

**Azad Government of the State of Jammu & Kashmir**  
**Office Director General Commercial Electricity**  
**Muzaffarabad**

**Invitation for Bids**

Sealed bids are invited from the well reputed firms registered with Inland Revenue Department of AJ&K capable of providing and after sale service support for procurement of following consumable items.

S.#	Name of Items	Quantity
<b>Printer RICOH SP 8400 DN or equivalent</b>		
1	Black Toner Cartridge (1046g)	180 Nos
2	Development Unit	40 Nos
3	Maintenance Kit "A"	90 Nos
4	Maintenance Kit "B"	45 Nos

**Terms and conditions:**

1. AJK PPRA rules "open competitive bidding using **single stage-two envelops procedure**" will be followed in the procurement process.
2. Material shall be supplied strictly according to the relevant specifications.
3. The firm shall submit bid security amounting to Rs. 450,000/- under section 25 of AJ&K PPRA Rules 2017, in shape of CDR/Pay Order/Demand Draft in favor of Director General Commercial Electricity Muzaffarabad. Validity of the bid security should not be less than 150 days from the date of opening of bid.
4. Validity of rates should not be less than 120 days from the date of bid opening.
5. All terms and conditions, detail of items to be purchased governing this bid are mentioned in the bidding document which can be obtained up to **23-09-2024** from the office of the Director General Commercial Electricity Muzaffarabad within office hours on written request and upon payment of Rs. 3000/- in cash (Non-refundable).
6. Rates should be quoted inclusive of General Sales Tax and all other prevailing taxes in AJ&K on ex-consignee store Muzaffarabad with installation and support services at Muzaffarabad, Rawalakot, Kotli and Mirpur computer centers.
7. The bids prepared in accordance with the instructions of the bidding document must reach at the office of the undersigned on or before **10:30 AM** dated **24-09-2024**; Bids will be opened on the same day at **11:00 AM** in presence of Bidders' representative(s) who choose to attend.
8. Incomplete/conditional bid and bid bearing cutting/over writing without authentication will not be considered.
9. The bidder must submit an authority letter in the name of his representative, if his representative participated in the bidding process on his behalf.
10. "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 AJK, federally administrated areas or Islamic Republic of Pakistan.
11. The Competent Authority reserves the right to accept or reject all or any bid as per AJK-PPRA Rules, 2017.
12. Advertisement is also available on AJK PPRA website. ([www.ajkppra.gov.pk](http://www.ajkppra.gov.pk)) and Department's website. ([www.ajked.gok.pk](http://www.ajked.gok.pk))
13. Evaluation Report / Award of Contract shall also be displayed at AJK PPRA website.
14. For further information contact the following phone numbers.



**Director General (Commercial)**  
**Electricity Muzaffarabad**

Phone No: 05822-920622, 920995, 920435, 920909