



**OFFICE OF THE ACCOUNTANT GENERAL  
AZAD JAMMU AND KASHMIR  
MUZAFFARABAD**



**TENDER NOTICE NO. 01 (2022-23)**


Office of the Accountant General Azad Jammu and Kashmir Muzaffarabad invites sealed bids on open competitive basis, from the authorized distributors / suppliers / dealers, registered with Income Tax and Sales Tax Departments of and who are on Active Tax payers, for supply / provision of Stationery / Computer Stationery Items at Main Accountant General Office Sathra Hills at Muzaffarabad (A.K).

<b>Name of Procuring Agency</b>	Office of The Accountant General, AJ&K, Muzaffarabad		
<b>Tender Name and No.</b>	<b>Tender No. 01 (Computer Stationery)</b>		
Procurement of Computer Stationery	<b>Item #</b>	<b>Items</b>	<b>Qty.</b>
	1	Computer Paper Part-I (15x11") 63 GMS 2000 Sheets per Box	200 Box
	2	Computer Paper Part-II (15x11") 55 GMS 1000 Sets per Box	170 Box
	3	Computer Paper Part-III (15x11") 55 GMS 1000 Sets per Box	650 Box
	4	Ribbon Line Matrix Printer (Printronix P8215) 90 Million Characters Reorder pin 256109-104	36 No's
	5	Ribbon Line Matrix Printer (Printronix P7220) 90 Million Characters Reorder pin 179499-001	75 No's
	6	Ribbon Line Matrix Printer (Printronix P7220) 90 Million Characters Reorder pin 255049-103	75 No's
	7	Ribbon Tally Genicom 6303 recorder Part No.086039	12 No's
	8	Data Cartridge Tape FUJIFILM 6TB Native 15TB Compressed LTO ULTEIUM 7	05 No's
<b>Method of Procurement</b>	<b>Single Stage-Single Envelop Procedure</b>		
Contact Officers	<b>Muhammad Riaz Mughal</b> , Accounts Officer (Admin-II), ☎05822-920901		
	<b>Syed Muhammad Ismail Shah</b> , Accounts Officer (HR / Computer), ☎05822-920883		
Submission of Bid(s)	Accounts Officer (Admin-II), Admin Block Building, Main Office of the Accountant General Azad Jammu & Kashmir, Sathra Hills, Muzaffarabad.		
<b>Closing Date &amp; Time for Receipt of Bid(s)</b>	Computer Stationery	<b>November 09, 2022 at 10:30am</b>	
<b>Opening Date &amp; Time of Bid(s)</b>	Computer Stationery	<b>November 09, 2022 at 11:00am</b>	
Earnest Money	Equals to 3% of the Total bids of Tender In Favor of AO (Admin-II) DDO AG-office Muzaffarabad AJK		
Time Period for Performance of Contract	<b>30 Days from the date of award of contract as per supply order destination, either Local or Import Items.</b>		

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents can be downloaded from the websites of AG AJ&K and AJ&K PPRA i.e. [www.agajk.gov.pk](http://www.agajk.gov.pk) & [www.ajkppra.gov.pk](http://www.ajkppra.gov.pk) and from the office of undersigned by email i.e. [aoddo.agajk.19@gmail.com](mailto:aoddo.agajk.19@gmail.com) or soft copy on any working day during office hours before closing date / time (free of cost).

3. Office of The Accountant General, Azad Jammu and Kashmir reserves all rights to revise quantity, accept or reject any or all tender(s) in the light of Rule-33 of AJ&K Public Procurement Rules (PPRA), 2017, and taxes either National or Local will be deducted at source on the prescribed rate for onward payment to the Government of Azad Jammu and Kashmir.

