



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 AJ&K CBR 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, bidding procedure will be Single Stage - Single Envelope followed by PPRA Rule 16A "closed framework agreement".
- 2) The bidder must have 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-2024-25.
- 6) The bid Security of amounting Rs. 80,000/- for Lot-I and 60,000/- for Lot-II 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 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 27-08-2024 at 10:00 a.m.
- 11) Bid opening will be held on 27-08-2024 at 10:30 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.

[Signature]
Assistant Registrar (J)

Chairman Purchase Committee
Supreme Court Of AJ&K Muzaffarabad

Phone 05822-921073, Fax 05822-929713

REQUEST FOR PROPOSAL (RFP)



(Bid Document)

For the Purchase of Stationeries & IT Equipment

For

“SUPREME COURT OF AZAD JAMMU & KASHMIR”

*((Last date for submission of Documents: 27-08-2024 before 10:00 a.m.)
(Bid would be open on the same date in the Office of Assistant Registrar (Judicial) Supreme Court))*

AUGUST 2024

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1. INTRODUCTION

The territory of Azad Jammu and Kashmir is a distinct entity administered in accordance with the resolutions of the United Nation's Commission on India and Pakistan (UNCIP). It has its own Constitutional and Administrative setup including President, Prime Minister, Legislative Assembly and Supreme Court as Apex Court of judicial hierarchy.

The Supreme Court of AJ&K has emerged in the State with unique background and system of administration of justice. Prior to emergence of the State of Azad Jammu & Kashmir in 1947, a Judicial Board was established during Dogra Regime vide as Act known as Jammu and Kashmir Constitution Act, 1996 Bikrimi (Act No. XIV of 1996 i.e. 7th September, 1939 A.D.) for hearing appeals etc. against the judgments and orders of the High Court. After the war of liberation in 1947, the legal system in the liberated territory, including the High Court, was established by virtue of Courts and the Laws Code, 1948 which was subsequently substituted by the Courts and Laws code, 1949. However, there was no forum for filing appeals etc. against the judgment and orders of the High Court as was present in the Dogra Regime in the form of aforesaid Judicial Board. Thus, the necessity of establishing such a forum was keenly felt by the legal fraternity in particular and people of the liberated territory in general. The Interim Constitution Act, 1974 (Act No. VIII of 1974) was promulgated on 24th August, 1974, wherein a provision was made for the establishment of a Judicial Board. In pursuance of the aforesaid constitutional provision an Act known as the Azad Jammu and Kashmir Judicial Board (Constitution and Jurisdiction) Act, 1974 (Act No. XX of 1974) was promulgated on 14th September, 1974, whereby the Judicial Board on the pattern of one which existed in Dogra Regime was established. As a result of popular demand that instead of Judicial Board, Supreme Court be established, the relevant provision of the Interim Constitution Act, 1974, was amended vide Act No. IX of 1975, whereby the Judicial Board was renamed and reconstituted as the Supreme Court of Azad Jammu and Kashmir which consisted of Chief Justice and a Judge. The Terms and Conditions of the service of the judges and the procedure of their appointment was identical to one laid down in the Constitution of Islamic Republic of Pakistan, 1973. Subsequently, the number of Judges was increased from one Judge to two Judges vide a constitutional amendment made on 3.4. 1993. Presently the Court consists of a Chief Justice and two Judges.

2. ACCEPTANCE CRITERIA

The acceptance criterion for successful bids is defined in the following sections with details being provided for the bidding procedure to be followed for this tender by Supreme Court of AJ&K.

Bidding is open to all Bidders that meet the given minimum qualification criteria described in the following sections. Interested eligible Bidders may obtain further information from the Supreme Court of Azad Jammu & Kashmir during normal working hours by making contact at the address given below:

Supreme Court of Azad Jammu & Kashmir

Address: Chatter, Muzaffarabad, AJ&K

Telephone: +92-5822-921073

1. All bids must be accompanied by a bid bond, in the shape of a CDR of amounting Rs. 80,000/- for Lot-I and 60,000/- for Lot-II must be submitted with tender. Failure to do so shall amount to disqualification.
2. The bidders should be a company/firm having legal presence in Pakistan or AJ&K.
3. Bidder must be in the business for last 3 Years.
4. The bidder shall bear all costs associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for those costs.
5. The bidder is expected to examine all instructions, forms, terms, specifications, and other information in the RFP. Failure to furnish all information required by the RFP or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.

3. Tender Terms & Conditions

Single stage one envelope bidding process would be adopted for lot 1 (Stationaries & Papers). While a single stage two envelope for the lot-2 (Toners). Bidder has to provide technical & financial bids in two separate envelopes marked as

"Technical Bid" & "Financial Bid". Technical Bids & Financial Bids will be opened first by Supreme Court Purchase Committee at bid opening date & financial bids of only technically qualified bidders will be considered by the Committee.

