1 Piece	10
7	Calculator CT-512 D	1 Piece	5
8	Drafting Pad small (Ring)	1 Piece	30
9	Eraser	1 Piece	50
10	Glue Stick Medium	1 Piece	30
11	Glue Stick Large	1 Piece	20
12	Highlighter Multi Color	Dozen	3
13	Lamination Sheets legal size	1 Box (50 Sheet)	1
14	Lamination Sheets A/4	1 Box (50 Sheet)	1
15	Letter Tray two step (Plastic)	1 Piece	6
16	Marker (Permanent)	1 Box	2
17	Binding Tape 1.5" Paper	1 Piece	10
18	Binding Tape 2" Paper	1 Piece	10
19	Masking Tape 1" Plastic	1 Piece	10
20	Packing Tape 2"	1 Piece	5
21	Paper A4 Size 80 grms	1 Rim	50
22	Paper Legal Size 80grms	1 Rim	10
23	Paper Clip 36mm	1 Small Box	3
24	Paper Cutter	1 Piece	10
25	Paper Pin/ Common Pin	1 Small Box	10
26	Pointer Soft Liner Black	1 Piece	20
27	Pointer Soft Liner Blue	1 Piece	20
28	Punch Machines (Small size)	1 Piece	10
29	Punch Machines (medium size)	1 Piece	5
30	Registers Imported Paper No.50	1 Piece	5
31	Registers Imported Paper No.80	1 Piece	5
32	Ring File A/4 Size	1 Piece	10
33	Scissors Medium	1 Piece	5
34	Scotch Tape 1"	1 Piece	20
35	Scotch Tape 2"	1 Piece	10
36	Sharpener	1 Piece	50
37	Stamp pad (standard size)	1 Piece	20
38	Staple Remover	1 Piece	10
39	Stapler Large /Heavy Duty	1 Piece	2

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S#	Item Description	Unit	Quantity required
40	Stapler Medium	1 Piece	6
41	Officer Hand Diary	1 Piece	6
42	Stock Register No. 4 English	1 Piece	5
43	Stock Register No. 8 English	1 Piece	5
44	Stationary Stock Register	1 Piece	5
45	Stapler Pin Large	1 Piece	20
46	Stapler Pin Medium	1 Piece	20
47	Tape Dispenser 1"	1 Piece	2
48	Thumb Pin Color	1 Small Box	10
49	UNI Ball Pen	1 Piece	36
50	Envelop size XL (With Cloth)	1 Piece	100
51	Envelop size Medium Size	1 Piece	100
52	Envelop A4 size	1 Piece	500
53	Envelop Card Size	1 Piece	500
54	Stamp Pad Ink	1 Piece	20
55	Folder (Double Pocket)	1 Piece	20
56	Color Paper(different color) legal size	1 Rim	3
57	Color Paper(different color) A-4 sizee	1 Rim	10
58	Tag	1 Packet	20
59	Poker	1 Piece	20
60	Paper 70 grms	1 Piece	50
61	Rubber band Medium size	1 Packet	2
62	Rubber band Small size	1 Packet	2
63	Rubber band Large size	1 Packet	2
64	Salary Register/Qabzul wasull English	1 Piece	5
65	Attendance Register English	1 Piece	5
66	Peon Book English	1 Piece	5
67	Log Book	1 Piece	15
68	File Separator	1 Pkt	5
69	Pencil box	1 Piece	15
70	Binding clips 1"	1 Dozen	3
71	Binding Clips ½ "	1 Dozen	3
72	Binding Combs (Plastic 2")	1 Piece	20
73	Binding Combs (Plastic 1")	1 Piece	10
74	File Flaper (4 Flapper)	1 Piece	30
75	File Flaper (2 Flapper)	1 Piece	30
76	Soft board (3' x2')	1 Piece	3


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