Encls: (Bidding Documents)

  
**(Muhammad Riaz Mughal)**  
**Accounts Officer (Admin-II)**  
Admin Block Building,  
Main Office of AG-AJK  
**Muzaffarabad**  
☎05822-920901  
☎05822-920635



**OFFICE OF THE ACCOUNTANT GENERAL  
AZAD JAMMU AND KASHMIR  
MUZAFFARABAD**



**TENDER NOTICE NO. 01**

**Single Stage - Single Envelope Bidding Procedure**

**Bidding Documents for Computer Stationery**

**(MUHAMMAD Riaz Mughal)**

**Accounts Officer (Admin-II)**

**☎ 055822-920901**

**☎ 055822-920635**

## **Bidding Document (For Computer Stationery)**

**Tender No. 01**

**Tender No. 01 For F.Y (2022-23)**

### **PROCUREMENT OF COMPUTER STATIONERY**



**OFFICE OF THE ACCOUNTANT GENERAL**

**Azad Jammu and Kashmir**

**Sathra Hills, Muzaffarabad**

**☎ (+ 92) (5822) (920901), ☎ (+92) (5822) (920635)**



**OFFICE OF THE ACCOUNTANT GENERAL  
AZAD JAMMU AND KASHMIR  
MUZAFFARABAD**



**INSTRUCTIONS TO BIDDERS**

This Tender document shall be use for submission of Competitive Bidding for the purchase of Computer Stationery. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-
- a. Terms and conditions for tender.
  - b. Evaluation Criteria.
  - c. Other documents.
  - d. Detail of the items quantity and specifications.

**a. TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) Tender to be filled in carefully, (preferably typed). Any correction / alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted. Tender must be filled on prescribed format.
- ii) Call deposit @ 3% of the whole amount of the tender must be attached.
- iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- iv) The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- v) National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- vi) The Bidders based in Pakistan engaged in supply of Goods in AJK is not legally entitled to claim any Tax relief or Tax exemption on the basis 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 AJK Zone.
- vii) The rates must be valid up to June 30th, 2023.
- viii) The bidder will have to submit an affidavit on stamp paper of Rs.50/- 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.

- ix) 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.
- x) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.
- xi) The contract award will be given to the lowest evaluated bidders which have the best quality also. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xii) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xiii) The interested manufacturer / authorized dealers/Bidders must give full address of Head Office & Branch with Telephone / Fax Numbers and contact persons.
- xiv) 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.
- xv) The Successful bidders shall have to complete the supply within 30 days from the date of issue of the Supply / work Order.
- xvi) Non compliance 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.
- xvii) Performance guarantee equal to 10% of the supply / work order shall require by the successful bidder to furnish as per Rule 39 of AJK PPRA.
- xviii) Transportation charges will be borne by the Supplier.
- xix) The items will be supplied according to the samples / specifications approved by the purchase committee.

  
**Accounts Officer**  
(Admin-II)

**Bidders Signature with  
Stamp**

## **EVALUATION CRITERIA**

Sealed bids should reach the Accounts Officer (Admin-II), Main AG office AJ&K Sathra, Muzaffarabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender 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 term and condition of the bidding documents. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids.

- i) Authorized dealership/certificate (readable) and broacher of quoted brand (if any) of each items be attached.
- ii) Make and model (if any) of each item must be mentioned.
- iii) Dealership certificate is mandatory for supply of Computer Stationery items Ribbons / Toners.
- iv) Average capacity / No. of copies to be printed each the Ribbons / Toner(s) must be mentioned in the documents.
- v) The sample along with specification provided by the firm.
- vi) Lowest rates quoted by the firm.
- vii) Proof of Sales Tax Registration and Income Tax Registration is mandatory.
- viii) Bid must conformance to the specification of items given in schedule of requirement.
- ix) Bidder must attach copies of at least two supply orders / contracts received for supply of stationery / other store in the last three years with the tendering documents.
- x) Bidder must be mentioned the Delivery Period at the end of financial bid with sign and seal.

