

محکمہ سماجی بہبود کوترقیاتی سکیم Strengthening of Existing Institutions of Social Welfare Department and Retrofitting of

National Special Education Centre کے تحت بذیل فرنیچر و سامان کی خریداری مالی سال (2023-24) کے لیے رجسٹرڈ فرموں سے تابع شرائط سر بہرہ کوششز درکار ہیں جو کہ مورخہ 03-11-2023 دفتری اجلاس کار کے دوران نیشنل اسپیشل ایجوکیشن سنٹر، اپر مائک پیما مظفر آباد میں بذریعہ رجسٹرڈ ڈاک وصول کی جائیں گی اور مورخہ 04-11-2023 دن 12:00 بجے محکمہ پر چیز کیٹی کے ممبران اور متعلقہ فرموں کے نمائندگان کے روبرو کھولی جائیں گی۔ جملہ آئٹمز کی تصریحات AJKPPRA کی ویب سائٹ سے ملاحظہ کی جاسکتی ہیں:-

Sr. #	Items	Specification	Quantity
1	Officer Tables	As per Bidding Document	01
2	Office Tables	-do-	02
3	Cutting / Drafting Tables	-do-	01
4	Books Racks	-do-	03
5	Study Chairs for Kashana	-do-	25
6	Office Chairs	-do-	10
7	Steel AlmiraHS	-do-	02
8	Steel Cabinets	-do-	01
9	Officers' Chairs (Revolving)	-do-	02
10	Beds with mattresses, Pilows and Bed sheets	-do-	17
11	Blankets	-do-	17

شرائط

- 01- جملہ آئٹمز کے انراخ آئٹمز وائز درج کرنا ہوں گے۔ Bidding Document کو AJKPPRA کی ویب سائٹ (www.AJKPPRA.gov.pk) سے ڈاؤن لوڈ کیا جاسکتا ہے۔ Bidding Document ان فرموں سے وصول کیے جائیں گے جو اپنی فرنیچر سازی کی درکشاپ یا شوروم ہونے کا دستاویزی ثبوت پیش کریں گی
- 02- کوشش میں درج پیش کردہ انراخ کی مالیت کا 03% مبلغ 36,000/- روپے کے برابر کال ڈیپازٹ شامل کوشش کی جانی مقصود ہے جو سامان کے مطابق تصریحات مکمل ہونے پر قابل واپسی ہوگی۔
- 03- کامیاب فرم سامان کے مطابق انراخ و تصریحات سپلائی آرڈر جاری ہونے کے 10 ایام کے اندر سپلائی کرنے کے پابند ہونگے۔ کامیاب کوشش دہندگان کو سپلائی سے قبل sample مہیا کرنے ہونگے جن کا ٹیکنیکل کمیٹی جائزہ لے گی اور ٹیکنیکل کمیٹی کی رپورٹ کے بعد ہی سپلائی آرڈر جاری کیا جائے گا۔
- 04- بلا ت سے جملہ حکومتی وضعیات مردوج قواعد کے تحت عمل میں لائی جائیں گی۔
- 05- جملہ فرم ہا اپنے بلیک لسٹ نہ ہونے کا بیان حلفی بھی جمع کروانے کے پابند ہونگے۔
- 06- انراخ کوشش جون 2024 تک موثر ہونگے۔
- 07- نامکمل یا آخری تاریخ کے بعد موصول ہونے والی کوششز قابل قبول نہ ہوں گی۔ نیز کوئی بھی کوشش دستی وصول نہیں کی جائے گی۔
- 08- زیر دستگی کو بمطابق AJKPPRA قوانین [قاعدہ (1) 33] کوئی ایک یا جملہ کوششز مسترد کرنے کا اختیار حاصل ہوگا۔
- 09- جملہ آئٹمز کی کوالٹی پر کوئی کھوتا نہ ہوگا غلط چیز کی فراہمی پر مجاز اتھارٹی ٹینڈر منسوخ کرنے کی مجاز ہوگی۔ بجٹ کی دستیابی کی بنا پر آئٹمز کی تعداد میں کمی پیش کی جاسکتی ہے۔
- 10- یہ اشتہار AJK PPRA کی ویب سائٹ www.ajkppra.gov.pk پر بھی دستیاب ہے۔
- 11- Evaluation Report / Award of Contract بھی AJK PPRA کی ویب سائٹ پر اپ لوڈ کر دیا جائے گا۔
- 12- Bidding پر ڈی سیجر Single Stage One Envelope کے تحت عمل میں لایا جائے گا۔

