



Azad Government of the State of Jammu & Kashmir

Kashmir Institute of Management

Muzaffarabad, AJ&K

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KASHMIR INSTITUTE OF MANAGEMENT MUZAFFARABAD

☎ 92-05822-920958 📠 92-05822-920960

Bidding Document National Competitive Bidding (NCB)

Bid Submission Deadline (date/time)
Bid opening date/time:

February 25, 2026 at 10:30 am
February 25, 2026 at 11:00 am

Bid Venue: **Conference Room Kashmir Institute of Management Muzaffarabad**

Procurement of Stationery & Allied Items

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SECTION 1
Invitation to Bids

TENDER NOTICE NO. 01 (2025-26)

Kashmir Institute of Management Muzaffarabad invites sealed bids on open competitive basis, from the authorized distributors / suppliers / dealers, registered with Income Tax and Sales Tax Departments and who are on Active Tax payers list, for supply / provision of Stationery (Office / Computer) Items at Main Conference Room KIM Muzaffarabad (A.K).

Name of Procuring Agency	Kashmir Institute of Management Muzaffarabad, AJ&K	
Tender Name and No.	Tender No. 01 "Stationery (Office / Computer)"	
Method of Procurement	Single Stage-Single Envelop Procedure	
Contact Officers	Yasir Hussain , Admin/T&C Officer (HR / Computer), ☎ 05822-920960	
Submission of Bid(s)	Admin/T&C Officer, Kashmir Institute of Management, Azad Govt. of the State of Jammu & Kashmir, Jalalabad, Muzaffarabad.	
Closing Date & Time for Receipt of Bid(s)	February 25, 2026 at 10:30am	
Opening Date & Time of Bid(s)	February 25, 2026 at 11:00am	
Earnest Money	For Office Stationery	Rs. 90,000/-
	In Favor of DDO KIM, Muzaffarabad AJK	
Time Period for Performance of Contract	30 Days from the date of award of contract as per supply order but not later than 30th June, 2026.	
Stationery	Stationery Items as mentioned in the Bidding Documents	

2. Detail Specification and quantity of items, mentioned above, including TOR's are mentioned in the bidding documents, which can be downloaded from the official websites of KIM AJ&K (www.kim.gov.pk) and AJ&K PPRA (www.ajkppra.gov.pk).

3. Office of The Kashmir Institute of Management Muzaffarabad reserves all rights to revise quantity (as per AJK PPRA Rule 42c(iv)) , accept or reject any or all tender(s) in the light of Rule-33 of AJ&K Public Procurement Rules 2017. All applicable taxes either National or Local will be deducted at source on the prescribed rate for onward payment to the Government of Azad Jammu and Kashmir.

Encl: (Bidding Documents).


Admin Officer
KIM, Muzaffarabad
☎ 05822-920960
☎ 05822-920514

SECTION II
Instructions to Bidders

Instruction to Bidders (ITB)

Bidders are advised to read the contents of the Instruction to Bidders carefully

1	Scope of Bid	1.1 Kashmir Institute of Management, AJ&K invites sealed bids for supply, of Stationery (Office / Computer) as specified in detail in the Schedule of Requirements at KIM, Muzaffarabad.
2	Source of Funds	2.1 Public Fund.
3	Eligible Bidders	<p>3.1 This Invitation for Bids is open to all original manufacturers/ their Authorized Agents/ Suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR and/or CBR AJK etc.). The eligibility conditions are specifically described in the Schedule of Requirements (Section III).</p> <p>3.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or AJK) or a public sector organization are NOT ELIGIBLE. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.</p> <p>3.3 Further requirements for determining eligibility of bidders are specified in Section III.</p>
4	Corruption and Fraud	<p>4.1 The AJ&K PPRA defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.</p> <p>4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.</p>
5	Eligible Goods and Services	<p>5.1 All goods and related services to be supplied under the contract shall conform to the policies of the Government of AJK in vogue. All expenditures made under the contract shall be limited to such goods and services.</p> <p>For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service /support and trainings etc.</p>
6	Cost of Bidding	6.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
The Bidding Procedure		
7	The Governing Rules	7.1 The bidding procedure shall be governed by Azad Jammu and Kashmir Public Procurement Rules-2017 issued and amended from time to time, by AJK Public Procurement Regulatory Authority (AJK PPRA).

8	Applicable Bidding Procedure	<p>8.1 The bidding procedure is governed by AJ&K Public Procurement Rule 36 “Procedures of Open Competitive Bidding” sub-rule (a) “Single stage – One Envelop procedure”. Bidders are advised also to refer to the Invitation for Bids at Page 2 to confirm the bidding procedure applicable in the bidding process</p> <p>8.2 The bidding procedure prescribed in the Invitation for Bids is explained below: Single Stage: one Envelope Procedure</p> <p>i) Each Bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All Bids received shall be opened and evaluated in the manner prescribed in the Bidding document.</p> <p>ii) The Procuring Agency shall first establish the “Eligibility” and then evaluate the Bid for conformance of the offered item’s technical specifications with the demanded ones and other terms & conditions, and reject any bid which shall not conform to the specified requirements;</p> <p>iii) During the evaluation no amendments in the Bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of Bid, may be asked. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted;</p> <p>iv) The bid found to be the lowest evaluated & responsive (most advantageous) shall be accepted. In case, two or more bidders submit equal financial bid for an item, the bidder scoring higher marks in technical score sheet shall be awarded contract;</p>
The Bidding Documents		
9	Contents of the Bidding Documents	<p>9.1 The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:</p> <p>a) Instructions to Bidders (ITB)</p> <p>b) Schedule of Requirements</p> <p>c) Technical Specifications</p> <p>d) Evaluation Criteria</p> <p>e) Bid Forms (including technical forms and financial forms)</p> <p>f) Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract, and Integrity pact</p> <p>9.2 The “Invitation for Bids” (IFB) Notice is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the IFB Notice and the Bidding Documents listed in 10.1 below, the Bidding Documents shall take precedence.</p> <p>9.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish the required information as required in the Bidding Documents or submission of a bid that is not substantially responsive to the requirements outlined in the bidding document shall be at the bidder’s risk and be liable to be rejected.</p>
10	Clarification(s) on Bidding Documents	<p>10.1 A prospective bidder seeking clarification on the bidding document may notify the Procuring Agency in writing or through electronic mail at the Procuring Agency’s address/ e-mail ID indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding document, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders who have received the Bidding document. Additionally, the clarification issued shall be posted on the website (www.kim.gov.pk).</p> <p>10.2 The Purchaser shall have the right, at his exclusive discretion, to require, in writing, information or clarification of the Tender, from any or all the Bidder (s). No change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm any ambiguity / the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.</p>

