

آزاد حکومت ریاست جموں و کشمیر

جموں و کشمیر لبریشن سیل

☆☆☆☆☆

ٹینڈرز نوٹس

جموں و کشمیر لبریشن سیل کے زیر اہتمام مالی سال 2025-26ء کے دوران منعقد ہونے والی تقریبات وغیرہ کے لیے تفصیل ذیل خدمات / سامان فراہم کرنے والی اچھی شہرت کی حامل اور متعلقہ شعبہ میں رجسٹرڈ مقامی فرموں سے، جو مالی طور پر مستحکم ہوں، سے AJK PPRA Rules, 2017 کے قاعدہ (a) 36 کے مطابق سر بہرہ بڈز مطلوب ہیں۔ جو دستی یا بذریعہ رجسٹرڈ ڈاک 03 جولائی 2025ء بوقت 12:00 بجے دن تک زبردستی کے پتہ پر موصول ہونی چاہیں جو اسی دن 12:30 بجے کھولی جائیں گی۔

۱۔ ٹینڈر سروسز	۲۔ کیٹرنگ سروسز
۳۔ سروسز پبلسٹی میٹریل بینرز وغیرہ	۴۔ خرید سٹیشنری سروسز
۵۔ سروسز پرنٹنگ / پرنٹنگ لٹریچر وغیرہ	۶۔ ٹرانسپورٹ سروسز

01۔ درج بالا اشیاء ٹینڈر کے انراخ 30 جون 2026ء تک موثر ہونے چاہئیں۔ کامیاب فرم کے ساتھ Closed Framework Contract کیا جائے گا۔

02۔ جملہ بڈز چیئر مین کمیٹی کے نام ہوں گی۔

03۔ نامکمل بڈز قابل قبول نہ ہوں گی۔ بڈز کے ہمراہ کال ڈیپازٹ بنام ڈی ڈی او جموں و کشمیر لبریشن سیل جمع کروانا ہوں گی۔ تفصیل بذریعہ دستاویزات میں موجود ہے کال ڈیپازٹس کی تفصیل بذیل ہے۔

۱۔ ٹینڈر سروسز - 120,000 روپے۔	۲۔ کیٹرنگ سروسز - 50,000 روپے
۳۔ سروسز پبلسٹی میٹریل بینرز وغیرہ - 60,000 روپے۔	۴۔ خرید سٹیشنری سروسز - 40,000 روپے
۵۔ سروسز پرنٹنگ / پرنٹنگ لٹریچر وغیرہ - 60,000 روپے	۶۔ ٹرانسپورٹ سروسز - 20,000 روپے

04۔ بلا ت سے تحت قواعد مروجہ ٹیکسز کی وضع کی ہوگی۔ پروکیورنگ ایجنسی کو یہ اختیار ہوگا کہ AJK PPRA Rules, 2017 کے قاعدہ (1) 33 کے مطابق کوئی بھی بڈ یا تمام مسترد کر دے۔

05۔ بڈز صرف ادارہ کی جانب سے جاری کردہ الگ الگ فارم ہاء پر قابل قبول ہوں گی۔ فارم ہاء تفصیل کال ڈیپازٹ اور دیگر تصریحات ادارہ ہذا سے دفتری اوقات کار میں زبردستی کے دفتر سے مکمل ٹینڈر دستاویزات بلا انراخ حاصل کیے جاسکتے ہیں۔

اسسٹنٹ ڈائریکٹر (نیشنل ایورنٹس ونگ)

چیئرمین پروکیورمنٹ سیل

بلاک نمبر 05، فرسٹ فلور چھتر سیکرٹریٹ مظفر آباد

فون نمبر: 05822-921553

www.jklc.org



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL
MUZAFFARABAD
TENDER NOTICE NO. 00/25 (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **Tent Services** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No. 1/25 (Tent Services)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	Tent Services , details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	Tent Services	
Opening Date & Time of Bid(s)	Tent Services	
Security/call deposit	Rs. 120,000/- In Favour of DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time (**free of cost**) or could be download from the website **www.jklc.org**

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)

HIRING TENT SERVICES
FOR FINANCIAL YEAR 2025-2026



GOVERNMENT OF AZAD JAMMU & KASHMIR
JAMMU & KASHMIR LIBERATION CELL

Ph: 05822-921553

Email: jklcajk@gmail.com



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL MUZAFFARABAD

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring of **Tent Services**. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detailed evaluation criteria has been prepared and attached with these instructions.

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

3. QUALIFICATION FOR BIDDERS;

- Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- Tax Return Certificate should be attached (on the name of firm)
- Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS SUBMISSION

- 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.
- Security/Call deposit 5% of the bid price must be attached.
- 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 the end of financial year. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- Documentary to prove of the shop/ office/ warehouse on relevant field from relevant institution National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- The rates must be valid upto 30th June 2026.
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.
- 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- 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.
- The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for

- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xiv) Transportation and labour charges will be borne by the supplier
- xv) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** _____ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(Insert title of assignment)_** in accordance with your Request for Proposal No. _____ dated **_(insert date)_** and our Technical Proposal. Our attached Financial Proposal is for the sum of **_(insert amount in words and figures)_**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

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

Dear Sir,

- a) Having examined the tender document and Appendixes 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 comprise 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 **_(insert name of the Purchaser)_**, 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 _____ 2025

Signature

(Company Seal)

In the capacity of _____

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS[NameandAddressoftheContractor](hereinaftercalled"theContractor")has submitted Tender against Tender Name _____ , Tender No._____, item No._____(hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures____)(inwords___).

