

TENDER DOCUMENT FOR STATIONERY ITEMS

1. Tenders will be submitted in accordance with Public Procurement Rules 2004 issued by the Finance Division, Government of Pakistan. The tender which are not in accordance with the said rule will be rejected instantly
2. The purchaser is the Postmaster General AJK Postal Circle Muzaffarabad.
3. The purchaser reserves the right to ignore any offer without assigning any reason due to administrative / financial matters.
4. Incomplete offers will be rejected straightway.
5. Tenderers must indicate full name, complete address of firm / shop at Muzaffarabad AK. The firms having address other than Muzaffarabad city are not eligible for tender process.
6. The detail / list of the Stationery items are attached as **Flag-A**. Tenderers should quote rates separately for each item including all taxes, the rates of all items will be uploaded on PPRA website including all taxes along-with documents. It is compulsory to fill the form (**Flag-B**) and attach/upload alongwith bid on EPADs. Incomplete bid will be rejected /disqualified
7. The detail of required documents for tender process is as under is as under. Incomplete bid / Missing of any documents of the following, the firm will be disqualified.
 - a. **Copy of ACG-67 of Rs. 3,000/- (non refundable)**
 - b. **CNIC copy of the owner of the firm**
 - c. **NTN and GST Number & Certificate**
 - d. **Complete address of firm (Muzaffarabad only)**
 - e. **Active Tax Payer Certificate**
 - f. **AGPR Vendor Number**
 - g. **Telephone Number / Mobile Number**
 - h. **Undertaking regarding firm is not black listed on Rs. 100/- stamp paper**
 - i. **Original Bank Draft / CDR in favour of Postmaster General AJK Postal Circle Muzaffarabad of Rs. 50,000/- (Refundable)**
 - j. **03 (Three) Experience / Performance and Satisfactory Certificates from any Government / Private Offices**
8. All the firms will deposit tender documents fee of Rs. 3,000/- in any post under unclassified head of account and attached / upload the receipt of ACG-67 along with documents. In case of non submission of ACG-67 alongwith documents, the firm will disqualified.
9. The firms will submit all the above-mentioned documents on **EPADs 2.0 version** website (e-tendering) and the Original Bank Draft / CDR along with letter head of the company will be submitted in O/O PMG AJK Circle Muzaffarabad (in hard form) before opening of tender. The firm who fail to submit original bank draft / CDR along with letter head in abovementioned Office will not be eligible for tender process. No documents except Bank Draft is accepted manually / by hand.
10. The Bank Draft / CDR will be refunded / released to disqualified firms immediately. However, the bank draft of prequalified / approved firms will be released after expiry of contract / completion of financial year.
11. After opening of Tender, no bank draft / CDR and any other documents will be accepted.

12. The firms must be registered in AGPR as all the payments will be made through AGPR after deduction of prescribed taxes as per Government rules / policies.
13. Tenderers must enclose with their offers declaration duly filled in sealed, signed and witnessed. Any tender not in accordance with the Tender Enquiry requirements / specifications and incomplete in any respect will be ignored and rejected straightway and will not be taken into consideration irrespective of the price quoted.
14. Payment will be made after satisfactory receipt of the stationery items in sound and good condition and tenderers bill accompanied with National Income Tax and Registration Number and Income Tax exemption certificate, if any.
15. Tenderers must note that the purchaser will not accept any change, addition or subtraction in the tender after the opening of tender as such complete tenders along-with documents, earnest money etc. should be submitted.
16. A tenderer whose offer is accepted shall be bound to accept the supply order if placed with him on the basis of his prices within the validity of his tender failing which the earnest money will be confiscated.
17. All Tender(s) will be opened by the Tender Committee of AJK Postal Circle Muzaffarabad Office in a meeting to be held on the same day. The tender's representatives shall be at liberty to be present at the opening of the tender.
18. The person signing the tender on behalf of the tenderers must specify his authority that is to say, whether signs as the sole proprietor, Active Managing partner, Managing Director, Acting Director, Manager, Secretary or Pre-Procurement Officer " for the firm and if so required shall have to produce copy of the document authorized him to sign the tender. In the case of un-registered firms, all member or attorney duly authorized by all of them or the Manager of the firm shall sign the tender and other subsequent documents.
19. The tenderer shall certify in his tender that goods offered for supply shall be strictly in accordance with the requirements set out in the tender enquiry and order placed by the purchaser.
20. Any correction or alteration in the tender before its submission must be signed in full by the same person who is signing the tender for and on behalf of the tenderer.
21. Final acceptance of Tender/store etc. will be based upon receipt of a satisfactory report from Tender or purchase committee.