11	Amendment(s) to the Bidding document/ Withdrawal of the Tender	<p>11.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the bidding document by amendment(s).</p> <p>11.2 All prospective Bidders that have received the Bidding document shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.</p> <p>11.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.</p> <p>11.4 The bidder may, by written notice served on the Purchaser, modify or withdraw the tender after submission of the tender, prior to the deadline for submission of the tender.</p> <p>11.5 The tender, withdrawn after the deadline for submission of the Tender and prior to the expiration shall result in forfeiture of bid security.</p>
Preparation of Bids		
12	Documents comprising the Bids.	<p>The bid shall comprise the Bid Forms attached with this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in Section V.</p> <p>12.1 12.2 The Bidder shall complete the bid forms and an appropriate price schedule furnished in the bidding document, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.</p>
13	Bid Price	<p>13.1 The bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods; he proposes to supply under the Contract.</p> <p>13.2 Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be signed/initialed by the bidder or his authorized representative.</p> <p>Each page of the bid is required to be signed and stamped at the bottom.</p> <p>13.3 The Bidder should quote the prices of goods according to the technical specifications as provided in Section III of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.</p> <p>13.4 The Bidder is required to offer a competitive price. All prices must include all applicable taxes and duties. If there is no mention of taxes, the offered/ quoted price shall be considered to be inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.</p> <p>13.5 Bidders are strongly advised to learn about the rates of taxes applicable in AJ&K and clarification in this regard may be sought from AJ&K CBR. This is very important for those bidders who are not formally registered in AJ&K CBR.</p> <p>13.6 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.</p> <p>13.7 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightway be rejected. Conditional offers shall also be considered as non-responsive bids.</p> <p>13.8 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.</p>
14	Bid Currencies	14.1 Prices shall be quoted in Pak Rupees.
15	Supporting Documents to judge specification	15.1 The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid.

16	Documentation on Eligibility of Bidders	<p>16.1 Bidder shall furnish, as part of its bid (along with Bid Form & Price Schedule) the documentary evidence mentioned in the eligibility criteria Section IV for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted: -</p> <p>a) Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Office,</p> <p>b) Duly authorized by OEM Manufacturer/ Principal of leading brands (Authorization Letter must be provided),</p> <p>c) Registered with Income & Sales Tax Departments and on the Active Tax Payers List of FBR and/or CBR AJ&K,</p> <p>d) Affidavit duly attested by Oath Commissioner/ Notary Public to the effect that the bidder is not blacklisted by any Government (Federal, Provincial or Local) or a public sector organization. Procuring Agency, however, may confirm the same on its own through PPRA websites.</p> <p>e) OEM/Manufacturer's warranty (Minimum one year). Details are covered in the Section IV containing eligibility criteria.</p>
17	Bid Security	<p>17.1 The procuring agency may require the bidders to furnish a fixed amount of bid security not exceeding five percent of the estimated value of procurement determined by the procuring agency.</p> <p>17.2 Provided that in case where the procuring agency does not require the bid security, the bidder shall submit bid Authority in Standard Procurement Documents.</p> <p>17.3 The bid security must be in the shape of bank pay order made in the name of DDO KIM, AJ&K, Muzaffarabad.</p>
18	Bid Validity	<p>18.1 Bids shall remain valid for 90 days from the date of issue of supply order.</p> <p>18.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.</p> <p>18.3 Bidders who;</p> <p>(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and;</p> <p>(b) Bidders who do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.</p> <p>(c) The Purchaser may solicit the Bidder consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Bid security.</p>
Submission of Bids		
19	Sealing and Marking of Bids	<p>19.1 The envelope shall be addressed to the Procuring Agency at the address given in the Invitation for Bids; and</p> <p>19.2 The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive" or "late".</p> <p>19.3 The bids must be delivered by hand or by courier and should reach the office of Kashmir Institute of Management, Jalalabad, Muzaffarabad on the date and time prefixed in the Invitation for Bids (IFB).</p>
20	Deadline for Submission of Bids	<p>20.1 Sealed Bids must be submitted by the Bidder and received by the Procuring Agency on / or before the time prescribed in bidding documents. Bids received later than the time and date specified will not be entertained.</p>
21	Late Bids	<p>21.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency, shall be rejected.</p>