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, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (inwords _____) 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form;or
2. If the Contractor does not accept the corrections of his Total Tender Price;or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the TenderDocument.

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 furnishing of the Performance Security, whichever is later.

Datethis_____day of 2025

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

ANNEXURE-G

TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF**Tent Service items**

S.No	Item Description	Unit /Qty	Quoted Price(incl.all taxes)
01	Chair parachute steel	01	
02	Chair foam VIP quality with cover & ribbon	01	
03	Sofa set single with Sofa cover (white)	01	
04	Presidential chair	01	
05	Center Table Set (3 pcs)	01 set	
06	Carpet (A) quality size 30x12	01	
07	Path carpet size 6X20	01	
08	carpet size 6x20	01	
09	Carpet size 13x20	01	
10	Stage with fixation and all accessories+ Frill	Per sft	
12	Dice	01	
13	Shamianajarsi (A) quality VIP size 15x15 () جرسيشامبيائے with Jhalar, fixing and poll covers etc.	01	
14	water proof canopy 45x45with Jhalar, fixing and poll covers etc.	01	
15	Qantasjarsi () جرسيقنات)	01	
16	Generator 2000 w	01	
17	Generator 4500 w	01	
18	Table steel for water with cloth/ cover 4x4 ft	01	
19	Thermo flask (6 cups)	01	
20	Glass (mirror)	01	
21	Water tanki	01	
22	Jug (steel)	01	
23	Glass (steel)	01	
24	Sound System		
24.1	SP 2 Speakers for 200 persons+stands,wire,fitting etc.	01 day	
24.2	SP 4 setup for 2000-3000 persons +Stands,wire,fitting etc.	01 day	
25	Stage Flowering (Hand Buka)	01	
26	Flowers (Table Buka)	01	
27	Lighting for Halls & Open Space		
27.1	Flash light 500 w fitting, cables etc	01 day	
27.2	LED heavy duty lights 250 w fitting, cables, etc	01 day	
28	Pedestal fan with extension lead, etc	01	
29	Carriage of Tent items outside city Mazda/Shahzore	Per Km	
30	Stand for backdrop (30x20)ft	01	
31	Genrator per day	01	
32	Launcher 3 seater	01	
33	Air Cooler	01	
34	Rent of Hall per day	01	

Note:

1. All the quoted items should be recognized / renowned quality.
2. The above mentioned specifications are the minimum requirement of the department which must be equal or above the mentioned specification.
3. Transportation charges could not be claimed on any district headquarters of AJK, and the supplier is bound to provide services at any place within AJK.
4. The payment will be made on the availability of the budget and completion of codal formalities.
5. The rates included labour, services, transportation within municipal limit and all other charges.
6. At least 05 persons of supplier will be available at venue during porgramme

Chairman Committee

Bidders Signature with Stamp



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL

MUZAFFARABAD

TENDER NOTICE NO. (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **Services of Catering** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No1/25 (Services of Catering)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	Services of Catering , details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	Services of Catering	
Opening Date & Time of Bid(s)	Services of Catering	
Security/call deposit	Rs. 50,000/- In Favour of DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time **(free ofcost)**

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

**REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)**

**HIRING SERVICES OF CATERING
FOR FINANCIAL YEAR 2025-2026**



**GOVERNMENT OF AZAD JAMMU & KASHMIR
JAMMU & KASHMIR LIBERATION CELL**

Ph: 05822-921553

Email: jklcajk@gmail.com



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL MUZAFFARABAD

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring **services of Catering**. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detailed evaluation criteria has been prepared and attached with these instructions.

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

3. QUALIFICATION FOR BIDDERS;

- Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- Tax Return Certificate should be attached (on the name of firm)
- Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS SUBMISSION

- 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.
- Security/Call deposit 5% of the bid price must be attached.
- 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 the end of financial year. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- Documentary to prove of the shop/ office/ warehouse on relevant field from relevant institution National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- The rates must be valid upto 30th June 2026.
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.
- 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- 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.
- The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for

- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xiv) Transportation and labour charges will be borne by the supplier
- xv) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.
- xvi) Purchased items can be returns with in a year. The firms/suppliers will be bound by this.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** _____ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(Insert title of assignment)_** in accordance with your Request for Proposal No. _____ dated **_(insert date)_** and our Technical Proposal. Our attached Financial Proposal is for the sum of **_(insert amount in words and figures)_**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

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

Dear Sir,

- a) Having examined the tender document and Appendixes 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 comprise 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 **_(insert name of the Purchaser)_**, 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 _____ 2025

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS[NameandAddressoftheContractor](hereinaftercalled"theContractor")has submitted Tender against Tender Name _____ , Tender No._____, item No._____(hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures____)(inwords___).

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, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (inwords _____) 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form;or
2. If the Contractor does not accept the corrections of his Total Tender Price;or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the TenderDocument.

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 furnishing of the Performance Security, whichever is later.

