


**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 22<sup>nd</sup> 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**



**Bidding Document**

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

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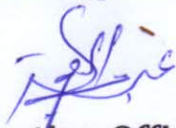
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**05822-920131**

**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) Ragzine	
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	
<b>GRAND TOTAL</b>		

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

**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	
<b>GRAND TOTAL</b>		

**AZAD JAMMU & KASHMIR MOHTASIE (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.		
<b>GRAND TOTAL</b>					

AZAD JAMMU & KASHMIR MOHTASIB (OMBUDSMAN) SECRETARIAT MUZAFFARABAD

**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.		
<b>GRAND TOTAL</b>					

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