

**AZAD JAMMU & KASHMIR
MOHTASIB (OMBUDSMAN) SECRETARIAT
MUZAFFARABAD**



Bidding Document

**For Procurement of
Stationery Items & Printer Toners
FY: 2023-24**

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Azad Jammu & Kashmir Mohtasib (Ombudsman) Secretariat
INVITATION FOR BIDS
(Procurement of Stationery)

Azad Jammu & Kashmir Mohtasib (Ombudsman) Secretariat invites sealed bids from eligible bidders / authorized dealers (Income Tax & Sales Tax registered) for the supply of office use stationery items. Details & specification can be obtained from room # 27, D-block, New DHQ Complex Muzaffarabad A.K during office hours. Bids complete in all respects should reach on or before August 22nd 2023 at 11:30 am in the office of Chairman Departmental Purchase Committee, AJK Mohtasib (Ombudsman) Secretariat. Bids shall be opened on the same day at 12:00 pm by the Departmental Purchase Committee (DPC) in the presence of bidders or their authorized representatives.

General Terms & Conditions: -

- i. Bidding shall be conducted through open competitive bidding (Single Stage – Single Envelope) procedure specified in the AJK Public Procurement Rules (PPR-2017).
- ii. Bids must be accompanied by accepted CDR Bank Draft not less than Rs. 20,000/- of any bank (Working in Capital Territory Muzaffarabad) in favour of Chairman Departmental Purchase Committee, AJK Mohtasib Secretariat.
- iii. All taxes shall be applicable as per AJK PPRA Rules.
- iv. NTN & Salex Tax registration certificate along with an affidavit stating that the firm was never black listed must also be provided.
- v. Bids will be evaluated keeping in view the section 36(a) AJK PPRA rules 2017.
- vi. Unsealed bid or those received via fax / e-mail or after due date shall be rejected.
- vii. The Chairman has the right to reject any / all bids without explaining the reason.

Section Officer
AJK Mohtasib (Ombudsman) Secretariat
05822-920131

AZAD JAMMU & KASHMIR MOHTASIB (OMBUDSMAN) SECRETARIAT MUZAFFARABAD

ITEMS & SPECIFICATION

PURCHASE OF STATIONERY ITEMS FOR THE YEAR 2023-24

Sr. #	Item & Specification	Price (Including All Taxes)
1	Paper Legal Size 80 Gram (Imported)	
2	Paper A4 Size 80 Gram (Imported)	
3	Photostate Paper Legal Size 80 Gram (Local)	
4	Photostate Paper A4 Size 80 Gram (Local)	
5	White Paper (70 Grams)	
6	Noting Paper	
7	Tags	
8	Fluid Marker	
9	High Lighter	
10	Dux Gel Pen (0.7 mm) OR Equivalent	
11	Ball Point (Crystal Signature) OR Equivalent	
12	Uni Ball (Vision Elite) OR Equivalent (Blue & Green)	
13	Uni Ball (Eye Micro) OR Equivalent (Blue & Black)	
14	Uni Ball (Eye Fine) OR Equivalent (Blue & Black)	
15	Lead Pencil	
16	Sharpener	
17	Stapler Machine (HD Dell 23/17)	
18	Stapler (Large) 24/6	
19	Staples (Large) 23/17	
20	Staples (Large) 24/6	
21	Gum Stick (Medium) 20 gm	
22	Eraser Palagon or Equivalent	
23	Register (Lining) 150 pages	
24	Register (Lining) 200 pages	
25	Table Diaries	
26	Paper Cutter (Small)	
27	Scissors (Large)	

AZAD JAMMU & KASHMIR MOHTASIB (OMBUDSMAN) SECRETARIAT MUZAFFARABAD

ITEMS & SPECIFICATION

PURCHASE OF STATIONERY ITEMS FOR THE YEAR 2023-24

Sr. #	Item & Specification	Price (Including All Taxes)
28	Gum Bottle Dollar ADX 50m or Equivalent	
29	Wooden Drilling Awl (Soa)	
30	Punching Machine	
31	Table Set (Crystal Plastic)	
32	Table Set (Wooden)	
33	Ink (Blue / Black / Green)	
34	Stamp Pad (Youth Crystal Lancer Pad) or Equivalent	
35	Ruler Steel (12 inches)	
36	Dust Bin (550) Good Quality	
37	File Tray Plastic & Aluminum	
38	Calculator (Large) Canzen CT-9300 or Equivalent	
39	Calculator (Medium) Canzen CT-8866 or Equivalent	
40	Calculator (Normal Size) Canzen CT-650M or Equivalent	
41	Sticky Note (3x3)	
42	Sticky Note Box (3x3) Ragzinc	
43	Sticky Note Box (3x3) Aluminum.	
44	File Paper Flag (Color)	
45	File Flapper	
46	Envelope Registry Size	
47	Envelope A4 Size (light Brown)	
48	Envelope Legal Size (light Brown)	
49	Envelope File Size (White Color)	
50	Rack File (Magazine Case) 02 Trays Aluminum	
51	Rack File (Magazine Case) 02 Trays Plastic	
GRAND TOTAL		

