



**OFFICE OF THE ACCOUNTANT GENERAL
AZAD JAMMU AND KASHMIR
MUZAFFARABAD**



TENDER NOTICE NO. 2 (2018-19)

Office of The Accountant General, Azad Jammu and Kashmir Muzaffarabad invites sealed bids from income Tax / Sales Tax registered firms for supply of IT Equipments as detailed below:

Name of Procuring	Office of The Accountant General, AJ&K, Muzaffarabad		
No. of Tender	Tender No. 5		
Tender Name and No.	Tender No. 5 (IT Equipments)		
Procurement / Installing of Computer Hardware	Item No.	Items	Qty. (In No.s)
	1	Desktop Computer	5
	2	Laptop	2
	3	Printer	8
	4	Dot Matrix Printer (Cheque Writer)	8
	5	Radio Link	1
	6	Switch Hub	2
	Brand New Branded		
Method of Procurement	Single Stage-Single Envelop Procedure		
Contact Officers	Mir Muhammad Asghar, (Accounts Officer), Phone: 05822-920200		
	M. Riaz Mughal, (Asst.Accounts Officer), Ph.#: 05822-920901		
Submission of Bid(s)	Accounts Officer (Admin-II), Admin Block Building, Main Office of the Accountant General Azad Jammu & Kashmir, Sathra Hills, Muzaffarabad.		
Closing Date & Time for Receipt of Bid(s)	Computer Hardware	April 09, 2019 at 10:30am	
Opening Date & Time of Bid(s)	Computer Hardware	April 09, 2019 at 11:00am	
Earnest Money	Equals to 3% of the Total bids of Tender In Favour of AO (Admin-II) DDO AG-office Muzaffarabad AJK		
Time Period for Performance of Contract	Within 3 Weeks from the date of award of contract		

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents are as under and also can be obtained from the office of undersigned on any working day during office hours before closing date / time (free of cost).

3. Office of The Accountant General, Azad Jammu and Kashmir reserves all rights to revise quantity, accept or reject any or all tender(s) in the light of Rule-33 of AJ&K Public Procurement Rules, 2017.


(Mir Muhammad Asghar)
Accounts Officer (Admin-II)
Admin Block Building,
Main Office of AG-AJK
Muzaffarabad
Ph # 05822-920901
Fax # 05822-920635



**OFFICE OF THE ACCOUNTANT GENERAL
AZAD JAMMU AND KASHMIR
MUZAFFARABAD
INSTRUCTIONS TO BIDDERS**



This Tender document shall be used for submission of Competitive Bidding for the purchase of IT Equipments. The bidders with the lowest evaluated bid along with the best quality for each item separately will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-
- a. Terms and conditions for tender.
 - b. Evaluation Criteria.
 - c. Other documents.
 - d. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted. Tender must be filled on prescribed format.
- ii) Call deposit @ 3% of the whole amount of the tender must be attached.
- iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request on the printed pad of the firm.
- iv) The rates must be inclusive of GST, Income Tax and all other taxes (Local and National).
- v) National Tax Number, GST Registration Number, Vendor Number and Bank Account Number must be indicated by each bidder.
- vi) The rates must be valid up to June 30th, 2019.
- vii) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- viii) If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- ix) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- x) The contract award will be given to the lowest evaluated bidders which have the best quality also. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.
- xi) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xii) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xiii) Income Tax/any other taxes (National / Local) will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Azad Jammu and Kashmir.
- xiv) The Successful bidders shall have to complete the supply within 03 weeks from the date of issue of the Supply / work Order. In case supply/work is not carried out within stipulated period a penalty as recommended by the committee per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.

- xv) Receipt of incomplete supplies will render the supply order liable to be cancelled and the supply order will be awarded the next lower (2nd) evaluated bidder.
- xvi) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office/Government.
- xvii) Transportation charges will be borne by the supplier.
- xviii) The items will be supplied according to the samples / specifications approved by the purchase committee.


(Mir Muhammad Asghar)
Accounts Officer (Admin-II)
Admin Block Building,
Main Office of AG-AJK
Muzaffarabad
Ph # 05822-920901
Fax # 05822-920635

**Bidders Signature with
Stamp**

EVALUATION CRITERIA

Sealed bids should reach the Accounts Officer (Admin-II), Main Office of The AG-AJ&K Sathra Hills, Muzaffarabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on the basis of term and condition of the bidding documents. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids.

- i) Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.
 - ii) Technical Proposal and Financial Proposals must be attached separately with bidding documents in single envelope which will carry equal weightage in evaluation.
 - iii) Technical Proposals nearest to required specifications will be preferred.
 - iv) Authorized dealership/certificate (readable) and brochuer of quoted brand of each item be attached.
 - v) Make and model of each item must be mentioned.
 - vi) Dealership certificate is mandatory for supply of IT Equipment Items (Hardware and Machinery & Equipment items).
 - vii) Average capacity / No. of copies to be printed each the toner(s) must be mentioned in the column.
 - viii) The sample provided by the firm.
 - ix) Lowest rates quoted by the firm (item wise).
 - x) Warranty Period clearly mentioned.
 - xi) Provision of after sale service is clearly mentioned.
2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier_____

Signature:_____

Date:_____

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-A

FORM OF POWER OF ATTORNEY/LETTER OF AUTHORITY

(On Stamp Paper of relevant value or Company letter head duly signed and stamped)

Know all men by these present, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of (name of position) as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the assignment) in response to the Tender invited by the (Office of The Accountan General of Azad Jammu and Kashmir) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this _____ day of _____ 20_____

For _____

(Signature)
(Name, Designation and Address of Compeny/Firm)
Accepted

(Signature)
(Name, Title and Address of the Attorney)
Date:

Technical Proposal Submission Form

[Location, Date]

To

The Accounts Officer,
Admin-II,
Main AG-Office, Sathra Hills,
Muzaffarabad AJK.