Opening and Evaluation of Bids		
22	Opening & Evaluation of Technical & Financial Bid by the Procuring Agency	<p>22.1 The "Bids" received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their authorized representatives who may choose to be present Office of the Kashmir Institute of Management, AJK, Muzaffarabad on the date and time prescribed in the bidding document. No Bid shall be rejected at opening, except for late bids, which shall be returned unopened to the Bidder.</p> <p>22.2 All Bidders in attendance shall sign an attendance sheet.</p> <p>22.3 The Bids shall then be evaluated to confirm their compliance of the offered item's technical specifications with the specifications detailed in the bid document.</p> <p>22.4 The Procuring Agency shall open one Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the AJK Public Procurement Rules-2017, specifically Rule 28 (Opening of Bids).</p> <p>22.6 In the Bids the arithmetical errors shall be rectified on the following basis: -</p> <p>a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.</p> <p>b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and bid security may be forfeited.</p> <p>c) If there is a discrepancy between words and figures, the amount in words shall prevail.</p>
23	Determination of Responsiveness of the Bid (Tender)	<p>23.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:</p> <ul style="list-style-type: none"> • Meets the eligibility criteria given herein this tender document; • Offers fixed price for all Goods as per Price Schedule; • Is accompanied by the required Bid Security as part of financial proposal; • Conforms to all terms and conditions of the Tender Document, without material deviation or reservation. • A material deviation or reservation is one which affects the scope, quality goods or limits the Purchaser's rights or the Bidder's obligations under the Contract. <p>The Tender determined as not substantially responsive may not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation.</p>
24	Clarification of the Tender:	<p>24.1 The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further Office of the Kashmir Institute of Management, Muzaffarabad information or clarification of the Tender, from any or all the Bidder (s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm any ambiguity / the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.</p>
25	Rejection of Bids	<p>25.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (AJ&K PPRA) 2017. The Procuring Agency may upon request communicate to any bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds</p> <p>25.2 Conditional or incomplete bid/bids shall be rejected.</p> <p>25.3 The bid/bids received with over-writing, cutting or any doubtful figure shall be rejected.</p> <p>25.4 Notice of rejection of any or all bids shall be given promptly.</p> <p>25.5 Bids Submitted in other than prescribed forms, annexes, documents by other than specified in this bid document shall not be accepted.</p>
26	Announcement of Evaluation Report	<p>26.1 Announcement of Evaluation Report will be as per AJK PPRA Rules, 2017.</p>

27	Contacting the Procuring Agency	<p>27.1 No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.</p> <p>27.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification. Any attempt by the bidder to mislead, misinform or derail the procurement proceedings shall lead to disqualification being detrimental to fair competition.</p>
Award of Contract		
28	Acceptance of Bid and Award Criteria	28.1 The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in Section IV and having the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of AJK, shall be awarded the Contract, within the original or extended period of bid validity.
29	Procuring Agency's Right to vary quantities at the time of Award	29.1 The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions
30	Notification of Award	<p>30.1 Prior to the expiry of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.</p> <p>30.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.</p> <p>30.3 The enforcement of the Contract shall be governed by Rule 44 of the AJK PPRA-Rules, 2017.</p>
31	Performance Guarantee	<p>31.1 Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract in the form of bank pay order issued in name of DDO, KIM, AJ&K.</p> <p>31.2 The amount of performance guarantee, as a percentage of the Contract Price, shall be: 10 % of the Contract Price In the form of bank pay order, issued by a scheduled bank operating in AJ&K/Pakistan.</p> <p>31.3 The performance guarantee will be required till completion of the Supplier's warranty obligations have a minimum validity period of one year from the date of award of supply order/work order</p> <p>31.4 The proceeds of the performance guarantee shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>31.5 If the contractor commits a default under the Contract.</p> <p>31.6 If the contractor fails to fulfill any of the obligations under the Contract.</p> <p>31.7 If the contractor violates any of the terms and conditions of the Contract.</p>
<u>Penalties/Liquidated Damages & Termination of Contract</u>		
<p>32. Penalties/Liquidated Damages & Termination of Contract: The goods / items shall be delivered in accordance with the Purchase Orders to be issued by the Kashmir Institute of Management, AJ&K. In case of late deliveries, penalties at the following rates will be applied:</p>		
Applicable rate: Penalties for delayed delivery of goods shall be as under: Mode of Penalty	100% Quantity as Per Purchase Order	Total delivery period
Without penalty	35 days	35 days
With penalty @ 1% per day after 35-40 days maximum 10% of the total Contract Price	Maximum 05 days' grace period may be allowed by procuring agency subject to valid reasons only.	Maximum 45 days

20% of contracted amount	Delay beyond 45 days maximum up to 55 days	
32. A Termination of Contract		
Purchaser may terminate the contract and forfeit performance guarantee.	<ul style="list-style-type: none"> ● Incomplete or Partial deliveries ● Delivery beyond 55 days ● Defective or refurbished items 	

**SECTION III
SCHEDULE OF REQUIREMENTS
& TECHNICAL SPECIFICATIONS**

Schedule of Requirements:

The goods shall be delivered in accordance with the following schedule of requirements:

* Delivery Time period	Delivery Station/Office
Maximum 35 days but not later than 30th June, 2026	Kashmir Institute of Management, Office Muzaffarabad