Datethis_____day of 2025

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

ANNEXURE-G

**TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF
Catering Service**

S.No	Items	Unit /No	Quoted Price incl. all taxes
01	Rice		
1.1	Chana Rice	One plate	
1.2	Mutton Rice	One plate	
1.3	Chicken Rice	One plate	
1.4	Pea Rice	One plate	
1.5	Brown rice	One plate	
1.6	Simple boiled rice	One plate	
1.7	Chinese Fried Rice	One plate	
1.8	Chicken baryani with shamikabab, slud , raita, (aluminum bod parcel)	Per packet	
02	Karhai		
2.1	Chicken karhai (full) 1.5 kg	Full	
2.2	Chicken karhai (haff) 750 gm	Half	
2.3	Mutton karhai (full) 1 kg	full	
2.4	Mutton karhai (haff) half kg	half	
2.5	Chicken Qorma	One plate	
2.6	Mutton Qorma	One plate	
2.7	Beef Qorma	One Plate	
2.8	Chicken white karahi	One plate	
2.9	Kofta	One plate	
2.8	Pulses (all kinds)	One plate	
2.9	Vegetable (all kinds)	One plate	
03	Chicken tika	One piece	
4	Chicken Boti	One seekh	
5	Seekh kabab (beef)	One seekh	
6	Fish (finger)	Per piece	
7	Goshtaba	Per plate	
7	Fried fish	Per KG	
8	Raita	Per plate	
9	Salad, (Russian)	Per Plate	
	Salad, (Green)		
10	Aluminum box	Per piece	
11	Nan (Roti)		
11.1	Simple nan	Per Nan	
11.2	Roghni nan	Per Nan	
11.3	Tandoori baqarkhani	Per piece	
11.4	Simple roti	Per roti	
12	Sweet dish		
12.1	Kheer/custard	Per plate	
12.2	Zarda	Per plate	
12.3	Gajarhalwa	Per plate	
12.4	Ice cream	Per cup	
12.5	Falooda ice cream	Per cup	
13	Cold drinks /Juices		
13.1	1.5 litter (Different brands)	1.5 liter	
13.2	2.5 litter (Different brands)	2.5 liter	
13.3	Tin pack imported	One tin	

13.4	Tin pack (different brands)	One tin	
13.5	Mineral water 1.5 ltr	one	
13.6	Mineral water half liter	one	
13.7	Juice Nestle 1 liter	Per packet	
13.8	Juice Nestle small pack	Per packet	
13.9	Juice RoohAfza	Per bottle	
13.10	Juice Jam e Shirin	Per bottle	
14	Tea /hi tea		
14.1	Simple tea Lipton	1 cup	
14.2	Coffee	1 cup	
14.3	Kashmiri Tea	1 cup	
14.4	Green tea	1 cup	
15	Samosa		
15.1	Samosa simple	Per piece	
15.2	Vegetable samosa	Per piece	
15.3	Qima samosa	Per piece	
15.4	Chicken samosa	Per piece	
16	Pokoras		
16.1	Pokora simple	per kg	
16.2	Chicken pakora	Per kg	
16.3	Chicken sandwich	Per kg	
16.4	Patis	Per piece	
16.5	Chicken patis	Per piece	
17	Biscuits coconut	Per kg	
17.1	Biscuits Bakery mix	Per kg	
17.2	Halfroll	Per piece	
18	Cake		
18.1	Fruit cake	Half pound	
18.2	Simple cake	Half pound	
18.3	cream cake	Half pound	
19	Pack food Disposable aluminum box	Per box	
20	Disposable cup	Per cup	
21	Disposable glass	Per piece	
22	Disposable plate	Per piece	
22.1	Disposable plate large +spoon	Per piece	
22.2	Disposable plate quarter +spoon	Per piece	
23	Aftar package		
23.1	Fruits (atleast 4 types) +dates+Pakora+Samaosa+ tea etc.	Per person	
24	Fruit Chart	Per plate	
25	Gram (چٹا) Chart	Per plate	
26	Dates	Per Kg	
27	Transportation outside city	Per Km	

Note:

1. All the quoted items should be recognized / renowned quality.
2. The above mentioned specifications are the minimum requirements of the department, which must be equal or above the mentioned specifications.
3. The payment will be made on the availability of the budget and completion of codal formalities.
4. The rates included labour, services, transportation within municipal limit and all other charges.
5. Transportation charges could not be claimed on any district headquarters of AJK, and the supplier is bound to provide services at any place within AJK.
6. At least 05 persons of the supplier will be available at the venue during program

Chairman Committee

Bidders Signature with Stamp



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL
MUZAFFARABAD
TENDER NOTICE NO. 00/25 (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **Transport Services** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No. 1/25 (Transport Services)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	Transport Services , details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	Transport Services	
Opening Date & Time of Bid(s)	Transport Services	
Security/call deposit	Rs. 20,000/- In Favour of DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time (**free of cost**)

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)

**HIRING SERVICES OF TRANSPORT
FOR FINANCIAL YEAR 2025-2026**



GOVERNMENT OF AZAD JAMMU & KASHMIR
JAMMU & KASHMIR LIBERATION CELL

Ph: 05822-921553
Email: jkicajk@gmail.com



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL MUZAFFARABAD

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring **Services of Transport**. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detailed evaluation criteria has been prepared and attached with these instructions.

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

3. QUALIFICATION FOR BIDDERS;

- Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- Tax Return Certificate should be attached (on the name of firm)
- Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS SUBMISSION

- 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.
- Security/Call deposit 5% of the bid price must be attached.
- 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 the end of financial year. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- Documentary by prove of the shop/ office/ warehouse on relevant field from relevant institution National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- The rates must be valid upto 30th June 2026.
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 or 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.
- 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- 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.
- The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for

- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xiv) Transportation and labour charges will be borne by the supplier
- xv) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad.

