

Issued date: 04/09/2019

**TENDER NOTICE**

Receiving Time:12:00Hrs

Due Date: 27/09/2019

Opening Time: 12:30Hrs

Azad Jammu & Kashmir Police intends to purchase following items/ goods under budgetary head "Stationary Items 2019-20" from the sole agents/ sole distributors/ authorized dealers, firms with relevant experience, and on free delivery basis at Central Police Office Muzaffarabad.

S#	Name of procurement (description)	Qty:	Last date for receiving tender / venue	Date for Opening tender	Tender fee (Rs.)
			27-09-2019 CPO Mzd 12:00pm	27-09-2019 CPO Mzd 12:30pm	500 each
1	Paper Legal Size 80gm	780 Rim	..	..	..
2	Paper A4 80 gm	540 Rim	..	..	..
3	Typing Paper	60 Rim	..	..	..
4	Noting Paper 100 Gm	48 Rim	..	..	..
5	Pencil Ball Point	120 Pckt	..	..	..
6	Pencil Lead Gold Fish	100 Pckt	..	..	..
7	Uni Ball Segno Fine Delux	24 Pckt	..	..	..
8	Uni Ball (All Type)	24 Pckt	..	..	..
9	Pointer	36 Pckt	..	..	..
10	Carbon paper	06 Pckt	..	..	..
11	Holder Pen	24 Nos	..	..	..
12	Gum Stick	144 Nos	..	..	..
13	Stapler Machine (SDI) Large	04 Nos	..	..	..
14	Stapler Machine (SDI) Small	48 Nos	..	..	..
15	High Lighter	120 Nos	..	..	..
16	Table Set Marble	04 Set	..	..	..
17	Paper Pin	120 Pckt	..	..	..
18	Stapler Pin	144 Pckt	..	..	..
19	Tag Small	120 Bundle	..	..	..
20	Tag Large	36 Bundle	..	..	..
21	File Flipper	432 Nos	..	..	..
22	Sharpener (Steel)	44 Nos	..	..	..
23	Sharpener (etc.)	288 Nos	..	..	..
24	Riser	288 Nos	..	..	..
25	Postal Chit	44 Pckt	..	..	..
26	Draft Paid	60 Nos	..	..	..
27	Ink 60 ml etc	84 Bottle	..	..	..
28	Register No 40	60 Nos	..	..	..
29	Register No 90	48 Nos	..	..	..
30	Holder	24 Nos	..	..	..
31	Stapler Remover	36 Nos	..	..	..
32	Stamp Pad	72 Nos	..	..	..
33	Calculator	24 Nos	..	..	..
34	Color Paper	60 Rim	..	..	..
35	Binding Tap	60 Nos	..	..	..
36	File Board	72 Nos	..	..	..
37	Nick	36 Nos	..	..	..
38	Binding Sheet Legal	12 Pckt	..	..	..
39	Binding Sheet A4	12 Pckt	..	..	..
40	Paper Cuter	48 Nos	..	..	..
41	Marker 2+5mm	72 Nos	..	..	..

42	Marker Small	120 Pckt	„	„	„
43	Paper Clip	120 Pckt	„	„	„
44	File Folder	72 Nos	„	„	„
45	Clip File	72 Nos	„	„	„
46	Box File	36 Nos	„	„	„
47	Ring File	36 Nos	„	„	„
48	Punching Machine	12 Nos	„	„	„
49	Fluid Pencil	72 Nos	„	„	„
50	Scotch Type	36 Nos	„	„	„
51	Envelop 4X11	3600 Nos	„	„	„
52	Envelop 9X4	3600 Nos	„	„	„
53	Envelop A4	1200 Nos	„	„	„
54	Envelop File Size	1200 Nos	„	„	„

The detail specification along with terms and conditions are mentioned in the tender document. Tender documents can be purchased from the **office of Budget Officer Central Police Office Block No #7, Civil Secretariat Muzaffarabad**, on any working day (Monday-Friday), during the office hours after advertisement in newspapers or on AJK& PPRA website [www.PPRA.ajk.gov.pk](http://www.PPRA.ajk.gov.pk) by submitting a written request on the firm/ company letter head, along with a fee of Rs.500 each (nonrefundable).

Interested firms/ bidders may submit their bids in the office of the **Deputy Inspector General of Police Head Quarters Muzaffarabad, Block No #7, Civil Secretariat Muzaffarabad**, along with a covering letter on firms/ company letter head, on or before 12:00hrs on **27<sup>th</sup> September 2019** positively. The bids will be opened on same day at 12:30pm, in presence of bidders or their nominated agents present thereat. No tender document will be sold after **26<sup>th</sup> September 2019**

The firms should be registered with sales tax/income tax department. The payment of all the taxes shall be the responsibility of the firms/ suppliers. Departmental Purchase Committee reserves the right to reject all bids proposals at any time prior to the acceptance of a bid or proposal. The Departmental Purchase Committee shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of bids or proposal, but is not required to justify those grounds. The Departmental Purchase Committee may decrease or increase the quantity as per needs or budgetary allocations.

This tender advertisement can also be browsed at **Azad Jammu & Kashmir PPRA Website i.e. [www.PPRA.ajk.gov.pk](http://www.PPRA.ajk.gov.pk)**

Single stage two envelopes bidding procedure shall be applied. The call deposit/ Earnest Money (Refundable) @ 2% of the total value of bids in the form of Banker's Cheque in favour of DDO Central Police Office is required to be submitted with the Financial Bid, without which the offer shall be rejected being non-responsive.

**Note:** All assessments and procuring procedure i.e. receiving, opening and awarding etc. shall be governed by the AJ&K Procurement Rules, 2017.



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