ITEMS & SPECIFICATION
PURCHASE OF PRINTER TONERS FOR THE YEAR 2023-24

Sr. #	Printer Description & Specification	Price (Including All Taxes)
1	HP LaserJet P2055dn	
2	HP LaserJet 1320	
3	HP LaserJet 1010	
4	HP LaserJet 1005	
5	HP LaserJet 1102	
6	HP LaserJet 2035	
7	HP LaserJet 1022n	
8	Canon 2520 (Photostate Machine)	
9	Ricoh MP2000 (Photostate Machine)	
10	HP LaserJet Pro 400 MFP (M425dn)	
11	HP LaserJet P1005	
GRAND TOTAL		

AZAD JAMMU & KASHMIR MOHTASIB (OMBUDSMAN) SECRETARIAT MUZAFFARABAD

BILL OF QUANTITIES

PURCHASE OF STATIONERY ITEMS FOR THE YEAR 2023-24

Sr. #	Item & Specification	Qty.	Unit	Price Per Unit (Including All Taxes)	Total Amount (Including All Taxes)
1	Paper Legal Size 80 Gram (Imported)	80	Rem		
2	Paper A4 Size 80 Gram (Imported)	80	Rem		
3	Photostate Paper Legal Size 80 Gram (Local)	30	Rem		
4	Photostate Paper A4 Size 80 Gram (Local)	30	Rem		
5	White Paper (70 Grams)	10	Rem		
6	Noting Paper	10	Rem		
7	Tags	50	Bundle		
8	Fluid Marker	24	Nos.		
9	High Lighter	24	Nos.		
10	Dux Gel Pen (0.7 mm) OR Equivalent	5	Packet		
11	Ball Point (Crystal Signature) OR Equivalent	50	Packet		
12	Uni Ball (Vision Elite) OR Equivalent (Blue & Green)	1	Packet		
13	Uni Ball (Eye Micro) OR Equivalent (Blue & Black)	5	Packet		
14	Uni Ball (Eye Fine) OR Equivalent (Blue & Black)	5	Packet		
15	Lead Pencil	3	Packet		
16	Sharpener	2	Dozen		
17	Stapler Machine (HD Dell 23/17)	1	Nos.		
18	Stapler (Large) 24/6	12	Packet		
19	Staples (Large) 23/17	2	Packet		
20	Staples (Large) 24/6	50	Nos.		
21	Gum Stick (Medium) 20 gm	3	Dozen		
22	Eraser Palagon or Equivalent	1	Dozen		
23	Register (Lining) 150 pages	10	Nos.		
24	Register (Lining) 200 pages	5	Nos.		
25	Table Diaries	15	Nos.		
26	Paper Cutter (Small)	6	Nos.		
27	Scissors (Large)	6	Nos.		

Sr. #	Item & Specification	Qty.	Unit	Price Per Unit (Including All Taxes)	Total Amount (Including All Taxes)
28	Gum Bottle Dollar ADX 50m or Equivalent	1	Dozen		
29	Wooden Drilling Awl (Soa)	1	Dozen		
30	Punching Machine	6	Nos.		
31	Table Set (Crystal Plastic)	12	Nos.		
32	Table Set (Wooden)	12	Nos.		
33	Ink (Blue / Black / Green)	12	Nos.		
34	Stamp Pad (Youth Crystal Lancer_Pad) or Equivalent	12	Nos.		
35	Ruler Steel (12 inches)	12	Nos.		
36	Dust Bin (550) Good Quality	12	Nos.		
37	File Tray Plastic & Aluminium	12	Nos.		
38	Calculator (Large) Canzen CT-9300 or Equivalent	4	Nos.		
39	Calculator (Medium) Canzen CT-8866 or Equivalent	4	Nos.		
40	Calculator (Normal Size) Canzen CT-650M or Equivalent	4	Nos.		
41	Sticky Note (3x3)	12	Nos.		
42	Sticky Note Box (3x3) Ragzine	12	Nos.		
43	Sticky Note Box (3x3) Aluminium	12	Nos.		
44	File Paper Flag (Color)	2	Packet		
45	File Flapper	4	Dozen		
46	Envelope Registry Size	300	Nos.		
47	Envelope A4 Size (light Brown)	200	Nos.		
48	Envelope Legal Size (light Brown)	100	Nos.		
49	Envelope File Size (White Color)	100	Nos.		
50	Rack File (Magzine Case) 02 Trays Aluminium	12	Nos.		
51	Rack File (Magzine Case) 02 Trays Plastic	12	Nos.		
GRAND TOTAL					