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** _____ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(Insert title of assignment)_** in accordance with your Request for Proposal No. _____ dated **_(insert date)_** and our Technical Proposal. Our attached Financial Proposal is for the sum of **_(insert amount in words and figures)_**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad.

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

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference tobeshignedupontheawardofcontractforthesumindicatedasperfinancialbid.
- b) b) We undertake, if our proposal is accepted, to provide the items/services comprise 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 thatperiod.
- d) We agree to execute a contract in the form to be communicated by the **_(insert name of the Purchaser)_**, incorporating all agreements with such alterations or additions thereto as may benecessarytoadaptsuchagreementtothecircumstancesofthestandard.
- e) Unless and until a formal agreement is prepared and executed this proposal together withyour writtenacceptancethereofshallconstituteabindingcontractagreement.
- f) Weunderstandthatyouarenotboundtoacceptalowestoranybidyoumayreceive,not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us inbiding.

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 _____ 2025

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name _____, Tender No. _____, item No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

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, his successors and his assigns 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

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 furnishing of the Performance Security, whichever is later.

Date this _____ day of 2025

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

ANNEXURE-G

TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST

SHEET OF

Transport Service items

S.No	Item Description	Unit /Qty	Quoted Price(incl.all taxes)
01	Car having AC/heater per day including fuel	01	
02	Land Cruiser/Jeep having heater/ AC per day, including fuel	01	
03	Suzuki local Muzaffarabad per day	Day	
04	Hiace having AC/Heater per/Km	KM	
05	Coaster having AC/Heater per Km	KM	
06	Mazda per km	KM	
07	Double cabin pick up per KM	KM	

Note:

1. All the vehicles should be in good working condition.
2. The above-mentioned specifications are the minimum requirements of the department, which must be equal or above the mentioned specifications.
3. The supplier is bound to provide services at any place within AJK.
4. The payment will be made on the availability of the budget and completion of codal formalities.

Chairman Committee

Bidders Signature with Stamp



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL

MUZAFFARABAD

TENDER NOTICE NO..1/25 (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **services of printing books etc/printing of literature** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No. 1/25 (printing books etc/printing of literature)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	services of printing & publicity material, details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	printing books etc/printing of literature	
Opening Date & Time of Bid(s)	printing books etc/printing of literature	
Security/call deposit	Rs. 60,000/- In Favour of DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time (**free of cost**)

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)

**HIRING SERVICES OF PRINTING/PRINTING OF LITERATURE
FOR FINANCIAL YEAR 2025-2026**



JAMMU & KASHMIR LIBERATION CELL
GOVERNMENT OF AZAD JAMMU & KASHMIR

Ph: 05822-921553

Email: jklcajk@gmail.com

AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR
JAMMU & KASHMIR LIBERATION CELL
MUZAFFARABAD



INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring services of Printing/**printing of Literature**. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detailed 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.

3. QUALIFICATION FOR BIDDERS;

- i) Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- ii) At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- iii) Tax Return Certificate should be attached (on the name of firm)
- iv) Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS 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) Security/Call deposit 5% of the bid price 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 the end of financial year. 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) Documentary by prove of the shop/ office/ warehouse on relevant field from relevant institution
- vi) National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- vii) The rates must be valid upto June 2026.
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.
- viii) 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- ix) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- x) The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xi) 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.
- xii) The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.

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- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xiv) Transportation and labour charges will be borne by the supplier
- xv) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** _____ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **__(Insert title of assignment)__** in accordance with your Request for Proposal No. _____ dated **__(insert date)__** and our Technical Proposal. Our attached Financial Proposal is for the sum of **__(insert amount in words and figures)__**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

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

Dear Sir,

- a) Having examined the tender document and Appendixes 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 comprise 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 **_(insert name of the Purchaser)_**, 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 low 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 _____ 2025

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS[NameandAddressoftheContractor](hereinaftercalled"theContractor")has submitted Tender against Tender Name _____ , Tender No._____, item No._____(hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures____)(inwords___).

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, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (inwords _____) 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form;or
2. If the Contractor does not accept the corrections of his Total Tender Price;or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the TenderDocument.

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 furnishing of the Performance Security, whichever is later.

Datethis_____day of

2025.