### **Note:**

- \* Verifiable documentary proof for all above requirements and criteria are mandatory requirement and supply order will be awarded on the basis of these verifiable proofs.
- \* I/We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

## Checklist

Check the relevant option whether the document is attached and click the option Yes or No and fill the blank reference, Annexure or Flag where document attached / placed in financial or technical Bid.

Detail	Select (Yes or No)		Annex Name
o Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.	Yes	No	
o All Bidding documents attached with the tendering documents.	Yes	No	
o Technical and Financial Proposal attached separately with the tendering documents in single envelope (if applicable).	Yes	No	
o Each Page of the bid is signed and stamped.	Yes	No	
o Certificate of Firm Registration.	Yes	No	
o Valid Income Tax Registration Certificate.	Yes	No	
o Valid General Sales Tax Registration Certificate.	Yes	No	
o Affidavit on the Stamp Paper is attached.	Yes	No	
o Compliance to the required specifications / Samples.	Yes	No	
o Compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	Yes	No	
o Brochure of quoted brand of each item be attached.	Yes	No	
o Make and model of each item mentioned.	Yes	No	
o Warranty Period clearly mentioned.	Yes	No	
o Provision of after sale service have mentioned clearly (if any).	Yes	No	
o Financial Bid Attached with the tendering documents.	Yes	No	
o Financial Bid on the prescribed format.	Yes	No	
o Earnest Money (3% of total quoted price)	Yes	No	

**Note: The Bidders have to provide all the above mentioned documents and conditions. In case of missing any document / conditions, the bid shall not be considered.**

**ANNEXURE-B**

**Sub: TENDER NO. 01 FOR F.Y (2022-23) PROCUREMENT OF COMPUTER STATIONERY**

1	Name of Firm	:	_____
2	Name of Owner	:	_____
3	Official Address	:	_____
4	Land Line #	:	_____
5	Mobile #	:	_____
6	Fax #	:	_____
7	Postal / Office Address	:	_____
8	Main Office Address	:	_____
9	Land Line #	:	_____
10	Mobile #	:	_____
11	Fax #	:	_____
12	Email Address	:	_____
13	Firm Registration #	:	_____
14	NTN #	:	_____
15	GST #	:	_____
16	Vendor #	:	_____
17	Bank Account #	:	_____

Date \_\_\_\_\_

**Signature of authorized person**

**Name:**

**Seal of Firm**

\_\_\_\_\_

In the capacity of

Dully authority by



**TECHNICAL SPECIFICATION OF GOODS / ITEMS / GENERAL ORDER SUPPLIERS****Computer Stationery (Papers and Ribbons)**

S.#	Item Name	Item Description / Specification	No of Units / QTY.
1	Computer Paper Part-I	Part-I (15x11") 63 GMS 2000 Sheets per Box	200 Box
2	Computer Paper Part-II	Part-II (15x11") 55 GMS 1000 Sets per Box	170 Box
3	Computer Paper Part-III	Part-III (15x11") 55 GMS 1000 Sets per Box	650 Box
4	Ribbon Line Matrix Printer	Printronix P8215 90 Million Characters Reorder pin 256109-104	36 No's
5	Ribbon Line Matrix Printer	Printronix P7220 90 Million Characters Reorder pin 179499-001	75 No's
6	Ribbon Line Matrix Printer	Printronix P7220 90 Million Characters Reorder pin 255049-103	75 No's
7	Ribbon Tally Genicom	Ribbon Tally Genicom 6303 recorder part No.086039	12 No's
8	Data Cartridge Tape	Data Cartridge Tape FUJIFILM 6TB Native 15TB Compressed LTO ULTEIUM 7	05 No's

**Note:** 1) The above mentioned specifications are the minimum which must be over and above the mentioned specification.

2) The above mentioned quantity of items can be increased or decreed as per requirement of the department or to adjust the budget.

