


**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 ‘General Sales Tax’ registered firms located in Muzaffarabad city for the supply of stationary items, toners and computer consumable items for the Financial Year 2025-2026, under the following conditions:-

- i. Tenders must reach at the office of Director (Admin) AJK PSC, Muzaffarabad near New Prime Minister House, on or before **August 22th, 2025** up to 11:00a.m. Bids shall be opened on the same date at **11:30** hrs. by the Purchase Committee in the presence of bidders or their authorized representative, who will be present.
- ii. The rate(s) quoted shall remain valid up to June 30, 2026 and will not be liable to revision till expiry of the prescribed period;
- iii. Supplier(s) shall ensure that all the supplied items are in accordance with the specifications and the relevant samples provided by him at the time of submission of the tender;
- iv. A Bid Security of Rs. 90,000/- in shape of CDR 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 30-06-2026 as security. The bids without security shall be rejected at the spot;
- v. The successful bidders shall be liable to ensure that they will supply the stationary items as and when required by the procuring agency (AJK PSC);
- vi. **The list of stationary items can be obtained from the Admin and Accounts Section of AJKPSC, during office hours (i.e. 9:00 am to 4:00 pm) up to August 21st, 2025;**
- vii. The payment shall be made through cross cheque after deduction of all prevailing taxes 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 be displayed 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) 6/8/25
AJK PSC, Muzaffarabad
Near, New Prime Minister House,
Jalalabad