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

ANNEXURE-G

**TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF
Printing/Printing of Literature**

S.#	Items	No of pages	Title page	Printing	Inner Paper Quality	Quoted Price
01	Book 8.6x5.5 with gum binding	90-100	4colour170gm	Black White	70gm	
1.1	Book 8.6x5.5 with pen binding	90-100	4colour170gm	Black White	70gm	
1.2	Book 8.6x5.5 with gum binding	60-80	4colour170gm	Black White	70gm	
1.3	Book 8.6x5.5 with pen binding	60-80	4colour170gm	Black White	70gm	
1.4	Book 8.6x5.5 with gum binding	100-120	4colour170gm	Black White	70gm	
1.5	Book 8.6x5.5 with pin binding	100-120	4colour170gm	Black White	70gm	
1.6	Book 8.6x5.5 with gum binding	140-106	4colour170gm	Black White	70gm	
1.7	Book let 11x8	140-160	4colour170gm	Black White	70gm	
1.8	Book permanent binding 8x4.5	100-120	4colour170gm	Black White	70gm	
1.9	Magazine /book 11x8.5	100-130	4colour170gm	4colour	Art paper110gm	
1.10	Book / Magazine 9.2x6.8	80-100	4colour170gm	4colour	Art paper110gm	
1.11	Booklet 9.5x6.9	30-50	4colour170gm	4colour	Art paper 110 gm.	
1.12	Book bag 18x12		4colour170gm		Art paper170gm	
02	Magazine Kashmir Today 9.3x6.7	36-48	4colour170gm	4colour	Art paper110gm	
2.1	Magazine Kashmir Today 9.3x6.7	48-64	4colour170gm	4colour	Art paper110gm	
2.2	Magazine Kashmir Today 9.3x6.7	64-80	4colour170gm	4colour	Art paper110gm	
2.3	Magazine Kashmir Today 8x11	36-48	4colour170gm	4colour	Art paper110gm	
	Magazine Kashmir Today 8x11	49-60	4colour170gm	4colour	Art paper110gm	
2.4	Magazine Kashmir Today 8x11	61-80	4colour170gm	4colour	Art paper110gm	
2.5	Magazine Kashmir Today 8x11	81-100	4colour170gm	4colour	Art paper110gm	
2.6	Magazine Kashmir Today 8x11	49-60	4colour170gm	Black White	70 gram	
03	Research journal international journal of Kashmir studies 9x6	60-80	4colour art card 300 gm	Black White	Art paper 128 gm	
3.1	Research journal international journal of Kashmir studies 9x6	81-100	4colour art card 300 gm	Black White	Art paper 128 gm	
3.2	Research journal international journal of Kashmir studies 9x6	101-120	4colour art card 300 gm	Black White	Art paper 128 gm	
3.3	Report 7x9	30-40	4colour art card 300 gm	4colour	Art paper 128 gm	
3.4	Report 7x9	41-60	4colour art card 300 gm	4colour	Art paper 128 gm	
3.5	Report 7x9	30-40	4colour art card 300 gm	Black White	70 mg	

3.6	Report 7x9	40-60	4colour art card 300 gm	Black White	70 mg	
04	Brochure 8x6	100		Black White	Art paper110gm	
4.1	brochure /booklet 8.5x4.5	110 page		4colour	Art paper	
4.2	brochure /booklet 8.5x4.5	4 page		4colour	Art paper	
4.3	brochure /booklet 8.3x4	8 page		4colour	Art paper	
05	File cover Legal	100		2colour		
5.1	File cover Legal	100		4colour		
5.2	File folder A-4	01		4colour		
5.3	File folder A-4	01		2 colour		
5.4	File cover with program A-4	01			Plastic coding	
06	Envelop (printing) 9x4	100		Single colour	70gm	
6.1	Envelop (Registry size) 11x4	100		Single colour		
6.2	Envelop (printing) 10x8	100		Single colour		
07	Letter pads					
7.1	Letter pad A4 (brown paper)	100		4colour		
7.2	Letter pad A4 (brown paper)	100		2colour		
7.3	Letter pad 5x4 Single print logo	100		4colour		
7.4	Letter pad 5x4 Single print logo	100		2colour		
7.5	Letter pad 7x4 Single print logo	100		4colour		
7.6	Letter pad 7x4 Single print logo	100		2colour		
08	Pictorial Album 9x7	20-30	4colour170gm	4colour	Art paper170gm	
8.1	Pictorial Album 9x7	30-34	4colour170gm	4colour	Art paper170gm	
09	Pamphlet A-4	02		4colour	Art paper110gm	
9.1	Pamphlet Legal	02		4colour	Art paper110gm	
9.2	Pamphlet A-4	02		Single colour	80gm	
9.2	Pamphlet Legal	02		Single colour	80gm	
9.3	Leaflet 11x4” (4 fold)	02		4colour	Art paper110gm	
9.4	Leaflet 8.3x4 (3 fold)	02	300 gm art card	4colour	Art paper110gm	
10	Calendar one picture 4 half pages (3 Months 1 Page) Size 15x20	1 full page 4 half pages		4 colour		

Note:

1. All the quoted items should be recognized / renowned quality.
2. The above mentioned specifications are the minimum requirement of the department which must be equal or above the mentioned specification.
3. The payment will be made on the availability of the budget and competition of codal formalities.
4. The rates included labour, services, transportation within municipal limit and all other charges.
5. The rates shall be decrease% on more then 500 copies

Chairman Committee

Bidders Signature with Stamp



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL

MUZAFFARABAD

TENDER NOTICE NO..1/25 (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **Services of Publicity Material Banners etc.** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No. 1/25 (Services of Publicity Material Banners etc)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	services of printing & publicity material, details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	Services of Publicity Material Banners etc	
Opening Date & Time of Bid(s)	Services of Publicity Material Banners etc	
Security/call deposit	Rs 60,000/- In Favourof DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time **(free ofcost)**

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)

**HIRING SERVICES OF PUBLICITY MATERIAL BANNERS ETC.
FOR FINANCIAL YEAR 2025-2026**



GOVERNMENT OF AZAD JAMMU & KASHMIR
JAMMU & KASHMIR LIBERATION CELL

Ph: 05822-921553
Email: jklcajk@gmail.com



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL
MUZAFFARABAD

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring **Services of Publicity Material Banners etc.** The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detail evaluation criteria has been prepared and attached with these instructions.

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

3. QUALIFICATION FOR BIDDERS;

- Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- Tax Return Certificate should be attached (on the name of firm)
- Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS SUBMISSION

- 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.
- Security/Call deposit 5% of the bid price must be attached.
- 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 the end of financial year. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- Documentary by prove of the shop/ office/ warehouse on relevant field from relevant institution National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- The rates must be valid upto 30th June 2026.
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 or 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.
- 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- 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.
- The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.

