

**PUBLIC SERVICE COMMISSION  
MUZAFFARABAD**

**Tender Notice**

Azad Jammu & Kashmir Public Service Commission invites sealed bids on "*Single stage-one envelop*" procedure from the authorized distributors/general order suppliers located in Muzaffarabad city from General Sales Tax registered firms for the supply of stationary items, genuine toners and computer consumable items for the Financial year 2020-2021 under the following conditions:-

- i. Tenders shall reach at the office of Director (Admin) AJK PSC, Muzaffarabad near New Prime Minister House, on or before August 17, 2020 up to 11:00 am. Bids shall be opened on same date at 12:00 hrs by the purchase committee in the presence of bidders or their representative who will present at that moment;
- ii. The rate quoted shall remain valid up to June 30, 2021 and will not be liable to revision till expiry of this period;
- iii. Supplier shall ensure that all the supplied items are genuine, in accordance with the specifications and relevant samples provided by him at the time of submission of tender;
- iv. A bid Security @ 2% of total bid price in shape of CDR and in favor of DDO AJKPSC Account # 1840-1 National Bank Main Branch Muzaffarabad must be accompanied with the bids. Call deposits of successful bidders will be retained in DDO account till 30-06-2021 as security. The bids without security shall be rejected at the spot;
- v. The successful bidders shall ensure that they will supply the stationary items as and when required by the procuring agency (AJK PSC);
- vi. The list of stationary items may be obtained from Admin and Accounts Section of AJKPSC during office hours i.e 9:00 am to 4:00 pm up to August 16, 2020;
- vii. The payment shall be made through cross cheque after deduction of all prevailing taxes as in vogue in AJK;
- viii. The competent authority may reject any or all bids at any time prior to the acceptance of a bid and also decrease/increase the number of items as per AJK PPRA Rules, 2017;
- ix. Distributor/ all bidders shall furnish an affidavit/certificate that they are neither blacklisted nor in conflict with the Govt. anywhere in the territory of the State of AJK;
- x. Evaluation report/ award of contract shall display at AJK PPRA website.;
- xi. The advertisement is available on PPRA website at [www.ajkppra.gov.pk](http://www.ajkppra.gov.pk), as well as AJKPSC website at [www.ajkpsc.gov.pk](http://www.ajkpsc.gov.pk).

*Director*  
24/7/2020

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