المستمبر

(محمد اشرف خان)

چیئر مین پراجیکٹ کمیٹی / ڈپٹی ڈائریکٹر
نیشنل اسپیشل ایجوکیشن سنٹر مظفر آباد

**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
DEPARTMENT OF SOCIALWELFARE
DISTRICT MUZAFFARABAD**

Bidding Document

**For
PROCUREMENT OF FURNITURE & EQUIPMENT**

RFP No. Dated: _____.



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INVITATION FOR BIDS

(Procurement of Furniture & Equipment)

District Social Welfare Office, Muzaffarabad invites sealed bids from eligible, experienced bidders, authorized Sales & Service Dealers registered with income tax for the supply of furniture and equipment under Development project “*Strengthening of Existing Institutions of Social Welfare Department and Retrofitting of National Special Education Centre*”. Complete bid document can be downloaded from AJKPPRA Website (www.ajkppra.gov.pk) till **03-11-2023**. Bids/Applications must be sent through registered courier / mail. By hand submission of bids will not be accepted. Bids complete in all respect should reach through registered courier / mail on **03-11-2023** during office hours in the office of **Deputy Director / Chairman (Purchase Committee) National Special Education Centre, Upper Manak Payian, Muzaffarabad** which shall be opened on the same day at **12:00 PM** by the Departmental Purchase Committee (DPC) in the presence of the bidders or their authorized representatives. All taxes will be applicable as per AJK PPRA Rules.

General Terms & Conditions:

1. Bidding shall be conducted through Open Competitive Bidding (Single Stage-One Envelope) procedure specified in the AJK Public Procurement Rules (PPR 2017) and is open to all eligible bidders as defined in the bidding document.
2. Bid must be accompanied by the acceptable **CDR/bank draft of Rs. 36,000/-** the bid value drawn on any scheduled bank, AJK in Favor of Deputy Director National Special Education Centre, Mzd (Chairman Purchase Committee).
3. The bidders are directed to give their best and final prices keeping in view of market rates as no negotiations are expected.
4. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.
5. Bids will be evaluated keeping in view the section 36(a) AJK- PPRA rules 2017.
6. Firm/Individual also needs to annex affidavit stating that firm/individual was never black listed. Un-sealed application or those received via fax/email or after due date shall not be accepted.
7. For further information or clarifications, please contact at the following numbers.
8. Items mentioned in the advertisement can be decreased or increased according to budgetary provision.
9. Other terms and condition will remain same as mentioned in the advertisement.

(Muhammad Ashraf Khan)
Chairman Purchase Committee
/ Deputy Director NSEC
Contact #: 05822-960835, 0314-5004942