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- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xiv) Transportation and labour charges will be borne by the supplier
- xv) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** _____ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(Insert title of assignment)_** in accordance with your Request for Proposal No. _____ dated **_(insert date)_** and our Technical Proposal. Our attached Financial Proposal is for the sum of **_(insert amount in words and figures)_**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad

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

Dear Sir,

- a) Having examined the tender document and Appendixes 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 comprise 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 **_(insert name of the Purchaser)_**, 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 _____ 2025

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS[NameandAddressoftheContractor](hereinaftercalled"theContractor")has submitted Tender against Tender Name _____ , Tender No._____, item No._____(hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures____)(inwords___).

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, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (inwords _____) 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form;or
2. If the Contractor does not accept the corrections of his Total Tender Price;or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the TenderDocument.

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 furnishing of the Performance Security, whichever is later.

Datethis_____day of 2025

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

ANNEXURE-G

**TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF
PUBLICITY MATERIAL BANNERS ETC.**

S.No	Items	Unit /No	Quoted Price incl. all taxes
01	Outdoor SMD Screen per day	Per Sft	
02	Indoor SMD Screen per day	Per sft	
03	Writing panaflex banner Urdu/English (without media)	Per Sft	
04	Panaflex media (material) star Media/ China Media	Per Sft	
05	Cloth best quality single bar for bandages/Black flags	Per Meter	
06	Cloth best quality double bar for bandages/black flags	Per Meter	
07	Writing panaflex material (media) with hanging ring or strip etc complete	Per sft	
08	Panaflex hoarding board preparation& installation	Per sft	
09	Stande complete 5x2.5'	Per Piece	
10	Stage Screen stand	Per sft	
11	Shields 7x5" folding walnut wood with 2 brass plated writing monogram	Per piece	
12	Shields 7x5" folding MDF sheet with 2 brass plated writing monogram	Per piece	
13	Shield 7x5" glass with stand and logo printing	Per piece	
14	Placard hard card 15x12"	Per piece	
15	Stand for displaying of pictures	Per set	
16	Frame size16x12	Per piece	
16.1	Frame 20x30	Per piece	
16.2	Frame 10x15	Per piece	
17	Photo print art card 10x15	Per piece	
17.1	Photo print art card 30x15	Per piece	
17.2	Photo print art card 20x30	Per piece	
18	Sign board Steel sheet with stand & printing 3x2.5	Per piece	
18.1	Sign board Steel sheet with stand & printing 3x3	Per piece	
19	Rent of bill board60x20ft	Per day	
19.1	Rent of bill board 20x10ft	Per day	
19.2	Rent of bill board 15x10ft	Per day	
20	Venialprinting	Per sft	
21	Flags Pakistan size 2x3(F) China / Fine Quality	Per piece	
21.1	Flags Azad Kashmir size 2x3(F) China / Fine Quality	Per piece	
21.2	Flags Pakistan size 4.5x3(F) China / Fine Quality	Per piece	
21.3	Flags Azad Kashmir size 4.5x3(F) China / Fine Quality	Per piece	
21.4	Flags Pakistan size 4x6(F) China / Fine Quality	Per piece	
21.5	Flags Azad Kashmir size 4x6(F) China / Fine Quality	Per piece	
22	Hand Flags Small Pak 7.5x11.5"	Per piece	
22.1	Hand Flags Small AK 7.5x11.5"	Per piece	
22.2	Hand Flags Small Pak 12x18"	Per piece	
22.3	Hand Flags Small AK 12x18"	Per piece	

Note:

1. All the quoted items should be recognized / renowned quality.
2. The above mentioned specifications are the minimum requirement of the department which must be equal or above the mentioned specification.
3. The payment will be made on the availability of the budget and completion of codal formalities.
4. The rates included labour, services, transportation within municipal limit and all other charges.

Chairman Committee

Bidders Signature with Stamp



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL

MUZAFFARABAD

TENDER NOTICE NO. 1/25 (2025-26)

Jammu & Kashmir Liberation Cell, GoAJ&K invites sealed bids from income Tax/Sales Tax registered firms for **Purchasing of Stationary** as detailed below:

Name of Procuring Agency	Jammu & Kashmir Liberation Cell	
Tender Name and No.	Tender No. 1/25 (Purchasing of stationary)	
Method of Procurement	Single Stage-Single Envelop Procedure Rules 36 (36a,vii)	
Hiring services	Purchasing of Stationary , details are given at Annexure "G"	
Contact Officers	Chairman Committee	
Submission of Bid(s)	Chairman Committee	
Closing Date & Time for Receipt of Bid(s)	Purchasing of Stationary	
Opening Date & Time of Bid(s)	Purchasing of Stationary	
Security/call deposit	Rs. 40,000/- In Favour of DDO Jammu & Kashmir Liberation Cell Muzaffarabad AJK, details are available in Tender Document.	
Time Period for Performance of Contract	One year (Financial year 2025-26)	

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time (**free ofcost**)

3. Jammu and Kashmir Liberation Cell 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, 2017.

Chairman Committee
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad
Ph # 05822-921553
Email.jklcajk@gmail.com

REQUEST FOR PROPOSAL (RFP)
(BID DOCUMENT)

**HIRING PURCHASING OF STATIONARY
FOR FINANCIAL YEAR 2025-2026**



GOVERNMENT OF AZAD JAMMU & KASHMIR
JAMMU & KASHMIR LIBERATION CELL

Ph: 05822-921553

Email: jklcajk@gmail.com



AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR

JAMMU & KASHMIR LIBERATION CELL MUZAFFARABAD

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the hiring **Purchasing of stationary**. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded services contract. The detailed evaluation criteria has been prepared and attached with these instructions.