Stationery

S. No.	Description of Stationery items	Required Quality	No of Units / QTY.
1.	Ball Point Simple	SGM with Grip 0.8/Crystal or Equivalent	1200 Nos.
2.	Ball Point Gel	Compo 0.5 or Equivalent	100 Nos.
3.	Ball Point Gel	Gel-1 Dollar 0.7 or Equivalent	100 Nos.
4.	Ballpoint Pointer	Soft-liner Dollar 0.3 or Equivalent	100 Nos.
5.	Ballpoint Original	Micro Eye 0.5 UB-150 or Equivalent	800 Nos.
6.	Ballpoint Gel Pen Original	Uni-ball Signo 0.7 or Equivalent	1200 Nos.
7.	Binder Clip All Size	Ding-Li/ Diamond or Equivalent	40 Pkt.
8.	Binding Plastic Sheet A/4 18mm 100 Sheets	Spectra or Equivalent	35 Pkt.
9.	Blanco Correction Pen	Pelikan Germany or Equivalent	70 Nos.
10.	Card Ribbon Doori Blue	Wide Fine Quality	1000 Nos.
11.	Drafting Pad 7"x4' (Spiral)	Office Logo	1000 Nos.
12.	Drafting Pad A/4 Spiral Printed 100 Sheets (Imported 70 Gram Paper)	Office Logo	1000 Nos.
13.	Document Bag Plastic	KENT Expending or Equivalent	50 Nos.
14.	Diary VIP	Times or Equivalent	10 Nos.
15.	Edging Knife Blade Large Size	Darcko or Equivalent	10 Nos.
16.	Edging Knife Large Size	Darcko or Equivalent	10 Nos.
17.	Heavy Duty PVC Card Cutter Die	Best Quality	02 Nos.
18.	PVC Card (Non-Laminated Plastic Sheet)	Best Quality	1000 Nos.
19.	Lamination Pouches (75 micron) A4	Best Quality	10 Pkt.
20.	Lamination Pouches (75 micron) A5	Best Quality	10 Pkt.
21.	Lamination Pouches (75 micron) A6	Best Quality	10 Pkt.
22.	Lamination Pouches (75 micron) A7	Best Quality	10 Pkt.
23.	Eraser	Best Quality	500 Nos.
24.	Scale (Steel)	Best Quality	24 Nos.
25.	Paper Weight	Best Quality	10 Nos.
26.	Pencil Box (Steel)	Best Quality	12 Nos.
27.	Pencil Tray	Best Quality	30 Nos.
28.	Fax Roll Size 210mmX30m	Panasonic or Equivalent	10 Nos.
29.	File Folder Box Different Colored	Ideal Fling or Equivalent	400 Nos.
30.	File Folder Ring 2D A/4 Plastic Different Colored	Ideal Fling or Equivalent	100 Nos.
31.	File Folder Ring Binder A/4 Plastic Different Colored	Ideal Fling or Equivalent	100 Nos.

S. No.	Description of Stationery items	Required Quality	No of Units / QTY.
32.	File Folder Top Transparent Plastic A/4 Different Colored	Billi A-320 or Equivalent	300 Nos.
33.	File L- Folder A/4 Transparent 18cm Plastic	Ideal or Equivalent	1000 Nos.
34.	File My Clear Folder Bag Data Office	106-FC or Equivalent	100 Nos.
35.	Folder Dairy Green	Office Logo	500 Nos.
36.	File Tag Small 6" Colored	Local Brand	100 Bundles
37.	Gum Bottle 1000 ML	Dollar or Equivalent	05 Nos.
38.	Gum Stick 40 Gram Original	UHU or Equivalent	100 Nos.
39.	Gum Stick 20 Gram Original	UHU or Equivalent	100 Nos.
40.	EIFY (Super Glue)	GMSA or Equivalent	12 Nos.
41.	Adhesive Bond (Tube)	SAMAD BOND or Equivalent	50 Nos.
42.	Highlighter Text Marker Different Colored	(Pelikan) Germany or Equivalent	100 Nos.
43.	Tempo Marker (4 Colored Red, Green, Blue, Black)	Tempo or equivalent	12 Pkt.
44.	Notice Board White Glossy Sheet 8"x4" Size Best Quality	Local Made	04 Nos.
45.	Notice Board White Glossy Sheet 6"x4" Size Best Quality	Local Made	02 Nos.
46.	Name Plate Plastic Best Quality U/V shape	Local Made	400 Nos.
47.	Paper Common Pin 50 Gram Original	China	05 Pkt.
48.	Pen Holder Fine Quality	Parkar or Equivalent	04 Nos.
49.	Pen Ink 60 ML All Color	Palickan Germany or Equivalent	12 Nos.
50.	Pencil Lead With Eraser	Fiber Castle or Equivalent	10 Pkt.
51.	Peon Book 100 pages	Rizwan or Equivalent	05 Nos.
52.	Permanent Marker (All colours)	Dollar No.70-90 or Equivalent	30 Nos.
53.	Philip Chart Pad 68 gram (17x27) of 80 Pages	Local Paper	04 Nos.
54.	Philip Chart Stand imported best quality	Hard Made	08 Nos.
55.	Paper Clip 30 MM (Colored) 28mm 100 Pieces in Box	Kido Color or Equivalent	50 Pkt.
56.	Pocket Clear Book File 100 Pages	Vividus FC Tranbo or Equivalent	04 Nos.
57.	Post it Pad All Size	Sensa or Equivalent	100 Pkt.
58.	Punch Double Large Heavy Duty	Deli- No.0130 or Equivalent	01 No.
59.	Punch Double Medium	KW-trio No.9660 or Equivalent	02 Nos.
60.	Punch Single Large (Manual)	Local	10 Nos.
61.	Register Attendance 200 Pages	Rizwan or Equivalent	10 Nos.
62.	Register Classification Printed 500 Pages	As Per Sample	10 Nos.
63.	Register Mess Perishable-Stock Printed 500 Pages	As Per Sample	10 Nos.
64.	Register Stock Ledger 500 Pages	Kohi Noor or Equivalent	10 Nos.
65.	Register Ruled 200 Pages	Offset Paper	12 Nos.
66.	Register Log Book 100 Pages 90 Gram Paper Best Quality	Best Quality	20 Nos.
67.	Register Mail Dispatched 500 Pages	Line Art	05 Nos.
68.	Register Mail Received 500 Pages	Line Art	05 Nos.
69.	Rubber Band Ring Plastic	Q-Brand or Equivalent	06 Nos.
70.	Scissor 8"	Deli or Equivalent	08 Nos.
71.	Scissor Steel Large	Singer or Equivalent	10 Nos.
72.	Separator Set Plastic A/4	China	10 Pkt.
73.	Sharpener	Dux or Equivalent	500 Nos.

