



AZAD JAMMU & KASHMIR PUBLIC SERVICE COMMISSION
INVITATION TO BIDS

Azad Jammu & Kashmir Public Service Commission intends to procure following office equipment for which sealed bids are invited under **"Single Stage-Two Envelope Procedure"** from reputed original Manufacturers/ Authorized Distributors, Suppliers duly registered with Income Tax and Sales Tax Department, who are on Active Taxpayer List of Federal Board of Revenue/AJK Tax Department and having at least 03 years' experience of supplying similar supplies.-

Sr. No.	Name of Item	QTY
1.	Optical Mark Reader (OMR) Machine/ Scanner	01
2.	Photo Copier	02

Terms & Conditions.-

1. All bids must be accompanied by a Bid Security @ 3% of the total value of the bid in shape of Pay Order/Demand Draft/Call Deposit in the favor of DDO Account no. 1840-1, NBP main branch Muzaffarabad, Azad Jammu & Kashmir Public Service Commission. The Tender without 3% Bid Security shall not be considered; cheque shall not be entertained;
2. The bidding shall be conducted through **Single Stage--Two Envelop Procedure** of AJK-Public Procurement Rules, 2017. The envelopes shall be marked as **'Financial Proposal'** and **'Technical Proposal'** in bold and legible letters along with list of organizations/departments to which similar equipment has been supplied in the past and certificates of 'Satisfactory Service' from such organizations. Financial proposal of the bids found technically non-responsive shall be returned un-opened to the respective bidders;
3. A complete set of bidding documents including detailed specifications, quantity, terms & conditions can be obtained up to 26-2-2021 before 12:00 noon from Azad Jammu & Kashmir Public Service Commission upon submission of written application on the official letter head of the firm and upon payment of non-refundable PKR.500/-;
4. The Bids must reach to the office of undersigned at least on 26-2-2021 at 11:00 A.M. that shall be opened on the same day at 11:30 A.M. in the office of Azad Jammu & Kashmir Public Service Commission, Near New Prime Minister House, Jalalabad Muzaffarabad, AJ&K, in the presence of bidders or their authorized representatives, who opt to attend;
5. The procurement shall be made strictly as per AJK-Public Procurement Rules, 2017.

Address/Contacts

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Near New Prime Minister House, Jalalabad Muzaffarabad, AJ&K,

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[Signature]
10/2/2021

Director (Admin)

A J&K Public Service Commission