



SUPREME COURT OF AZAD JAMMU & KASHMIR

Tender Notice

Supreme Court of Azad Jammu & Kashmir, intends to invite sealed tenders for procurement of Stationery Items as attached with tender notice, from the stationery supplier firms registered with Income Tax and Sales Tax Departments in AJ&K and who are on Active Taxpayers list of the Federal Board of Revenue and who have their stationery business at Muzaffarabad city and subject to the terms and condition as follow.

Terms and Conditions

- 1) AJ&K Public Procurement Rules, 2017 will strictly be followed, as per Rule 36(a), Single Stage - Single Envelope Bidding Procedure shall be followed.
- 2) The bidder must have past experience of supplying stationery items in different departments of AJK.
- 3) Stationery Items detailed is attached herewith this tender notice.
- 4) Unit & Total Price inclusive of Tax, of each stationery items must be quoted.
- 5) All the quoted prices must be valid for the Period of FY-2021-22.
- 6) The bid Security, 3% of total amount of the bid price must be submitted with tender in the form of CDR in the name of D.D.O Supreme Court. No tender will be accepted without Bid Security and such tender(s) will be rejected out rightly.
- 7) Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization, anywhere in Pakistan as well as in AJ&K.
- 8) Incomplete/ conditional bid and bid bearing cutting/ over writing without authentication shall not be considered.
- 9) The bidder must submit an authority letter in the name of his representative, if his representative participated in the bidding process on his behalf.
- 10) Bids must be delivered to the address below on or before 20-09-2021 at 10 :30 AM.
- 11) Bid-opening will be held on 20-09-2021 at 11:00 PM
- 12) Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
- 13) Valid NTN/STRN Registration Certificates required with the bid.
- 14) The Committee reserves rights to accept or reject any or all the bids as per AJK PPRA Rules.
- 15) The advertisement is uploaded on both websites of AJK PPRA (www.ajkppra.gov.pk) and the Supreme Court website (www.ajksupremecourt.gok.pk)
- 16) Address for submission/venue of opening of Tender documents are as under.

Procurement of Stationery Items

Sr. #	Items	Specification	Qty	Unit Price (Inclusive of Tax)	Total (Inclusive of Tax)
1.	Uni-ball Pencil Deluxe.	<ul style="list-style-type: none"> ➤ Stick roller ball waterproof/pigmented ink pen with pocket clip features a conical tip plus a smooth grip. ➤ Writes as smooth as a fountain pen, without the mess. ➤ Features Uni-Super Ink,, specially-formulated to become trapped in paper, helping prevent criminal check washing and other document alteration. 	25 PKT		
2.	Ball Pencil Point 8	Good Quality	180 PKT		
3.	Lead Pencil Trica	Trica or Higher Quality	150 PKT		
4.	Pointer Piano/DOLLAR	Piano or higher Quality	50 PKT		
5.	Stapler Machine Foji/Opel	Foji/Opel or Higher Quality (Medium Size)	30 NOS		
6.	Full Size Envelope Inner Net (18*14)	Full Size Envelope	300 NOS		
7.	File Size Envelope (15*12)	Good Quality	800 NOS		
8.	Postal Envelops (11x8)	Postal Envelops (8*11)	100 PKT		
9.	Table Set (Plastic)	Plastic Latest Design	10 NOS		
10.	Tag small	Good Quality	125 BUNDLE (each 50)		
11.	Tag Big	Good Quality	15 BUNDLE (each 50)		
12.	Whitener	Good Quality	100 NOS		
13.	Highlighter	Good Quality	120 NOS		
14.	File Cover (with Azad Government)	File Cover (With Azad Government Monogram/ Logo)	200 NOS		
15.	Carbon Paper	Good Quality	20 PKT		
16.	Ink 60 ml	Dollar or Higher Quality	20 BOTTLES		
17.	Ink Stamp pad	Good Quality, Standard Size	10 NOS		
18.	Stapler Pins (24/6,26/6)	Good Quality	200 PKT		

10/2/17

	Paper Pin	Good Quality	150 PKT		
20.	Paper Clip	Good Quality	100 PKT		
21.	Marker 70,90 No.	Good Quality	100 NOS		
22.	Pencil	Doller (Gel-I) or Higher Quality	300 NOS		
23.	Table Diary for 2022	Good Quality	50 NOS		
24.	Cotton Tape	Good Quality	100 NOS		
25.	Sutar/Dori/Strand	Good Quality	50 NOS		
26.	Register Simple Medium size	Good Quality	50 NOS		
27.	Scissor	Good Quality	10 NOS		
28.	Steel Foot (Scale) Size 12 Inch.	Good Quality	50 NOS		
29.	Sooye	Good Quality	30 NOS		
30.	Damper/ Ruler	Good Quality	50 NOS		
31.	Binding tape 2 Inch.	Good Quality	30 NOS		
32.	Pin Cushion	Good Quality	50 NOS		
33.	Pin Remove	Good Quality	50 NOS		
34.	Lakh	Good Quality	24 PKT		
35.	Stamp Pad	Good Quality, STANDARD SIZE	30 NOS		
36.	Gum Bottle Medium size	Good Quality	30 NOS		
37.	Gum Stick small	Good Quality	130 NOS		
38.	Note Chit 3x3	Good Quality	100 PKT		
39.	Box File Small A-4	Good Quality	12 NOS		
40.	Box File Big - Legal	Good Quality	12 NOS		
41.	Eraser DG-50	Good Quality	12 DOZEN		
42.	Sharpener	Dux or Good Quality	12 DOZEN		
43.	Stapler Pin Big Size 23/17, 23/13	Good Quality	24 PKT		
44.	Masking Tape 1"	Good Quality	12 NOS		
45.	Masking Tape "2"	Good Quality	12 NOS		
46.	Punch	Good Quality	30 NOS		
47.	Shorthand Notebook Size No- 06	Good Quality	450 NOS		
48.	Paper Cutter	Good Quality	30 NOS		
			Grand Total (Inclusive of Tax)		

Handwritten signature