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

3. QUALIFICATION FOR BIDDERS;

- Registered Firm/Company as printing press Registration must be attached of Govt. Sector.
- At least 3 years' experience of Govt. Sector in relevant field (Supply orders in AJK should be attached)
- Tax Return Certificate should be attached (on the name of firm)
- Bank statement of firm of last three years must be attached.

TERMS & CONDITIONS FOR TENDERS SUBMISSION

- 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.
- Security/Call deposit 5% of the bid price must be attached.
- 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 the end of financial year. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- Documentary by prove of the shop/ office/ warehouse on relevant field from relevant institution National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- The rates must be valid upto 30th June 2026.
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 or 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.
- 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 supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the participation in tenders
- Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- The contract award will be given to the lowest evaluated bidder which has the best quality also. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- 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.
- The interested suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for

- xiii) Security/Call Deposit will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions and in case of default, the Security/Call Deposit will be forfeited and firm can be debarred from the business with the office/Government.
- xv) Transportation and labour charges will be borne by the supplier
- xvi) The AJK PPRA rules for single envelope-single stage shall be apply in the tender.

Chairman committee

Bidders Signature with Stamp

EVALUATION CRITERIA

Sealed bids should reach the office of Director (Admin) Kashmir Liberation Cell, K-Block, New District Complex, 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 terms and conditions 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. Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
- II. Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluative
- III. Financial proposal with the lowest item wise rates quoted by the firm shall be preferred.
- IV. Experience in relevant work will be preferred Maximum 3 years Certificate and supply order attached
- V. All samples must be Provided along with Tenders Otherwise Tender will be rejected.
- VI. Affidavit must be attached nor blacklisting otherwise tenders will be rejected

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

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 present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) 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 (name of the assignment) in response to the Tender invited by the Jammu & Kashmir Liberation Cell, K-Block, New District Complex, Muzaffarabad including signing and submission of all documents and providing information/responses to (name of the Purchaser) 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 _____ 2025

For _____

(Signature)

(Name, Designation and Address of Company/Firm)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Technical Proposal Submission Form

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat

Muzaffarabad

Dear Sir,

We, the undersigned, offer to provide the **_(insert title of assignment)_** in accordance with your Request for Proposal/Tender Document No. _____ dated _____ **(insert date)** and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

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 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

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad.

Dear Sir,

We, the undersigned, offer to provide the **_(Insert title of assignment)_** in accordance with your Request for Proposal No. _____ dated **_(insert date)_** and our Technical Proposal. Our attached Financial Proposal is for the sum of **_(insert amount in words and figures)_**. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us till expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, 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 are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Chairman Committee
Jammu & Kashmir Liberation Cell,
Block No. 05 first Floor Chatter Secretariat
Muzaffarabad.

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

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference tobeshignedupontheawardofcontractforthesumindicatedasperfinancialbid.
- b) b) We undertake, if our proposal is accepted, to provide the items/services comprise 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 thatperiod.
- d) We agree to execute a contract in the form to be communicated by the **_(insert name of the Purchaser)_**, incorporating all agreements with such alterations or additions thereto as may benecessarytoadaptsuchagreementtothecircumstancesofthestandard.
- e) Unless and until a formal agreement is prepared and executed this proposal together withyour writtenacceptancethereofshallconstituteabindingcontractagreement.
- f) Weunderstandthatyouarenotboundtoacceptalowestoranybidyoumayreceive,not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us inbiding.

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 _____ 2025

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS[NameandAddressoftheContractor](hereinaftercalled"theContractor")has submitted Tender against Tender Name _____ , Tender No._____, item No._____(hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures____)(inwords____).

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, his successors and his assigns to the Purchaser, for the sum of PKR (in figures_____) (inwords _____) 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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form;or
2. If the Contractor does not accept the corrections of his Total Tender Price;or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the TenderDocument.

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 furnishing of the Performance Security, whichever is later.