INSTRUCTIONS TO BIDDERS

1.	Bidding Procedure	Single Stage – One Envelope Procedure
2.	Eligible Bidders	This invitation for Bids is open to all registered, experienced and tax payer firms / suppliers / for supply of furniture and equipment. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices in AJK. A responsive bidder means the supplier who fulfills all the specification criteria laid down in the bidding documents.
3.	Submission of Bids	Submission of bids in only accepted through registered courier / mail.
4.	Call Deposit	The bidder shall submit Rs.36,000/- as call deposit in the name of Deputy Director National Special Education Centre (NSEC)/Chairman Purchase Committee, Muzaffarabad along with their bids.
5.	Preparation of Bids	The Bidder shall complete the Bid, indicating a brief description of the items, their country of origin, quantity and prices along with original catalogues.
6.	Bid prices	The Bidder shall indicate on the appropriate price schedule the unit prices (where applicable) and total bid price of the items.
7.	Bid Currency	Prices shall be quoted in Pak Rupees only.
8.	Documents Establishing Goods, Eligibility and conformity to Bidding Documents	The Documentary evidence of the items and services conformity to bidding documents may be in the form of literature and data.
9.	Period of validity of Bids	Bids shall remain valid for the period of at least one year.
10.	Format and signing of Bid	The bid shall be filled carefully and typed or written in indelible ink and all the pages of offered bid must be clearly marked by numbers with covering letter clearly mentioning total pages / Leave attached and shall be duly signed by the bidders.
11.	Sealing and Marketing of Bids	The Bidder shall seal the offered bid before submission. Bids should be delivered by hand or sent by courier mail and it is totally responsibility of the bidder to ensure timely arrival.
12.	Deadline for submission of Bids.	Bids must be received by the purchaser at the address specified in the invitation for Bids / Bid data sheet on 03-11-2023 during office hours.
13.	Late Bids	Any Bid received by the purchaser after deadline will be rejected and returned unopened to the Bidder.
14.	Opening of Bids	Departmental Purchase Committee(DPC) will open all bids in the presence of all bidders or their authorized representatives who chose to attend, at the time, on the date, and at the place specified in the Invitation for bids or Bid data sheet. The bidder's representatives who are present shall sign the attendance to register

		evidence of their attendance.
15.	Evaluation and Comparison of Bids	<p>The purchaser will evaluate and compare the bids, which have been determined to be substantially responsive.</p> <p>The bids items which will not fulfill the evaluation criteria laid down in the bidding documents those bids/items will not be included in comparative statements.</p> <p>The purchaser's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of all taxes and duties.</p>
16.	Post qualification	<p>Based on the qualification criteria, the purchaser will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the contract.</p> <p>The determination will take into account the bidder's financial, technical, quality control and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and other information, as the purchaser deems necessary and appropriate.</p> <p>An affirmative determination will be a pre-requisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p>
17.	Award Criteria	<p>The Purchaser will award the contract to the bucketful Bidders whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</p>
18.	Purchaser's Right to Accept any Bid and to Reject any or all Bids.	<p>The purchaser reserves the rights to accept or reject any bid, before finalization of the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder of bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.</p>
19.	Notification of Award	<p>The Notification of award will constitute the formation of the contract.</p>

BIO DATA SHEET

10. Name of Purchaser National Special Education Centre Mzd.
Azad Govt. of the state of Jammu & Kashmir,
Muzaffarabad K-Block District Complex Old
Secretariat Muzaffarabad
11. Telephone No. **05822-960835** **0314-5004942**
12. Only Registered Firms / Manufacturers / sole distributors / authorized & experienced dealers shall participate in the bids for supply of furniture.
13. The supply will be made at National Special Education Centre Manak Payian, Muzaffarabad, AJK and other District Offices.
14. The quantity of furniture & equipment items can be increased / decreased / deleted according to budgetary provision.
15. Bids must be delivered to the National Special Education Centre, (Manak Payian, Muzaffarabad.
16. Rates and specifications of all the items should be quoted in tender document.
17. Partial supply will not be accepted.
18. The bidder will offer only single price for each of the items mentioned in the bid.
19. All taxes levied by the Govt. will be charges from the total value of the invoice as admissible under rules.
20. The competent authority reserves the right to accept or reject on or the entire tender as per PPRA Rules for clause 33(1).
21. Sample of each items must be submitted along with tenders, otherwise tender will not be accepted.
22. Bidder must include Call Deposit amounting **to Rs.36,000/-** and Performance Guarantee (10%) along with quotation.
23. The bidder will have to submit experience certificate with satisfactory certificate from previous buyer(s) and Income Tax Return of the last financial year.