3.1 Bid Bond

All bids must be accompanied by a bid bond, in the shape of a CDR of amounting Rs. 80,000/- for Lot-I and 60,000/- for Lot-II must be submitted with tender. Failure to do so shall amount to disqualification.

3.2 Validity of the Proposal

All proposal and price shall remain valid 30th June 2025.

3.3 Technical/Eligibility Evaluation

Technical Screening of technical bids will be done on the basis of following parameters:

1. Bidder should be a company/firm having registration with Income Tax & General Sales Tax departments & copies of NTN Certificate and Sales Tax Certificate must be provided.
2. Bidder should provide Company Profile.
3. Bidder must provide list of quoted items along with complete "Technical Specification"
4. Bidder must provide affidavit on the stamp paper stating the following;
 - That the bidder has never been blacklisted by any govt. or semi-govt. organization.
 - That the bidder has never been involved into litigation with any govt. or semi-govt. organization.
 - That the bidder has enclosed the required bid bond as per clause 2.1 with financial proposal.
 - That all the rates have been quoted in Pak Rs. On F.O.R. basis.
5. Bidder must have to furnish complete sample along with the bid. Failure to do this will simply disqualify the bid & bids of the bidders who will not be able to provide the sample will not be accepted & will be returned un-opened.
6. Bidder has to bid for all the items in the lot. one may apply for all the lots.
7. All equipment/Item and each component thereof shall be branded new and in sealed pack.
8. In case of any dispute the matter shall be referred to the Registrar Supreme Court, Muzaffarabad within one week of its arising and the decision of Registrar shall be final and binding on all parties.

NOTE: Single Stage Single Envelope method would be adopted for Lot-1 and Single Stage Two envelope process for Lot-2.

4. General Conditions of the Contract

4.1 Currency

All prices in the proposal shall be quoted in Pakistan Rupees (PKR).

4.2 Withholding Tax, Sales Tax, Iqra Surcharge and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of AJ&K and Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government at the date of tender closing date.

4.3 Quantities & Supply Order

Please quote the quantities as per RFP but Supreme Court can increase or decrease the quantity of the any or all items subject to availability of funds and the prices must be valid for the all systems for the minimum quantity level i.e. one (01) unit.

4.4 Acceptance of Proposals

The Supreme Court reserves the right not to accept any or all offers and to annul the bidding process without assigning any reason whatsoever. Supreme Court can increase or decrease the unit quantities & rates must be valid for the single unit also. Bids must reach the address given in the advertisement.

4.5 Terms of Payment

- Payment will be made through cross cheque against the Supply Order Issued by the Supreme Court.
- No advance payment will be made to the suppliers.

4.6 Terms of Delivery

The items should be dispatched / delivered to Supreme Court Office as per Supply Order. A confirmatory letter showing receipt No. and date, Supply Order No. and date and quantity of goods dispatched should also be sent to consignee (s). Supplier/Contractor will be responsible for any loss, theft, damage until delivery is received by Supreme Court of AJ&K.

4.7 Delivery Period

Complete items must be supplied within 1-3 days from the date of issue of Supply Order.

4.8 Tender / Inspection Committee

Inspection of the Items will be carried out by the Supreme Court "Purchase Committee" as nominated by Competent Authority.

4.9 Warranty Period

The supplier shall give comprehensive warranty (if applicable) for the equipment/Items.

4.10 Failure & Termination

If the supplier fails to deliver the items thereof within the specified delivery period, the Supreme Court shall be entitled at its option either: -

- To recover from you liquidated damages levied at the rate of 2% per day.
- To purchase from elsewhere without notice to you at your risk and cost, the stores not delivered, without cancelling the contract in respect of the consignment not yet due for delivery; or
- To cancel the contract at your risk and cost along with forfeiture of 4.5% security deposit.

In the event of action being taken under (ii) or (iii) above, you shall be liable for any loss which the Authority may suffer on that account but you shall not be entitled to any gain on purchase made against the supply order.

If during the course of execution of the contract your firm is black-listed by Supreme Court, the Purchaser may proceed with all or any of the actions detailed below: -

- To allow the contract to run its course till completed in accordance with the terms and conditions of contract:
- To stop further supplies with or without financial repercussions:
- To cancel the contract with or without reservation of rights.

4.11 Force Majeure

While terminating the contract for breach of contract or imposing liquidated damages, the purchaser shall give due consideration to the circumstances leading to the breach of contract or delay on which you had no hold, examples of which are:-

- Act of enemy or God:
- Lockout, strikes:
- Restrictions imposed by the Government in the matter of import / export;
- Injunction granted by a lawful court restraining from executing the contract unless such injunction was due to any alleged irregularity committed by you.