BILL OF QUANTITIES**PURCHASE OF PRINTER TONERS FOR THE YEAR 2023-24**

Sr. #	Printer Description & Specification	Qty.	Unit	Price Per Unit (Including All Taxes)	Total Amount (Including All Taxes)
1	HP LaserJet P2055dn	1	Nos.		
2	HP LaserJet 1320	1	Nos.		
3	HP LaserJet 1010	1	Nos.		
4	HP LaserJet 1005	1	Nos.		
5	HP LaserJet 1102	1	Nos.		
6	HP LaserJet 2035	1	Nos.		
7	HP LaserJet 1022n	1	Nos.		
8	Canon 2520 (Photostate Machine)	1	Nos.		
9	Ricoh MP2000 (Photostate Machine)	1	Nos.		
10	HP LaserJet Pro 400 MFP (M425dn)	1	Nos.		
11	HP LaserJet P1005	1	Nos.		
GRAND TOTAL		1			

General Terms & Conditions: -

- i. Bidding shall be conducted through open competitive bidding (Single Stage – Single Envelope) procedure specified in the AJK Public Procurement Rules (PPR-2017).
- ii. Bids must be accompanied by accepted CDR / Bank Draft not less than Rs. 20,000/- of any bank (Working in Capital Territory Muzaffarabad) in favour of Chairman Departmental Purchase Committee, AJK Mohtasib Secretariat.
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- vii. The Chairman has the right to reject any / all bids without explaining the reason.

آزاد جموں و کشمیر محتسب (اومہڈ سمین) سیکرٹریٹ مظفر آباد

☆☆☆

نمبر ایس/انتظامیہ/اول/ 2023/ 103 مورخہ 18 اگست 2023

ٹینڈر نوٹس بسلسلہ خرید سٹیشنری مالی سال 2023-24

آزاد جموں و کشمیر محتسب سیکرٹریٹ کو مالی سال 2023-24 کے دوران اسٹیشنری کی خرید کیلئے اکلیم ٹیکس و سٹیز ٹیکس رجسٹرڈ فرموں سے سربمہر ٹینڈرز مطلوب ہیں۔ اسٹیشنری کی تفصیل و تصریحات کرہ نمبر 27، ڈی بلاک، نیوڈسٹرکٹ ہیڈ کوارٹر کمپلیکس مظفر آباد سے دفتری اوقات میں حاصل کی جاسکتی ہیں۔ ہر لحاظ سے مکمل پیشکش مورخہ 29-08-2023 بوقت 11:30 بجے دن یا اس سے قبل چیئر مین محکمانہ پر چیز کمیٹی محتسب سیکرٹریٹ کے دفتر میں پہنچنی لازم ہیں جو اسی دن بوقت 12:00 بجے دن ٹینڈر دہندگان یا ان کے مجاز نمائندگان کی موجودگی میں کھولی جائیں گی۔

شرائط و ضوابط:

- 1- ٹینڈرز کی کارروائی PPRA-AJK روڈز 2017 میں دیے گئے طریقہ کار کے مطابق (Single Stage - Single Envelope) عمل میں لائی جائے گی۔
- 2- پیشکش کے ہمراہ مبلغ 20,000 روپے مالیت کی کال ڈیپازٹ / بینک ڈرافٹ بنام چیئر مین محکمانہ پر چیز کمیٹی محتسب سیکرٹریٹ شامل کرنا لازم ہے۔
- 3- PPRA-AJK روڈز کے مطابق تمام ٹیکس لاگو ہوں گے۔
- 4- INTN اور سٹیز ٹیکس رجسٹریشن شمولیت کے علاوہ ٹینڈر دہندہ فراہم کنندہ اس بابت بیان حلفی شامل کرنا بھی لازم ہوگا کہ متعلقہ فرم کبھی Blacklist نہیں ہوئی۔
- 5- 2017 AJK-PPRA Rules کے قاعدہ (a) 36 کو پیش نظر رکھتے ہوئے ٹینڈرز کا جائزہ لیا جائے گا۔
- 6- مقررہ تاریخ کے بعد یا بذریعہ E-mail / Fax موصول ہونے والے ٹینڈرز منسوخ کر دیئے جائیں گے۔
- 7- مشکوک یا کانٹ چھانٹ والی پیشکش بھی مسترد کر دی جائیں گی۔
- 8- چیئر مین محکمانہ پر چیز کمیٹی کو کوئی ایک یا تمام ٹینڈرز بغیر وجہ بتائے منسوخ کرنے کا اختیار حاصل ہوگا۔
- 9- اشتہار ہذا AJK-PPRA کی آفیشل ویب سائٹ <https://www.ajkppra.gov.pk> کے علاوہ ادارہ ہذا کی آفیشل ویب سائٹ <https://mohtasib.ajk.gov.pk> پر بھی دستیاب ہے۔

سیکشن آفیسر انتظامیہ (اول)
محتسب سیکرٹریٹ

05822-920131