TECHNICAL SPECIFICATIONS

Sr. #	Items	Description / Specifications	Qty
1.	Officer table	Size 5x3x30", whole unit made of best quality laminated board , one drawer box having 3 drawer with locks and on other side one drawer	01
2.	Office tables	Size 5'x3'x30" (3 drawers), whole unit made of best quality hard wood. All must have locks.	02
3.	Cutting / drafting table	Size H36" W60" H39", Shisham wood, 6 legs with plywood top. Best quality.04 wooden kicker legs with one drawer.	01
4.	Book racks	Size 4'x3'x2', best quality laminated board with wooden base.	03
5.	Study Chairs for Kashana	Wooden chairs with arms Seat height 18" to 20", seat width 15-1/2" in back and 18" in front, and seat depth is 16" to 18".	25
6.	Office chairs	Whole unit made of solid seasoned Shisham wood. Best quality foam on seat and back covered with approved color of leather lite.	10
7.	Steel Almirah	Standard Office Type. 20 gauge size.	02
8.	Steel Cabinets	Standard size with 4 drawers with individual locks and 20 gauge size.	01
9.	Officer chairs revolving	Best quality Foam on seat and back cushioned with approved color of leatherite. Revolving pedestal with tilting arrangement.	02
10.	Beds, mattresses, pillows and bed sheets	Standard size wooden single beds for hostel size 78"x39". Head Board, foot board and side rails made of solid seasoned Shisham wood. Foad resting frame made of hard wood. Finished with NC lecquer polish. Best quality mattresses 78"x39"x4", bed sheets and pillows polestar.	17
11.	Blankets	Single double ply, standard size with best quality wool. Size 36x75	17

BIDDER'S INFORMATION

Name:	_____
Address:	_____
Bank Account #	_____
Contact No:	_____
Email:	_____
Registration No:	_____

EVALUATION CRITERIA

Mandatory Requirements:-

1. Bank statement for last 03 years
2. NTN Certificate
3. Experience Certificate
4. Satisfactory Certificate from previous buyer(s)
5. Income Tax Returns for last 03 years
6. Registration of Firm
7. Compliance with Technical Specification
8. Minimum three years existence of quoted product in the market (copy of purchase order attached as proof)
9. Bidder should not have been blacklisted by any of the Provincial/ Federal Government or organizations of the State/ Federal Government in Pakistan
10. Bid Validity period of 90 days
11. Compliance with schedule of requirement
12. Submission of required amount of earnest money
13. Letter for nomination as sole distributor/authorized dealer
14. Manufacturer Authorization certificate (if any)
15. Leaflets, brochures & catalogues of quoted products

General Criteria

- 1. Experience**
Minimum 3-5 years
- 2. Financial Position**
 - i. Tax Return of last three years**
 - ii. Bank certificate**

BID COVER SHEET

Bid Ref. No. ----- Date-----

Name of the Supplier/Firm Contractor: -----

Address:-----

E-mail:_____ Phone:_____ Facsimile: _____

Bid Security and Performance Gurantee
attached with Financial Bid YES NO

Bid for:

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 18 of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 19 of the ITB.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of AJK.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed
Stamped

PRICE SCHEDULE

User Note: *This form is to be filled by the Bidder for each individual item and shall submit with Financial Proposal.*

Name of the Firm: _____

Bid. Ref. No: _____

Date of opening of Bid. _____

S. No.	Name of the Item	Unit Price (inclusive all applicable taxes)	No. of Units	Total Price	Discounts (if any)	Final Total Price (Inclusive of all taxes)
1	2	3	4	5	6	7
				3*4		5-6
1.	Officer table		01			
2.	Office tables		02			
3.	Cutting / drafting table		01			
4.	Book racks		03			
5.	Study Chairs for Kashana		25			
6.	Office chairs		10			
7.	Steel Almirah		02			
8.	Steel Cabinets		01			
9.	Officer chairs revolving		02			
10.	Beds, mattresses, pillows and bed sheets		17			
11.	Blankets		17			
	Total					

Note: The quoted price should include the delivery/installation and training Charges.

A) FINAL TOTAL PRICE: -----

B) DISCOUNT :- -----

C) FINAL QOUTED PRICE: -----

(C=A-B)

Signature: -----

Designation: -----

Date: - -----

Official Stamp: -----