(Ahsan Ul Haq)
(Assistant Postmaster General)

REQUIRED INFORMATION OF PRIVATE FIRMS

1. Name of the owner/ company is registered
in the name of Mr./Mrs./Ms: _____
2. No of owners of Firms:
(Single Owner or otherwise) _____
3. CNIC No. of owner _____
4. Name and Complete address of Firm/ Shop:
(Muzaffarabad only) _____

5. Fax/ Telephone No: _____ Landline: _____
Cell No: _____
6. NTN No: _____
7. GST No: _____
8. AGPR Vendor No. _____
9. Bank Draft / CDR No & Date _____

Stamp. _____

Signature. _____

Name. _____

Designation. _____

To be sealed & submitted in separate envelopes.

TECHNICAL BID

In response to the advertisement that appeared in the sections of the press daily -----
-----issued dated ----- inviting tender for purchase of stationary for AJK Postal
Circle Muzaffarabad for the financial year 2026-27. I / we -----

----- (name of individual or firm with full address) am / are willing to execute agreement
for supply of stationary to Circle Office Muzaffarabad.

2 I / we have the experience of my / our business supplies of stationary etc as detailed below.

S/No	Name of project	Period

(Note:- May be crossed, if no earlier supply details with other organization is desired to be provided).

3 That I/we have gone through the terms and conditions as laid down in the set of attachment
instructions provided to me / us along with form / application (i- e Technical Bid & Financial Bid
separately). I / we shall enter into liability of supply of stationary if my / our offered bid is finalized and
work order is accorded to me /us. I / we shall abide by the terms and conditions contained therein.

4 I/we have read and understood the instructions for bidding of afore-said tender and agree to
abide by those in letter and spirit.

5 I/we shall deposit earnest money Rs. -----/- pledged with Postmaster General AJK Circle
Muzaffarabad or any other officer authorized by him vide cross pay order/ Bank Draft / Postal Draft/
CDR No. _____ Bank _____ dated _____ in this regard in case
of acceptance of my /our bid subject to approval so conveyed within a week time after its conveying to
me /us, in case of failure of execution, my earnest money as well as other deposits (if any) shall be liable
to be forfeited.

Personal Details:-

1. Name: -----

2. Father's Name:-----

3. CNIC No: -----

4. Address: -----

5. Distt; & Tehsil of Domicile&Bashinda
resident details of AJK state -----

(Cross out if irrelevant)

6. Residence detail in case of Pakistani -----

(Cross out if irrelevant)

7. NTN No: (if any) _____

8. Undertaking of abidance,
whether attached
Or otherwise _____

(Mandatory)

9. Any other detail
if bidder wishes to furnish _____

Dated:

BIDDER'S SIGNATURE.

CERTIFICATE

Certified that this Application Form has been sold to M/S _____ on production of receipt (ACG-67) for Rs. (in figures) 3,000/- (Three Thousand Only) (in words) as price of Tender Form (non-refundable) deposited in _____ GPO/Post office on _____ vide ACG-67 Receipt No. _____ dated _____.

Date _____

Signature of Postmaster _____

Name _____

Designation _____

Office seal _____

Documents to be attached.

1. Copy of CNIC.
2. Registration certificate of firms.
3. National Tax No. (NTN, Latest)
4. Sales Tax Registration certificate.
5. Certificate of genuineness / original stationary with pet brand name as per attached list.
6. Valid authorized agent certificate for supplying of stationary, if participated by whole Sale dealers.
7. Undertaking on Rs. =100/- stamp paper
8. Copy of G.S.T / Income Tax returns for the month of June 2025

To be sealed & submitted in separate envelopes.

FINANCIAL BID

With reference to the advertisement appeared in the section of the press daily -----
-----dated -----, I/We-----
-----S/O----- Resident of -----
----- CNIC No-----
----- do hereby extend my offered bid for Rs----- (in figures)
Rupees----- (in words) against tender for supply of stationary for
AJK Postal Circle Muzaffarabad.

2. That, I have read all the terms and conditions and do hereby affirm my abidance accordingly. These rates are inclusive of all the applicable taxes and transportation charges.
3. I / We forward herewith a Bank Draft / Pay Order/ CDR for a sum of Rs. -----/-
(Rupees-----only) as
Earnest Money for supply of required stationary and that sum shall be liable to be
forfeited to Government if I/We withdraw my/our tender in the event of its acceptance or
fail to execute the supply of goods and make the deposit as mentioned in clause 06
thereof respectively. I/We will not claim interest on this sum while it is in the custody of
Pakistan Post. The aforesaid sum shall be returned to me/us within a week's time if
tender is not accepted. I/We further agree that in case my/our tender is accepted and
I/We fail to supply the stationary within one week as per provided list for bidding in safe &
sound condition. My Earnest Money shall be liable to be forfeited and my/our tender and
contract shall be regarded as void, and I/We will have no claim of any sort upon the
Government of Pakistan.
4. I/We agree to have to owe the liability for supply of stationary as per quantity so
mentioned with all transportation charges, if my/ our bid is accepted,
5. I/We agree to tender deposit for Rs. _____(in figures)
Rupees _____(in words) **as**
Security Deposit through crossed pay order/ Bank Draft in favor of Postmaster General,
AJK Circle Muzaffarabad at the time of submission of Financial bid alongwith in support
of my / our offered rates for this bid and tender is awarded to me after completing all
formalities this amount would be kept with PMG, AJK Circle Muzaffarabad up to expiry of
F.Y. 2026-27.
6. I / We agree not to make any attempt at negotiation direct or indirect with the authority to
whom I/We have submitted the tender or the authority who is competent finally to accept
it after I/We have submitted my/our tender or to make any endeavor to secure any