## Price Schedule / Financial Cost Sheet

## Format for Price Schedule / Financial Cost Sheet

S.#	Item Name	Item Description / Specification	Units / Qty.	Unit Rate	GST	Total Unit Rate	Total Cost
			1	Rupees	Rupees	Rupees	Rupees
						(4=2+3)	(5=1x4)
1							
2							
3							
<b>Total</b>							

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. Also Financial Bid must be composed and print on Firm Letter Pad.

**TECHNICAL SPECIFICATION OF GOODS / ITEMS / GENERAL ORDER SUPPLIERS****Computer Stationery**

S.#	Item Name	Item Description / Specification	Remarks
1	Computer Paper Part-I	Part-I (15x11") 63 GMS 2000 Sheets per Box	<b>Sample Required at the time of bid opening.</b>
2	Computer Paper Part-II	Part-II (15x11") 55 GMS 1000 Sets per Box	
3	Computer Paper Part-III	Part-III (15x11") 55 GMS 1000 Sets per Box	
4	Ribbon Line Matrix Printer	Printronix P8215 90 Million Characters Reorder pin 256109-104	<b>Numbers of characters per Ribbon must be mentioned in documents.</b>
5	Ribbon Line Matrix Printer	Printronix P7220 90 Million Characters Reorder pin 179499-001	
6	Ribbon Line Matrix Printer	Printronix P7220 90 Million Characters Reorder pin 255049-103	
7	Ribbon Tally Genicom	Ribbon Tally Genicom 6303 recorder part No.086039	
8	Data Cartridge Tape	Data Cartridge Tape FUJIFILM 6TB Native 15TB Compressed LTO ULTEIUM 7	

**ANNEXURE-F**

**Proposal Submission Form**

[Location, Date]

To

The Accounts Officer,  
Admin-II,  
Main AG-Office, Sathra Hills,  
**Muzaffarabad AJK.**

Dear Sir,

We, the undersigned, offer to provide the \_\_\_(insert title of assignment)\_\_\_ in accordance with your Proposal/Tender Document No.\_\_\_\_\_ dated \_\_\_\_\_) \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes single envelope.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_related to the assignment.

We also confirm that the Government of AJK / Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**Format for Covering Letter**

To

The Accounts Officer,  
Admin-II,  
Main AG-Office, Sathra Hills,  
**Muzaffarabad AJK.**

**SUB: Tender for Procurement of (Tender Name), (Tender Number)**

Dear Sir,

- a) Having examined the tender documents and Appendices, we the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprises in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of \_\_\_\_\_ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the \_\_\_\_\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

\_\_\_\_\_  
Authorized Signatures with Official Seal

## **UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

**ANNEXURE-I**

**FORM OF POWER OF ATTORNEY/LETTER OF AUTHORITY**

(On Stamp Paper of relevant value or Company letter head duly signed and stamped)

Know all men by these presents, we M/S \_\_\_\_\_ do hereby appoint and authorize Mr. \_\_\_\_\_ R/O \_\_\_\_\_ who is presently employed with us and holding the position of Designation \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for Tender \_\_\_\_\_ in response to the Tender invited by the (Office of The Accountant General of Azad Jammu and Kashmir) including signing and submission of all documents and providing information/responses to (\_\_\_\_\_) in all matters in connection with our Bid. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

For \_\_\_\_\_

(Signature)

(Name, Designation and Address of Company / Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

**Performance Security Form**

**Issuing Authority:**

**Date of Issuance:**

**Date of Expiry:**

**Claim Lodgment Date: (Must be one month later than the expiry date)**

**WHEREAS** [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods against Tender (Name), Tender No. \_\_\_\_\_ (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within twenty **(30) Days** of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of **a Bank Guarantee or Banker Cheque** issued by a scheduled Bank operating in Pakistan, as per this format, for a sum equivalent to Rs. \_\_\_\_\_ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself and his successors to the Purchaser, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s)/claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this \_\_\_\_\_ day of 2021.

**GUARANTOR**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_