Datethis_____day of 2025

GUARANTOR

Signature _____

CNIC# _____

Name _____

Designation _____

Address _____

**TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF
Stationary Items**

S.#	Items	Unit /No	Quoted Price incl. all taxes
01	Papers		
1.1	Rice Papers 80gm	Per Rim	
1.2	Butter fly Noting Paper(Green China) 80gm	Per Rim	
1.3	Computer Paper 90gm A4 size imported AA	Per Rim	
1.4	Computer Paper 90gm legal Size imported AA	Per Rim	
1.5	Rough paper 70gm GIFTTO Size legal	Per Rim	
1.6	Rough Paper 70gm GIFTTO Size A4	Per Rim	
02	Registers		
2.1	Lining 40 ,50 No	Per Piece	
2.2	Stock register 8 No	Per piece	
2.3	Log book Vehicle large Size	Per piece	
2.4	Stamp register large Size	Per piece	
2.5	Peon book	Per piece	
2.6	Register Received 6 No	Per piece	
2.7	Register Dispatch 6 No	Per piece	
2.8	Cash book 6 No large	Per piece	
2.9	Constipation Register	Per piece	
03	Marker		
3.1	Marker (permanent Mercury) lager	Per dozen	
3.2	Marker Tempo Small	Per dozen	
3.3	Marker Tempo large Urdu	Per dozen	
3.4	Board Marker	Per dozen	
04	File folder fine quality	Per piece	
05	Lead pencil gold fish	Per dozen	
06	Sharpener Desk	Per dozen	
07	Eraser (rubber)	Per dozen	
08	Pins		
8.1	Stapler Pin 24/6 dollar	Per packet	
8.2	Paper pin china 50gm	Per packet	
8.3	Paper clip 36mm	Per packet	
8.4	Drying pin	Per packet	
8.5	Stapler pin lager 23/13,23/15,23/17,23/24,23/20	Per packet	
09	Bal point pencil		
9.1	Crystal BP-3 (0.7)	Per dozen	
9.2	Piko piano point	Per dozen	
9.3	Dollar clipper	Per dozen	
9.4	Crystal	Per dozen	
10	Unibal		
10.1	Eye micro	Per piece	
10.2	Fine deluxe	Per piece	
10.3	Signo	Per piece	
11	Tag		
11.1	Large Size	Per bundle	
11.2	Small Size	Per bundle	
12	Envelop brown 80gm		

12.1	Size 9x4	Per 100	
12.2	Size 7x4	Per 100	
12.3	Size 11x5	Per 100	
12.4	File Size A4 brown +legal brown	Per 100	
12.5	Envelop white for invitation Card size 7.5x5.5	Per 100	
12.6	Envelop white for invitation Card size 11x5	Per 100	
12.7	File size A4 white +Legal white	Per 100	
13	Gum stick		
13.1	UHU 40 Gm	Per piece	
13.2	Dollar 40 Gm	Per piece	
14	Fluid (uni)	Per piece	
15	File Cover		
15.1	Printed (inside cloth) fine quality	Per piece	
15.2	Printed (inside cloth) fine quality VIP	Per piece	
16	Paper cutter SDI	Per piece	
17	Roller Steel china 12”	Per piece	
18	Table Set		
18.1	Marble 9 piece	Per set	
18.2	Wooden fine quality	Per set	
18.3	Plastic fine quality	Per set	
18.4	Fiber glass fine quality	Per set	
18.5	Leather fine quality	Per set	
18.6	Table Hanger	Per piece	
18.7	Penholder Set	Per set	
19	Ink remover mercury	Per piece	
20	Hard Card sheet		
21	Pen holder		
21.1	Best Quality	Per set	
21.2	Best Desk	Per set	
22	High lighter marker (pelican)	Per piece	
23	File board fine quality (ragzen)	Per piece	
24	File flipper (ragzen)	Per piece	
25	Stapler machine		
25.1	Small Dux	Per piece	
25.2	Medium Dux	Per piece	
25.3	Large Dux	Per piece	
25.4	Medium Mapped	Per piece	
26	Calculator		
26.1	12 Digit DJ120 Casio	Per piece	
26.2	14 Di9 DS240D Casio	Per piece	
27	Ink Dollar 60mm (black, blue)	Per piece	
28	Stamp paid (butter fly)	Per piece	
29	Poker	Per piece	
30	Paper punch (double)	Per piece	
31	Pin cushion steel	Per piece	
32	Tape		
32.1	Squash tape	Per piece	
32.2	Masking tape	Per piece	
32.3	Binding tape 2”	Per piece	
32.4	Binding tape 3”	Per piece	
32.5	Binding tape 4”	Per piece	

33	Fax roll Panasonic	Per piece	
34	File chits		
34.1	3x4	Per packet	
34.2	3x3	Per packet	
34.3	2x3	Per packet	
34.4	File flags (.5"x2.0") ,(1"x2")	Per packet	
35	File tray best quality alfla	Per piece	
36	Scissor		
36.1	Medium size	Per piece	
36.2	Large size	Per piece	
37	Pin remover	Per piece	
38	Toner computer		
38.1	Computer Toner Hp Original (Hp 1010)	Per piece	
38.2	Computer Toner Hp Original (Hp 1020)	Per piece	
38.3	Computer Toner Hp Original (Hp 1320)	Per piece	
38.4	Computer Toner Hp Original (Hp 12A)	Per piece	
38.5	Computer Toner Hp Original (Hp 49A)	Per piece	
38.6	Computer Toner Hp Original (Hp 80A)	Per piece	
38.7	Color printer ink Epson L360	4 clr's set	
39	USB HP		
39.1	65 GB	Per piece	
39.2	32 GB	Per piece	
39.3	16 GB	Per piece	
40	CD,s writable 700 MB Maxell	Per CD	
41	DVD,s Maxell –RW 4.7 GB, 120 min video	Per DVD	
42	Data Disk	Per piece	
43	Data Cable	Per piece	
44	Audio Recorder	Per device	
45	Table Diaries	Per piece	
46	Basket		
46.1	Large size	Per piece	
46.2	Small size	Per piece	

Note:

1. All the quoted items should be recognized / renowned quality.
2. The above mentioned specifications are the minimum requirement of the department which must be equal or above the mentioned specification.
3. The payment will be made on the availability of the budget and completion of codal formalities
4. Experience in relevant work will be preferred Meximum 03 Years Certificate and Supply Order Attached
- 5l Samples Must be Provided Along With Tenders Otherwise Tender will be rejected
- 6 Affidavit must be attached nor blacklisting otherwise tender will be rejected

Chairman Committee

Bidders Signature with Stamp