S. No.	Description of Stationery items	Required Quality	No of Units / QTY.
74.	Sharpener Machine Large	Deli-0619-B or Equivalent	02 Nos.
75.	Stamp Pad Blue & Black	Shining or Equivalent	10 Nos.
76.	Stamp Pad Ink Blue & Black	Shining or Equivalent	10 Pkt.
77.	Stamp Pretty Machine with Printing	Shining-843 or Equivalent	15 Nos.
78.	Stapler Machine Heavy Duty	KW-trio 05003 or Equivalent	02 Nos.
79.	Stapler Machine Medium	Kangaro-DS-45NR or Equivalent	20 Nos.
80.	Stapler Machine Small	Kangaro-HS-10Y or Equivalent	05 Nos.
81.	Stapler Pin Small	Dollar or Equivalent	20 Pkt.
82.	Staple Pin 24/06	Dollar or Equivalent	50 Pkt.
83.	Stapler Pin 23/08	Washing or Equivalent	50 Pkt.
84.	Stapler Pin 23/10	Washing or Equivalent	50 Pkt.
85.	Stapler Pin 23/15	Washing or Equivalent	50 Pkt.
86.	Stapler Pin 23/17	Washing or Equivalent	50 Pkt.
87.	Stapler Pin 23/20	Washing or Equivalent	50 Pkt.
88.	Stapler Pin Remover	KW or Equivalent	15 Nos.
89.	Stationery Set Rexcin	kolygon or Equivalent	05 Nos.
90.	Stationery Set Marble	Sensa or Equivalent	05 Nos.
91.	Stationery Set Iron With Wood VIP	Golden Horse or Equivalent	03 Nos.
92.	Sticker Sheet Different Colored (Size A4)	Imported	200 Nos.
93.	Table Calendar (New Year) 2026	Times or Equivalent	25 Nos.
94.	Table Diary (New Year) 2026	Times or Equivalent	15 Nos.
95.	Telephone Index Large Fine Quality	Shakar or Equivalent	02 Nos.
96.	Tape Binding 1" (All colour)	Sensa or Equivalent	300 Nos.
97.	Tape Binding 20 Yard 2" (All colour)	Sensa or Equivalent	300 Nos.
98.	Tape Binding 20 Yard 3" (All colour)	Sensa or Equivalent	300 Nos.
99.	Tape Double Side 1"	Sensa or Equivalent	10 Nos.
100.	Tape Masking 1"	Abro or Equivalent	10 Nos.
101.	Tape Packing 2" Brown	PVC or Equivalent	20 Nos.
102.	Tape Scotch 1"	Sensa or Equivalent	200 Nos.
103.	Tape Scotch 2"	Sensa or Equivalent	200 Nos.
104.	Tape Scotch Dispenser 1"	KW-03311 or Equivalent	10 Nos.
105.	Tape Scotch Dispenser 2"	KW-03311 or Equivalent	10 Nos.
106.	Thumb Pin Colored Head	Deli or Equivalent	20 Box
107.	Finger wetter for paper	Best Quality	12 Nos.
108.	Visiting Book	As Per Sample	05 Nos.
109.	Water Damper Fine Quality	Deli or Equivalent	02 Nos.
110.	White Board Duster Fine Quality	Deli or Equivalent	05 Nos.
111.	White Board Marker (All colour)	Dollar or Equivalent	36 Nos.
112.	Certificate Folder with Office Logo	Fine quality	1000 Nos.
113.	Shield (S,M,L) with Office Logo	Fine quality	600 Nos.
114.	Badminton Net	Best Quality	03 Nos.
115.	Badminton Racket	Ashaway or Equivalent	24 Nos.
116.	Cricket Bat	Best Quality	06 Nos.
117.	Cricket Tape Ball	Best Quality	20 Nos.
118.	Foot Ball	Best Quality	02 Nos.
119.	Lime Powder (One Kg a Pack)	Best Quality	10 Pkt.
120.	Track Suit with Office Logo	Best Quality	500 Nos.
121.	Insolation Tape	Best Quality	100 Nos.
122.	Shuttlecock Best Quality	China Plastic	20 Pkt.
123.	Shuttlecock Best Quality	Pakistani or Equivalent	10 Pkt.
124.	Shoes/ Joggers	Best Quality	200 Pair