4.12 Responsibility for Executing the Contract

The supplier shall be entirely responsible for the successful execution of the contract in all respects and in accordance with the terms and conditions as specified in the contract including the schedule.

4.13 Demurrage

Should any demurrage charges be incurred due to any of the reasons mentioned below the same shall be deducted from your bills or recovered from you as a separate item (the decision of the purchaser, regarding fixation of responsibility in this connection shall be binding on you):-

- Owing to delay in forwarding / delivery of relevant documents etc.
- Defective marking or packing of the items ordered;
- Due to reason not specified above but for which you are responsible.

4.14 Inspection & Rejection

- i) The Committee may reject a part or the whole of the consignment tendered for inspection, if after inspection such portion thereof as Committee may decide in its discretion, Committee is satisfied that the consignment is below the requirements of the particulars governing the supply given in the Supply Order;
- ii) The decision of Committee shall be binding on you;
- iii) If the items are rejected as aforesaid than without prejudice to the right of the Purchaser, you may submit items in replacement of those rejected but resubmission will not mean extension of delivery period;
- iv) On final rejection, the Purchaser shall have the following rights: -
 - To purchase the rejected goods at your cost and expense.
 - To terminate the contract and recover from you the loss, the purchaser thereby incurs.

4.15 Packing of Items

Each package delivered under the contract shall be packed in a proper box by and at your expense clearly showing the serial numbers of the consignment there at. In case these instructions are not followed, the loss, if any, due to defective or incorrect packing / marking shall be to your account.

4.16 Laws Governing the Contract

The contract shall be governed by the Laws of Azad Govt. of the State of Jammu & Kashmir as amended from time to time. Subject to the above conditions, a binding contract has been concluded with the issuance of this letter and that the provisions of this contract shall be binding on you.



5. Specifications of the Items/ Equipment's

Lot-1 Stationery Items

Sr. No.	Items	Specification
1.	Uni-ball Pencil Deluxe or Equivalent	<ul style="list-style-type: none"> ➤ Stick roller ball waterproof/pigmented ink pen with pocket clip features a conical tip plus a smooth grip. ➤ Writes as smooth as a fountain pen, without the mess. ➤ Features Uni-Super Ink,, specially-formulated to become trapped in paper, helping prevent criminal check washing and other document alteration.
2.	Ball Pencil Point 8	Good Quality
3.	Lead Pencil Trica or equivalent	Trica or Equivalent
4.	Pointer Piano or equivalent	Piano or equivalent
5.	Stapler Machine Foji/Opel	Foji/Opel or Higher Quality
6.	Full Size Envelope Inner Net	Full Size Envelope
7.	File Size Envelope	Good Quality
8.	Postal Envelops (11x8)	Good Quality
9.	Table Set	Plastic/Marble Latest Design
10.	Tag small	Good Quality
11.	Tag Big	Good Quality
12.	Whitener	Good Quality
13.	Highlighter	Good Quality
14.	File Cover Azad Government	Good Quality
15.	Carbon Paper KCR	Good Quality
16.	Color Flag	Good Quality
17.	Ink	Dollar or equivalent
18.	Ink Stamp pad	Good Quality
19.	Stapler Pins	Good Quality
20.	Paper Pin	Good Quality
21.	Paper Clip	Good Quality
22.	Marker small/Big	Good Quality
23.	Table Diary	Good Quality
24.	Cotton Tape 3" Standard Size	Good Quality
25.	Sutar/Dori/Strand	Good Quality
26.	Register Simple Medium size	Good Quality
27.	Scissor	Good Quality
28.	Steel Foot	Good Quality
29.	Sooye	Good Quality
30.	Damper	Good Quality
31.	Binding tape 3" standard Size	Good Quality
32.	Pin Caution	Good Quality
33.	Lakh	Good Quality
34.	Stamp Pad Standard Size	Good Quality
35.	Gum Bottle Medium size	Good Quality
36.	Gum Stick small	Good Quality
37.	Note Chit 3x3	Good Quality
38.	Box File small	Good Quality

39.	Box File Big	Good Quality
40.	Eraser DG-50	Good Quality
41.	Sharpener	Dux or Good Quality
42.	Stapler Pin Remover	Good Quality
43.	Stapler Pin Big No. 13/17, 13/15	Good Quality
44.	Masking Tape 1"- 2"	Good Quality
45.	Punch	Good Quality
46.	Shorthand Notebook No. 6	Good Quality
47.	Paper Cutter	Good Quality

Part-11

Sr. No.	Items	Specifications
1.	Paper Legal	70gms
2.	Paper Legal	80gms
3.	Paper A4	80gm