interest for an actual / prospective tendered or to influence by any means for the acceptance of a particular tender. I/We agree that if I/We make any such attempt, it will render my/our tender liable to exclusion from consideration without any claim/ reservation of mine what so ever.

7. If my / our above tender is accepted, I/We agree to owe an agreement informally for supply of stationary within stipulated time as soon as formal work order is issued in my/our favour.
8. This financial bid viz its offered rates are valid for current financial year i.e 2025-26. I / we should be bound to provide any of the listed items (s) as per time to time demand of Pakistan post. However, these rates if not changed as per market conditions after 2025-26 may also be taken into consideration by procuring authority subject to advance acceptance by our firm for the next Financial year i.e 2027-28.

Dated:_____

BIDDER'S SIGNATURE.

(Name :-----)

Documents to be attached.

1. Bank Draft / Postal Draft / Pay Order (Crossed) in favor of Postmaster General, AJK Circle Muzaffarabad not less than Rs. 50,000/- of offered bid.
2. List attached of demand of Stationary for bidding of prices and quantity with due signatures & stamps with collective totals including GST (if applies).

Specimen

Rs. 100/- stamp paper

Clause-8 of Technical Bid

Dated: _____

UNDER TAKING

It is solemnly affirmed that I _____ S/O _____ CNIC
No. _____ Resident of _____
_____ do intend
to submit tender in response to Tender Notice appeared on PPRA website as well as Pakistan
Post for supply of stationary items to Postmaster General, AJK Circle Muzaffarabad on 27-10-
2026 as per terms and conditions appeared in above tender notice as well as PPRA Rules
2004.

9. That, I shall abide by all the terms & condition regarding above said tender as well
as assure good quality of the products to be supplied.

10. That, in case of non abidance of above mentioned terms & conditions, my
company / firm may be black-listed and security money may be for-feited.

Deponent

Certified that this undertaking is give before me on _____ day of _____ 2026.

Oath Commissioner

LIST OF STATIONARY ITEMS FOR THE YEAR 2026-27

S.No	Name Of Items	Specifacation/ Brand
1	Note Sheet Pad	A/4
2	Printing Paper AA 80 gm A/4 size	500 sheets
3	Printing Paper AA Legal size 80 gm	500 sheets
4	Paper 80 gm A4 size (Copy Mate)	500 sheets
5	Paper 70 gm A4 size (Copy Mate)	500 Sheets
6	Register Single Line	No. 20
7	Register Single Line	No. 60
8	Gel Pen 0.7 mm	Uni
9	Uni.Ball Vision Elite	Vision Elite
10	Ball Point (pkt)	Piano Crystal
11	Pointer Red / Black Packets	
12	Marker 90-Dollar	Dollar
13	Marker Small	-
14	Pencil HBC 3 HB	(Goldfish)
15	Staple Pin Medium	Dollar
16	File Tag	
17	Erasers / Rubber (pkt)	
18	Rubber Band (pkt)	
19	Sharpener (pkt)	
20	Glue Stik Gum Dollar 142 gm	Dollar
21	Printer Toner HP	M 402/26 A
22	Printer Toner HP	(HP 2055)
23	Printer Toner HP	(HP 2015)
24	Toner Laser Jet	HP 1320
25	Fax Machine Toner	Ricoh SP-210
26	Toner Photostat Machine)	Ricoh MP 2500
27	Stamp Pad (Blue & Black)	-
28	Ink Stamp Pad (Blu& Black)	Dollar
29	Correction Pen	Uni
30	Packing Tape	(Olympia 30Yds)
31	Scotch Tape	
32	Masking Tape	
33	Yellow Duster	(Fine)
34	Liquid Gum 1 Kg Packs	Doller
35	File Board	
36	File Fleper	
37	Calculator 12 Digits	12 Digits (Casio)
38	Steel Roll 12"	
39	Paper Cutter (Knife)	
40	High Lighters (Colours)	Mercury
41	Staple Machine (Opal HD-30)	
42	Writing Pad A4	(Medium)
43	Writing Pad Small (5"x8")	(Small)
44	Cotton Thread (DhagaDori)	
45	Pin Opener	

Note: (i) All rates are offered in PKRs.