

**KASHMIR INSTITUTE OF MANAGEMENT**  
**JALALABAD, MUZAFFARABAD**

**PURCHASE OF STATIONARY, MISC CONSUMABLES, SPORTS ITEMS, PHOTOCOPIER  
MACHINE TONERS, PRINTER TONERS AND COMPUTER ACCESSORIES**

Kashmir Institute of Management is prestigious institution for training of civil servants in Azad Jammu & Kashmir and responsible for conducting training of the officers of Azad Government of the State of Jammu & Kashmir. Sealed bids are invited from manufacturers/authorized distributors/suppliers duly registered with Income Tax and Sales Tax Departments for supply of Stationary, Photocopies Toners, Printer Toners, Computer Accessories, Sports Items and mis consumables. Following are the terms and conditions mainly;

- a. The Bidding Documents, containing detailed terms and conditions and quantity required are available at the office of Deputy Director (Admin), KIM located at Jalalabad Muzaffarabad on payment of Rs.1500/- only.
- b. The bids, prepared in accordance with the instructions detailed in the bidding documents, must be dropped in the tender box placed at the office of Deputy Director (Admin) latest by 10:30 am on January 30<sup>th</sup>, 2019. The bids will be opened publically on the same day at same place at 11:00 am in the presence of representatives of bidding firms whoever wishes to be present.
- c. All the bids filled on prescribed Performa should be duly endorsed, stamped and sealed and should comply with term and conditions. All the certificates pertaining to the registration of firm with tax authorities must also be enclosed. 02% of bids security (for items quoted only) shall be deposited alongwith the tender documents as earnest money in the form of Call Deposit Receipt (CDR)/Demand Draft/Pay Order issued by any scheduled bank of Pakistan in the name of Deputy Director (Admin), KIM.
- d. Prices quoted should be inclusive of all applicable taxes, Applicable taxes will be deducted by KIM as per prescribed rules. Rates quoted should remain valid for the Financial Year 2018-19. Successful bidders will supply/deliver the items to KIM within 7 days from the date of issuance of purchase order. KIM, however, reserves the right to accept or reject any or all bids in accordance with PPRA Rule 33.
- e. Any bid not complying with the terms and conditions or any bidder supplying substandard items, not conforming to the specifications will entail the cancellation of supply order and forfeiture of bids security.
- f. The successful bidder shall be bound to supply the items/equipment at once or as per demand whatever the requirement of the Institute may be.
- g. Payment for the supplied items shall be made through Crossed Cheque in favour of the Firm/supplier after thorough scrutiny of supplied items.
- h. An affidavit to the effect that the Firm has neither been involved in any litigation with any party nor has been blacklisted by any Government Organization.
- i. The purchase shall be made strictly in accordance with AJ&K Public Procurement Rules, 2017.
- j. This advertisement is also available on KIM Website ([www.kim.gok.pk](http://www.kim.gok.pk)).

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