S. No.	Description of Stationery items	Required Quality	No of Units / QTY.
125.	Stop Watch	Best Quality	06 Nos.
126.	Table Tennis Balls	Double Circle or Equivalent	10 Pkt.
127.	Table Tennis Net	Advance Sports or Equivalent	03 Nos.
128.	Table Tennis Racket	Butterfly or Equivalent	06 Pair
129.	Tennis Balls Original in Teen Box Packing	Dunlop Fort or Equivalent	01 Pkt.
130.	Volley Ball	Best Quality	02 Nos.
131.	Volley Ball Net	Best Quality	01 Nos.
132.	File Board with Flipper Printed Best Quality	Office Logo	200 Nos.
133.	File Cover Printed 350 Gram Art Card Imported	Office Logo Name Printing	1000 Nos.
134.	File Cover Simple White 350 Gram	Art Card Imported	1000 Nos.
135.	Envelop registry size (11"x5")	Office Logo	1000 Nos.
136.	Envelop A4 size	Office Logo	1000 Nos.
137.	Envelop Legal size	Office Logo	1000 Nos.
138.	Envelop (Invitation) (7"x5")	Office Logo	1000 Nos.
139.	Leather Bags	Office Logo	1000 Nos.
140.	Paper Laser A/4 500 Sheet 80 gram	Double-A or Equivalent	1200 Ream
141.	Paper Laser F/4 500 Sheet 80 gram	Double-A or Equivalent	200 Ream
142.	Paper Laser Letter Head Yellow 90 Gram	Imparted Paper	50 Ream
143.	Paper Laser Ruled A/4 with whole Per Dasta 14 pages	Rizwan or Equivalent	50 Dasta
144.	Paper Laser Colored A/4 100 Sheets	Spectra or Equivalent	200 Pkt.
145.	Paper Shredder Machine (10 sheet+CD+Card)	Panasonic/Toshiba or Equivalent	03 Nos.
146.	Paper Laser A/4 500 Sheet 70 gram	Double-A or Equivalent	500 Ream
147.	Photo Paper A/4 50 Sheet 200 gram	Fine Quality	20 Pkt.
148.	Glossy Paper A/4 50 Sheet 200 gram	Fine Quality	50 Pkt.
149.	Glossy Paper Double Side A/4 50 Sheet 100 gram	Fine Quality	10 Pkt.
150.	PVC Card Sheet A/4	Fine Quality	200 Sheets
151.	Calculators Large	Best Quality	10 Nos.
152.	Heavy Duty Cutter (50 pages)	Best Quality	02 Nos.
153.	Spiral Binding Puncher	Best Quality	02 Nos.
154.	Laminator Machine A3	Best Quality	02 Nos.
155.	Spiral Binding Rings All sizes	Best Quality	1000 Nos.
156.	Double Loop Binding Rings	Best Quality	02 Roll
157.	Epson T-60 Color ink	HP-Original or Equivalent	
158.	Epson L-8050 (6 Color ink)	HP-Original or Equivalent	12 Set
159.	HP-Laser Colored Cartridge Toner CP1025	HP-Original or Equivalent	02 Set
160.	HP-Laser Colored Cartridge Toner Pro MFP M176n	HP-Original or Equivalent	04 Set
161.	Toner-HP-05-A	HP-Original or Equivalent	30 No.
162.	Toner-HP-80-A	HP-Original or Equivalent	30 No.
163.	Toner-HP 36-usA	HP-Original or Equivalent	02 No.
164.	Toner-HP 85-A	HP-Original or Equivalent	02 No.
165.	Toner-HP 49-A	HP-Original or Equivalent	05 No.
166.	Toner-HP 12-A	China Original or Equivalent	05 No.
167.	Toner-HP 26-A	China Original or Equivalent	05 No.
168.	Toner-HP 87-A	China Original or Equivalent	05 No.
169.	Toner Bizhub 600	China Original or Equivalent	10 No.
170.	Ricoh Aficio MP-4500	China Original or Equivalent	10 No.
171.	Ricoh Aficio MP 2000	China Original or Equivalent	03 No.
172.	Epson T60 Color Printer Ink (6 bottle	China Original or Equivalent	05 No.

S. No.	Description of Stationery items	Required Quality	No of Units / QTY.
	Set)		
173.	Ricoh Aficio MP c2051 (color Toner set)	China Original or Equivalent	03 No.
174.	CD-R-W Individual Pack 10 CD's Pack	Sony Original or Equivalent	200 Nos.
175.	Computer Cleaner	Insta Cleaner or Equivalent	05 Nos.
176.	Flash Drive 16-GB	Kingston Original or Equivalent	10 Nos.
177.	Flash Drive 32-GB	Kingston Original or Equivalent	10 Nos.
178.	Flash Drive 64-GB	Kingston Original or Equivalent	06 Nos.
179.	Keyboard USB Branded	HP or Dell or Equivalent	10 Nos.
180.	Mouse USB Optical Branded Original	HP or Dell or Equivalent	10 Nos.
181.	Wireless Keyboard & Mouse	A4 TECH or Equivalent	10 Nos.
182.	Mouse Wireless Original	HP or Equivalent	05 Nos.
183.	Mouse Pad	Best Quality	30 Nos.
184.	USB Extension Wire	Imported	05 Nos.
185.	Wireless TP Link	Imported	15 Nos.
186.	WD-40 Spray 200 ML	Imported	03 Nos.
187.	WD-40 Spray 400 ML	Imported	03 Nos.
188.	Slide Changer	Best Quality	04 No.
189.	Laptop (Hp Ultra 7 15 th Generation)	HP Original	02 Nos.
190.	VGA to HDMI Converter	Best Quality	04 Nos.

Note:

- 1) The above-mentioned specifications are the minimum, which must be over and above the mentioned specification.
- 2) If an item contain more than two categories then price of each category must be mention separately.
- 3) The above-mentioned quantity of items can be increased or decreed as per requirement of the department or to adjust the budget.

Technical Specifications

Stationery	Stationery Items as mentioned in the Bidding Documents
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**SECTION IV
EVALUATION CRITERIA**

(Evaluation Criteria)

Bidder Qualification and Bid Evaluation Criteria for most advantageous Responsive Bid

Mandatory Requirements

The bids / proposal shall be evaluated by the Purchase committee in the light of following evaluation criteria: -

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan and/or AJ&K	Mandatory
	Valid Income Tax Registration	Mandatory
	Minimum 03 Year Experience in relevant field	Mandatory
	Valid General Sales Tax Registration (Status-Active with FBR / AJ&K CBR)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or private Sector Organization anywhere in Pakistan & AJK.	Mandatory
	In full compliance of the Execution Schedule and Delivery Period mentioned in Standard Bidding Document (Undertaking)	Mandatory

Check list:

