



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-2022-23.
- 6) The bid Security of amounting Rs. 50,000/ 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 15-08-2022 at 10 :30 AM.
- 11) Bid-opening will be held on 15-08-2022 at 11:00 a.m.
- 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.

Chairman Purchase Committee
Supreme Court of Azad Jammu & Kashmir
Phone 05822-921073, Fax 05822-929713
Principal Seat Muzaffarabad.

M. Akbar

Lot 1. Procurement of Stationery Items

#	Items	Specification	Qty	QTY	Unit Price	Total
					(Inclusive of Tax)	(Inclusive of Tax)
1.	Uni-ball Pencil Deluxe.	Uni-ball Pencil Deluxe.	15 PKT	15		
2.	Ball Pencil Point 8	Good Quality	120 PKT	120		
3.	Lead Pencil Trica	Trica or Higher Quality	100 PKT	100		
4.	Pointer Piano/DOLLAR	Piano or higher Quality	50 PKT	50		
5.	Uni-Ball Signo	Good Quality	30 PKT	30		
6.	Pencil Gel 1	Good Quality	20 PKT	20		
7.	Calculator 14 Digits	Good Quality	15 NOS	15		
8.	Stapler Machine Foji/Opel	Foji/Opel or Higher Quality (Medium Size)	30 NOS	30		
9.	Stapler Machine Heavy Duty (Max 240 pages staple)	Good Quality	5 NOS	5		
10.	Pencil Box/ Jar	Good Quality	20 NOS	20		
11.	Full Size Envelope Inner Net (18*14)	Full Size Envelope	300 NOS	300		
12.	File Size Envelope (15*12)	Good Quality	800 NOS	800		
13.	Postal Envelops (11x8)	Postal Envelops (8*11)	100 PKT	100		
14.	Table Set (Plastic)	Plastic Latest Design	10 NOS	10		

Handwritten signature/initials

15.	Tag small	Good Quality	80 BUNDLE (each 50)	80		
16.	Tag Big	Good Quality	15 BUNDLE (each 50)	15		
17.	Whitener	Good Quality	150 NOS	150		
18.	Highlighter	Good Quality	180 NOS	180		
19.	File Cover (with Azad Government)	File Cover (With Azad Government Monogram/ Logo)	200 NOS	200		
20.	Carbon Paper	Good Quality	10 PKT	10		
21.	Ink 60 ml	Dollar or Higher Quality	20 BOTTLES	20		
22.	Ink Stamp pad	Good Quality, Standard Size	10 NOS	10		
23.	Stapler Pins (24/6,26/6)	Good Quality	200 PKT	200		
24.	Paper Pin	Good Quality	100 PKT	100		
25.	Paper Clip	Good Quality	100 PKT	100		
26.	Marker 70,90 No.	Good Quality	100 NOS	100		
27.	Marker Small	Good Quality	12 PKT	12		
28.	Table Diary	Good Quality	50 NOS	50		
29.	Cotton Tape	Good Quality	100 NOS	100		
30.	Sutar/Dori/Strand	Good Quality	50 NOS	50		
31.	Register Simple Medium size	Good Quality	30 NOS	30		

17. 10/11/2023

32.	Scissor	Good Quality	10 NOS	10		
33.	Steel Foot (Scale) Size 12 Inch.	Good Quality	50 NOS	50		
34.	Sooye	Good Quality	30 NOS	30		
35.	Damper/ Ruler	Good Quality	50 NOS	50		
36.	Binding tape 2 Inch.	Good Quality	50 NOS	50		
37.	Pin Cushion	Good Quality	50 NOS	50		
38.	Pin Remove	Good Quality	50 NOS	50		
39.	Lakh	Good Quality	10 PKT	10		
40.	Stamp Pad	Good Quality, STANDARD SIZE	30 NOS	30		
41.	Gum Bottle Medium size	Good Quality	30 NOS	30		
42.	Gum Stick small	Good Quality	250 NOS	250		
43.	Note Chit 3x3	Good Quality	100 PKT	100		
44.	Box File Small A-4	Good Quality	12 NOS	12		
45.	Box File Big - Legal	Good Quality	12 NOS	12		
46.	Eraser DG-50	Good Quality	12 DOZEN	12		
47.	Sharpener	Dux or Good Quality	12 DOZEN	12		
48.	Stapler Pin Big Size 23/17, 23/13	Good Quality	24 PKT	24		
49.	Masking Tape 1"	Good Quality	12 NOS	12		
50.	Masking Tape "2"	Good Quality	12 NOS	12		
51.	Punch	Good Quality	30 NOS	30		
52.	Shorthand Notebook Size No- 06	Good Quality	450 NOS	450		
53.	Paper Cutter	Good Quality	30 NOS	30		
Grand Total.						

17. All the work done

19.	Photocopy Machine Toshiba e-Studio 6518- A	3	
20.	Photocopy Machine Toshiba e-Studio 7518- A	2	

19. All out of