

Subject: INVITATION TO BID'S FOR GOODS WORKS AND NON-CONSULTING SERVICES

The Directorate General Audit Azad Jammu and Kashmir Muzaffarabad a public sector organization invites sealed bids from the Original Manufacturers / Authorized Distributor/Suppliers registered with Income Tax and Sales Tax Department and who are on active taxpayers list of the Federal Board of Revenue and Azad Jammu and Kashmir Taxation Department for supply of below mentioned item.

S#	Items	Call deposit amount (Rs.)
1-	Stationery Items	2% of the whole amount of the Tender

Bidding documents containing detailed terms and conditions, are available in Admin Section Office of the Director General Audit Azad Jammu and Kashmir Muzaffarabad. Bidding documents can also be downloaded from www.ajkppra.gov.pk. Free of cost.


The Bids, in accordance with the instructions in the bidding documents must reach in Admin Section of the Director General Audit, Azad Jammu and Kashmir Muzaffarabad on 17.03.2022. Bids will be opened on the same day at 01:00pm. This advertisement is also available on PPRA website at www.ajkppra.gov.pk.

17/3/2022


Mir Muhammad Rafique
Deputy Director Audit
05822-920066

**LIST OF STATIONERY TO BE PURCHASED FOR FINANCIAL YEAR
2021-22 AND STOCK POSITION/REQUIREMENT**

S. No.	Name of items	Requirement
1.	Binding Tape 3,2 inch	24 No.
2.	Binder clips L,M,S	5 dozen
3.	Ball points Dollar clipper	40 packet
4.	Envelope 5x11 size 80 grams khaki	1000 No.
5.	Envelope 4x9 size 80 grams khaki	1000 No.
6.	Fluid pen white	24 No.
7.	Glue stick UMU 21mg	12 No.
8.	Gum Doller 142 gms	12 No.
9.	High Lighter	06 No.
10.	M & G Crystal 0.7 (Gel Pencil)	10 packet
11.	Paper 80 gram A-4 size (Double-A)	250 rim
12.	Paper 80 gram legal size (Double-A)	100 rim
13.	Pencil Lead	5 Packet
14.	Permanent marker No.90 doller	01 Packet
15.	Punch Machine Double Whole	02 No.
16.	Rubber Milan	01 dozen
17.	Register No.50	06 No.
18.	Register No. 30	06 No.
19.	Stapler Pin Doller 24/6	20 Packet
20.	Stapler Pin Doller 23/13	6 Packet
21.	Stapler Pin Doller 23/14	6 Packet
22.	Stapler Pin Doller 23/15	6 Packet
23.	Stapler Pin Doller 23/17	6 Packet
24.	Stapler Pin Doller 23/20	6 Packet
25.	Stapler Pin Doller 23/24	6 Packet
26.	Sharpener	01 dozen
27.	Uni ball Eye	20 packet


 Rasheed Ahmed Kiani
 Care Taker

Price Schedule/Financial Cost Sheet

Format for Price Schedule / Financial Cost Sheet

S.#	Item Name	Quoted Quality	Item Description/ Specification	No. of Units / Qty	Unit Rate (Excl. Taxes)	Total Taxes	Unit Rate (Incl. all Taxes)	Total Cost (Incl. all Taxes)
				1	Rupees 2	Rupees 3	Rupees (4=2+3)	Rupees (5=1x4)
1								
2								
3								

Amounts in Word _____

Date _____

Signature of authorized person

Name:

Seal of Firm

In the capacity of

Dully authority by

Note: No cutting or overwriting is allowed. Any Cutting or overwriting will lead to rejection of the financial bid.