1. Most advantageous responsive bid price of bidder declared by procurement Committee.

<u>Checklist</u>				
Check the relevant option whether the document is attached and click the option Yes or No and fill the blank reference, Annexure or Flag where document attached / placed in financial or technical Bid.				
Detail		Select (Yes or No)		Annex Name
o	Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.	Yes	No	
o	All Bidding documents attached with the tendering documents.	Yes	No	
o	Technical and Financial Proposal attached separately with the tendering documents in single envelope (if applicable).	Yes	No	
o	Each Page of the bid is signed and stamped.	Yes	No	
o	Certificate of Firm Registration.	Yes	No	
o	Valid Income Tax Registration Certificate.	Yes	No	
o	Valid General Sales Tax Registration Certificate.	Yes	No	
o	Affidavit on the Stamp Paper is attached.	Yes	No	
o	Compliance to the required specifications / Samples.	Yes	No	
o	Compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	Yes	No	
o	Brochure of quoted brand of each item be attached.	Yes	No	
o	Make and model of each item mentioned.	Yes	No	
o	Warranty Period clearly mentioned.	Yes	No	
o	Provision of after sale service have mentioned clearly (if any).	Yes	No	
o	Financial Bid Attached with the tendering documents.	Yes	No	
o	Financial Bid on the prescribed format.	Yes	No	
o	Fixed Earnest Money.	Yes	No	
Note:	The Bidders have to provide all the above-mentioned documents and conditions. In case of missing any document / conditions, the bid shall not be considered.			

2. Work award will be given to the most advantageous bid on **Item-wise lowest quoted bid price / offer.** Bidders can participate in bid process for supply of one or more items of Invitation for Bids. Work award (BER) shall be published on item wise basis in whole or parts to PPRA. Purchase and Procurement Committee reserves the right to accept or reject all bids as per provisions of AJ&K PPRA Rules 2017.

**SECTION V
BID FORMS**

BID FORM-01

Letter of Intention

Bid Ref No. **Bid Ref. No.**

/KIM/AJK/2026

Date of the Opening of Bid

Letter of Intention

Name of the Contract: _____

To: [Office of the Kashmir Institute of Management, Muzaffarabad.]

Dear Sir,

Having examined the bidding document, including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding document and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding document.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 17 &18 of the bidding document and have duly provided bid security as mentioned in advertisement in the shape of pay order in the name of **Director (DDO) Kashmir Institute of Management, AJK, Muzaffarabad** with our Financial Bid. We also fully agree that provision of refurbished or used items shall lead to disqualification, rejection and blacklisting. We confirm that our quotation is for brand new items only.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

BID FORM-02

Name of the Firm **Eligibility of the Bidders & Evaluation of Bids**

Bid Reference No: **Bid Ref. No.** **/KIM/AJK/2026**

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

Required Documentation (To Be Filled by the Procuring Agency)	Checklist (To be initialed by the Bidder against each document)	Relevant Page Number in the Bid (To be filled by the Bidder)	Supporting Documents (To be filled by the Bidder with name of the documents that are submitted to meet the requirement)
Column:1	Column:2	Column:3	Column:4
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR and/or CBR AJ&K			
Registration/Incorp-oration/Business Certificate			
Complete Company profile			
Operational Office in Islamabad/Rawalpindi/AJK and major cities			
Firm's past performance i.e., Minimum 03 years'			
Affidavit to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or AJK) or a public sector organization.			
Bid validity period up to 90 days from date of issue of supply order			
Compliance with schedule of requirements			
Submission of bid security with Bid			
Original Bidding document duly signed/stamped			

- I. Bidders should only sign/initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column 2 should be left blank.
- II. Bidders are required to mention the exact page number of relevant document placed in the Bid.
- III. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column 1.

BID FORM-03

Firm's Past Performance

Name of the Firm:
Bid Reference No: **Bid Ref. No.** **/KIM/AJK/2026**

Firm's Past Performance.

Date of opening of Bid:
Assessment Period: **(Minimum Three Years** as per Evaluation Criteria)

Name of the Purchaser/ Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Purchaser's Certificate

Bidders may use additional Sheets if required. All certificates are to be attached with this form.

BID FORM-04

Price Schedule (Financial Bid)

User Note: This form is to be filled by the Bidder for each individual item and shall submit with Bid.

Name of the Firm:

Bid Ref. No: **Bid Ref. No.** **/KIM/AJK/2026**

Date of opening of Bid.

S.#.	Name of the Item	Unit Price (Inclusive of all applicable taxes) *	Qty	Final Total Price (Inclusive of all applicable taxes) in Pak Rupees
1	2	3	4	5
				(3X4)
Total Price (Inclusive of all applicable taxes)				

Note: The quoted price should include the delivery/installation charges.

FINAL TOTAL PRICE (in words):

Signature: _____

Designation: _____

Date: _____

Official Stamp: _____

BID FORM-05
Contract Agreement

THIS AGREEMENT made the [day] of [Month] 2026 between [name of Purchaser] of [country of Purchaser] (hereinafter called “the Purchaser”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser’s Notification of Award.
 - (g) Non-Disclosure Agreement
 - (h) the Performance Guarantee (in the form of pay order).
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws of the day and year first above written.

For the Kashmir Institute of Management
AJ&K, Muzaffarabad

Signature: _____

Name: _____

WITNESSES

Signature: _____

CNIC: _____

Name: _____

Designation: _____

For [full legal name of the Contractor]:

Signature: _____

Name: _____

Signature: _____

CNIC: _____

Name: _____

Designation: _____

BID FORM-06

**Certificate of Original Equipment Manufacturer
(Not Furbished)**

We hereby ("Company Name & Address") certify that the items supplied to the ("Procuring Agency") KASHMIR INSTITUTE OF MANAGEMENT, AJ&K are not refurbished and are in genuine condition as shipped by the Original Equipment Manufacturing (OEM) company.

Dated _____

Signature _____

(Company Stamp)

In the capacity of
Duly authorized to sign bids for and on behalf of:

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Definitions

The Purchaser is Kashmir Institute of Management, AJ&K, Muzaffarabad.