Dear Sir,

We, the undersigned, offer to provide the _(insert title of assignment)_ in accordance with your Request for Proposal/Tender Document No._____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of _____related to the assignment.

We also confirm that the Government of AJK / Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

The Accounts Officer,
Admin-II,
Main AG-Office, Sathra Hills,
Muzaffarabad AJK.

Dear Sir,

We, the undersigned, offer to provide the __(Insert title of assignment)__ in accordance with your Request for Proposal No._____ dated __(insert date)__ and our Technical Proposal. Our attached Financial Proposal is for the sum of __(insert amount in words and figures)__. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of AJK / Pakistan has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Format for Covering Letter

To

The Accounts Officer,
Admin-II,
Main AG-Office, Sathra Hills,
Muzaffarabad AJK.

SUB: Tender for Procurement of (Tender Name), (Tender Number)

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.

- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.

- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name _____, Tender No._____, item No._____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 20__.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

PERFORMANCE SECURITY**Issuing Authority:****Date of Issuance:****Date of Expiry:****Claim Lodgment Date: (Must be one month later than the expiry date)**

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. _____, Tender No. _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within Three (03) weeks of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this _____ day of 20__.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____

**TECHNICAL SPECIFICATIONS AND PRICE SCHEDULE / FINANCIAL COST SHEET OF
IT EQUIPMENTS (HARDWARE / MACHINERY & EQUIPMENT)**

Item No.	Item Description	Technical Specification / Key Parameters	Qty. (No.s)	Unit Rate (Excl. Taxes) Rs.	Unit Rate (Incl. all Taxes) Rs.	Total Cost (Incl. all Taxes) Rs
1	2	3	4	5	6	7=6x4
1	Desktop Computer (Tower)	Core i3 (8th Gen) 8mb Cache, Max turbo speed up to 4.50 GHz, (Chipset Professional / Business series) RAM 4GB, HDD 500GB, Super Driver DVD RW, USB option 4 front 6 back, Connectivity wifi 802.11ac 1x1 & 2x2, Bluetooth 4.0, 18.5" Wide Screen LED Monitor, USB Optical Mouse & USB Standard Keyboard full keys, Original Window 10 pro 64 bit along original DVD/CD in each, or Higher	5			
2	Laptop	Core i5 (8th Gen) (Chipset Business / Professional series), RAM 4GB, 500GB, Super Driver DVD/RW, 15.6" Screen Size, Wireless LAN, Bluetooth, Keyboard, touchpad, Front HD web Camera, 4 Hours minimum Battery Backup time, Original Battery Charger, Original Pre-installed window 10 pro x64 along original DVD/CD in each, Standard Carrying Case, or Higher	2			
3	Duplex Printer	Laser Jet Technology, 40-45 PPM, 1200 x1200dpi or higher Resolution, Hi -speed USB, Automatic (Built-in) Duplex Printing, Network Enable, Multi-purpose tray, Paper Size (Letter, Legal, Statement, executive, index cards, envelopes, A4, B4, B5), minimum One Year warranty)	8			
		Drum Life				
		Developer Life				
		Tonner Life				
		Tonner Model #				
		Tonner Price				
		Per Copy Cost				
4	Dot Matrix Printer (Cheque Writer)	Printer Head 24PIN Paper Size (Continuous paper: Width 76.2-406.4mm x Length 76.2-558.8mm) (single part paper: Width 99.1-419.1mm x Length 99.1-363.0mm) (Multi part paper: Width 76.2-406.4mm x Length 76.2-558.8mm)	8			
5	Radio Link	Range upto 5KM 2.4GHz 11n 150 Mbps (Including Sender, Receiver) * 12dbi directional antenna * IP64 waterproof	1			
6	Switch Hub	Manager 48 Ports	2			
TOTAL PRICE						

Warranty: 3 Year Parts and Labor warranty for on site.

- Note:** 1) It will be responsibility of the successful tenderer / tenderers to install, configure (as per requirements) & provide necessary training to the concerned staff of the Purchaser.
- 2) All the quoted equipments / items should be recognized / renowned brands.
- 3) The above mentioned specifications are the minimum requirement of the department which must be equal or above the mentioned specification.
- 4) The above mentioned quantity of items can be increased or decreased as per requirement of the department or to adjust the budget.
- 5) Brochurs / Pamphlets or Booklet of each of above item must be attached along with the documents, **if available**.


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**Bidders Signature with
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