



No. AJ&K PPRA/ 461-552 /2019
AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
PUBLIC PROCUREMENT REGULATORY AUTHORITY
(www.ajkppra.gov.pk)



“Muzaffarabad” the 20th, May, 2019

1. Additional Chief Secretary (Dev.)
2. Senior Member Board of Revenue
3. All Administrative Secretaries
4. Inspector General of Police
5. Secretary Finance GoAJ&K
6. Secretary AJ&K Legislative Assembly
7. All Heads of attached Departments/
Autonomous & Semi-Autonomous Bodies/
Corporations

Azad Government of the State of Jammu
& Kashmir

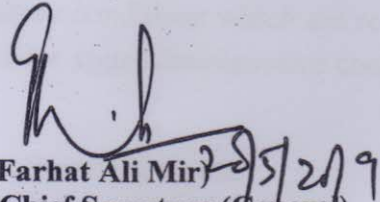
Subject: - Pre-Requisites For Issuing Notices (Tender Notices & Invitation of Bids)

This is to reiterate the following mandatory conditions which are required to be strictly observed by the Procurement Officials under your administrative control & superintendence.

- a. Advertisement shall carry ‘**Name**’ of Procuring Agency.
- b. Advertisement shall explicitly indicate ‘**Method / Procedure**’ to be adopted for particular procurement (e.g. Single Stage-One envelop etc).
- c. Advertisement shall clearly specify ‘**Last Date**’ fixed for securing Bidding Documents by indicating ‘**Place and Nominee/ Contact Person**’ who will provide these documents to the bidder (e.g. Application form, Challan forms, bidding documents, instruction manual and others).
- d. Advertisement shall clearly specify deadline (**Time & Date**) for submission of Proposal & Bid Opening according to PST.
- e. The approximation of ‘**Bid Security/ Earnest Money**’ shall be mentioned as per AJK PPRA Rules 2017 (e.g. 2% to 5% of bid).
- f. Advertisement shall carry a note stating “**Black listed Firms / Companies / Suppliers / Distributors / Contractors / Bidders are prohibited for participation**” and All bidders shall furnish an affidavit / certificate that they are neither black listed nor in Conflict with Government anywhere in territory of the State of the AJK, federally administrated Areas or Islamic Republic of Pakistan.
- g. Advertisement shall carry a note stating “**Advertisement is also available on AJK PPRA website (www.ajkppra.gov.pk)**”

- h. Advertisement shall carry a note stating “**Evaluation Report / Award of Contract** shall also be displayed at AJK PPRA website”
- i. Corrigendum/ Bid Evaluation Report / Award of Contract shall carry “**Tender Inquiry Number**” (mentioned on website against Tender Notice) for publication in advance.
- j. Procuring Agencies through their focal persons to send **Soft Copy via email** in file format Doc / PDF are required at ajkppra@gmail.com
- k. Procuring Agencies shall send ‘**Hard copy**’ of Advertisement addressed to **Deputy Director AJ&K PPRA**, Near Nadra Executive Office, New Civil Secretariat, Chatter, Muzaffarabad Azad Kashmir, Contact No. 05822-924343

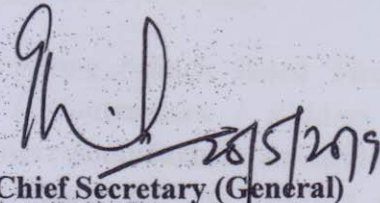
2. It is expected that Officers/ Officials concerned shall be directed to observe aforesaid instructions in the letter and spirit and to avoid non-compliance with the provisions of AJ&K PPRA Laws.



(Farhat Ali Mir) 28/5/2019
Additional Chief Secretary (General)
Managing Director AJK PPRA

Copy to:

1. Registrar Supreme Court/High Court/Shariat Court AJK.
2. Chairman Ehtesab Bureau, AJK
3. PS to the Accountant General
4. Secretary Mohtsib Secretariat, AJK.
5. Registrar AJK University, Poonch University, Mirpur University of Science & Technology, Kotli University AJK.
6. Director General Audit, AJK.
7. Office Copy.



Additional Chief Secretary (General)
Managing Director AJK PPRA