

**AZAD JAMMU & KASHMIR
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, toners and computer consumable items for the Financial year 2022-2023 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 *September 1st, 2022* up to 11:00 am. Bids shall be opened on same date at *12:30* 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, 2023 and will not be liable to revision till expiry of this period;
- iii. Supplier shall ensure that all the supplied items are 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- 2023 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 31, 2022*;
- 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 AJK PPRA website at www.ajkppra.gov.pk, as well as AJKPSC website at www.ajkpsc.gov.pk.



Director (Admin)
AJK PSC, Muzaffarabad
Near, New Prime Minister House,
Jalalabad
Phone No. 05822-920205