Lot-2 Toners

S#	Item Name	Specifications
1	Toners for Photostate Machine	Original/genuine Toners for the Photostate Machine according to respective brands
2	Toners for Printers	Good Quality

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6. Format for Financial Proposal

LOT PART-1						
S#	Items	Description	Quantity Det	Qty	U. Cost + tax	T. Cost + tax
1	Uni-ball Pencil Deluxe.	Uni-ball Pencil Deluxe or equivalent	36 PKT	36		
2	Ball Pencil	Good Quality	180 PKT	180		
3	Lead Pencil	Trica or equivalent	100 PKT	100		
4	Pointer Piano/dollar or equivalent	Piano or equivalent	50 PKT	50		
5	Uni-Ball	Signo or equivalent	40 PKT	40		
6	Pencil Gel	Good Quality	20 PKT	20		
7	Calculator 14 Digits	Good Quality	15 NOS	15		
8	Stapler Machine Foji/Opel	Foji/Opel or equivalent (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)	Good Quality	400 NOS	400		
12	File Size Envelope (15*12)	Good Quality	1000 NOS	1000		
13	Postal Envelops (11x8)	Good Quality	100 PKT	100		
14	Table Set (Plastic)/Marble	Good Quality	10 NOS	10		
15	Tag small	Good Quality (each 50)	150 bundle	150		
16	Tag Big	Good Quality	50 bundle (each 50)	50		
17	Whitener	Good Quality	150 NOS	150		
18	Highlighter	Good Quality	200 NOS	200		
19	File Cover (with Azad Government)	File Cover (AJ&K Government Logo)	200 NOS	200		
20	Carbon Paper	KCR or equivalent	10 PKT	10		
21	Ink 60 ml	Dollar or equivalent	20 BOTTLES	20		
22	Ink Stamp pad	Good Quality, Standard Size	24 NOS	24		
23	Stapler Pins (24/6,26/6)	Good Quality	300 PKT	300		
24	Paper Pin	Good Quality	100 PKT	100		
25	Paper Clip	Good Quality	100 PKT	100		
26	Marker 70,90 No.	Good Quality	200 NOS	200		
27	Marker Small	Good Quality	24 PKT	24		
28	Table Diary	Good Quality	50 NOS	50		
29	Cotton Tape Big Size	Good Quality	100 NOS	100		
30	Sutar/Dori/Strand	Good Quality	70 NOS	70		
31	Register Simple Medium size	Good Quality	30 NOS	30		
32	Scissor	Good Quality	10 NOS	10		
33	Steel Foot (Scale) Size 12 Inch.	Good Quality	50 NOS	50		
34	Sooye/Pooker	Good Quality	30 NOS	30		
35	Damper/ Ruler	Good Quality	50 NOS	50		
36	Binding tape Big size	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		

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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	Dollar or Equivalent	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		

PART-II

Sr. No.	Items	Description	Qty	U Price + Tax	T+ Tax
1.	Paper (70gms) Legal	Double A /HP/ Copymate	1200		
2.	Paper (80gms) Legal	Double A /HP/ Copymate	300		
3.	Paper A4 (80gm)	Double A / HP/ Copymate	20		

Sum

LOT-2 (TONERS)		
S#	Items	Qty
1	HP LaserJet Toner M404 DW (Good Quality)	5
2	HP LaserJet Toner M404 DN (Good Quality)	40
3	HP LaserJet Toner P 2015 (Good Quality)	4
4	HP LaserJet Toner M400-404 (Good Quality)	8
5	HP LaserJet Toner M 102-A (Good Quality)	4
6	HP LaserJet Toner 1320 (Good Quality)	4
7	Color LaserJet Enterprise M553 (Good Quality)	2
8	HP LaserJet Toner P1102 (Good Quality)	2
9	HP Printer Toner 2035/2055 (Good Quality)	6
10	HP Printer Toner Pro M12a (Good Quality)	4
11	HP LaserJet Pro MFPM 127fn (Good Quality)	4
12	HP LaserJet Pro MFPM 137fn (Good Quality)	4
13	Brother MFP 4in 1 Printer Model MFC-L2700DW (Good Quality)	6
14	Photostat Toner Ricoh MP2000 (Good Quality)	2
15	Photostat Toner Ricoh MP4054 (Good Quality)	2
16	Fax Toner Panasonic KX-FL422 (Good Quality)	2
17	Ricoh Fax Machine toner/ Model SP 210 SF (Good Quality)	2
18	Photocopy machine Xerox WorkCentre 5865 (Good Quality)	2
19	Photocopy Machine Toshiba e-Studio 6518- A (Good Quality)	4
20	Photocopy Machine Toshiba e-Studio 7518- A (Good Quality)	2

Sum