2. Inspection and Tests

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Inspection Committee of Kashmir Institute of Management will carry out detailed physical and technical examination of supplied items in accordance to the approved technical specifications etc. The Supplier shall be responsible to replace defective goods at his own cost.
- iii. Supplier shall replenish any shortfall in quantity within delivery period. Partial deliveries shall not be entertained.
- iv. Payment to supplier shall be subject to satisfactory inspection report.

3. Packing

Packing & accessories: All the items to be provided in proper company sealed packing with all associated brochures.

4. Transportation and delivery requirements

- i. The bidder shall deliver the supplies brand new at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

5. Warranty

The warranty period of the supplied goods shall be minimum one year for all items from date of delivery of the supplies at the purchaser's premises.

6. Prices & Payments

- **Prices shall be:** Fixed.
- 100% payments will be made after receipt and inspection of goods through cross cheque by AG AJK Muzaffarabad.

7. Penalties/ Liquidated Damages & Termination of Contract

The following deviations shall impose penalties and may lead to termination of contract

Applicable rate: Penalties for delayed delivery. Mode of Penalty	100% Quantity as Per Purchase Order	Total delivery period
Without penalty	30 days	30 days
With penalty @ 1% per day after 35-40 days maximum 10% of the total Contract Price	Maximum 05 days' grace period may be allowed by procuring agency subject to valid reasons only.	Maximum 45 days
20% of contracted amount	Delay beyond 45 days maximum up to 55 days	
Termination of Contract		
Purchaser may terminate the contract and forfeit performance guarantee.	<ul style="list-style-type: none"> • Incomplete or Partial deliveries • delivery beyond 55 days • Defective or refurbished items 	

8. Resolution of Disputes (18 GCC)

Rule 48 of the AJ&K Public Procurement Rules, 2017 provides that in case a bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within fifteen days of the bid evaluation report. Rule 48 is given below: -

Rule 48: Redressal of grievances by the procuring agency: -

- (1) The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- (2) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35.
- (3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- (4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- (6) The Secretary Finance, Govt. of AJ&K, shall head the Grievance Committee for this procurement.

Rule 49: Arbitration

As per AJ&K PPRA Rule 49: -

- (1) After coming into force of the procurement Contracts, disputes between the parties to the Contract shall be settled by arbitration.
- (2) The Procuring Agencies shall provide for a method of arbitration in the procurement Contract, not inconsistent with the laws of Azad Jammu and Kashmir.

9. Notices

Purchaser's address for notice purposes:

Kashmir Institute of Management,
Muzaffarabad AJK.

☎ 92-05822-920958

☎ 92-05822-920960

Supplier's address for notice purposes:

General Conditions of Contract (GCC)

1.	Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) "The Contract" means the agreement entered into between the Purchaser (Kashmir Institute of Management, Muzaffarabad and Supplier, as recorded in the Agreement/ Contract signed by the Parties, including all attachments and appendices there to and all documents incorporated by reference therein. (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations. (c) "The Goods" means all those equipment, machinery and/or other material which the Supplier is required to supply to the Purchaser under the Contract. (d) "The Services" means those services ancillary to the supply of the goods, such as transportation of goods upto the desired destinations, insurance and any other incidental services such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Contract. (e) "GCC" means the General Conditions of Contract contained in this section. (f) "SCC" means Special Conditions of the Contract. (g) "The Purchaser" means the organization purchasing the Goods, as named in the SCC. (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract. (i) "The Project Site", where applicable, mean the place or places named in the SCC. (j) "Day" means calendar day.
2.	Application	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3.	Standards	3.1 The Goods supplied under this Contract against the "Purchase Order", shall conform to the standards mentioned in the Technical Specifications.
4.	Inspections and Tests	<p>4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the goods' shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
5.	Packing	<p>5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as shall be indicated in the Contract.</p> <p>5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.</p>
6.	Delivery and Documents	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.</p> <p>6.2 For purposes of the Contract, DDP trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes, transportation & delivery charges, insurances & warranties, if any, etc.</p>
7.	Transportation	7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination.
8.	Warranty	<p>8.1 The Supplier warrants that the Goods supplied under the Contract are original, new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship.</p> <p>8.2 This warranty shall remain valid for minimum one year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>8.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>8.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights.</p>

9.	Payment	<p>9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>9.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p> <p>9.4 The currency of payment is Pak. Rupees.</p>
10.	Prices	<p>10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.</p>
11.	Change Orders	<p>11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes while remaining within the general scope of the contract. The Purchaser reserves the right to increase or decrease the quantities through prior notice as per provisions of AJ&K PPRA.</p>
12.	Contract Amendments	<p>12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
13.	Assignment	<p>13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p>
14.	Delays in the Supplier's Performance	<p>14.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p>
15.	Liquidated Damages	<p>15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 16.</p>

16.	Termination for Default	<p>16.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from to time to time under this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; or (b) if the Supplier fails to perform any other obligation(s) under the Contract. (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. (d) If it is confirmed that the supplier has delivered refurbished items (wholly or partially). Supply of refurbished items shall constitute severe breach of contract which could lead to disqualification, forfeiture of performance guarantee and permanent blacklisting. <p>For the purpose of this clause: "corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs</p>
		for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
17.	Force Majeure	<p>17.1 Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>17.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>

18.	Resolution of Disputes	<p>18.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>18.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC 8</p>
19.	Governing Language	<p>19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p>
20.	Applicable Law	<p>20.1 The Contract shall be interpreted in accordance with the laws of the country.</p>
21.	Notices	<p>21.1 Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or electronic mail and be confirmed in writing to the other party's address specified in SCC.</p> <p>21.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
22.	Taxes and Duties	<p>22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>

End of bid