

Department of Mineral Resources/EPD Azad Jammu & Kashmir

Tender Notice

Azad Kashmir Department of Mineral Resources/EPD intend to procure following item under development scheme namely "Provision of equipment for resource mapping and exploration map updation in A&K of which sealed Bid are invited under "single stage –one envelop procedure" from authorized suppliers/distributors duly registered with concerned Income Tax authorities and must be on active payer list.

Name of Item and Specification	Quantity
Scanner with printer A-3 Size Colour	1
HP LASERJET PRINTER - P/D/N Up to 40ppm - Duty Cycle Monthly: 100000 Pages -(Draft, A3) Or equivalent	1
HP SCANJET ENTERPRISE FLOW, Up to 600 PPI, Daily Duty Cycle: 20,000 pages, 24-bit ext.48-bits int. Or equivalent	1
Generator 7kVA, with cables and light Distribution board.	1

1) Terms & Conditions:

The following terms and conditions shall apply:

- i. Only registered firms/suppliers who are on Active Taxpayers list (ATL) of FBR/CBR Muzaffarabad Azad Kashmir are eligible to supply goods/services to Government Departments.
- ii. Each bid shall comprise a single sealed package containing technical and financial Proposal.
- iii. Proposal should contain rates of respective items including all taxes/charges applicable in AJK/Pakistan whatsoever as per following format on the firm's letter head pad along with their financial proposals Rs 51000 maximum earnest money in the shape of CDR/pay orders of any scheduled bank in favor of Director General Mineral Resources Department Muzaffarabad AJK. In case of non-acceptance of tenders, the earnest money will be refunded after finalization of the tenders.
- iv. Bid will be reach at the address on or before 12/02/2024, 11:00 A.M opened on same day at 12:00.
- v. Successful bidder shall deposit a performance guarantee of the total value of stores in the form of performance security in the name of the Director General Mineral Resources, Muzaffarabad AJK and sign the contract agreement with Mineral Resource Department within 15 days of the issuance of the acceptance letter
- vi. The items shall be delivered on FOR basis at Mineral Resources office Near Aims Hospital Ambor Muzaffarabad Azad Kashmir.
- vii. Rates quoted would be considered only if the same are in Pak Rupees and inclusive of all taxes/duties and inclusive of packing/freight charges till delivery at Mineral Resources office Near Aims Hospital Ambor Muzaffarabad. The Rates shall be valid up to 180 days from the closing date of submission of the proposal.
- viii. Conditional tender/application will not be entertained.
- ix. All taxes will be deducted as per existing AJ&K Government policy.
- x. Bid Evaluation Report (BER) and Award of Contract (AOC) will also be uploaded on AJK PPRA Website.
- xi. This advertisement and the Bidding Document is also available on official Website of AJK PPRA i.e. www.ajkppra.gov.pk

Deputy Director Exploration
Mineral Resources
Ph#05822921580

**MINERAL RESOURCES DEPARTMENT/EPD
AZAD JAMMU & KASHMIR**

Name of project

**“Provision of equipment for resource mapping and exploration map
updatation in A&K**

**BIDDING DOCOMENT
FOR PROCOURMENT OF EQUIPMENT**

1) Tender Terms And Conditions

- a) Tenders are to be submitted in view of Sub Rule “a” of “Rule 36” of Azad Jammu & Kashmir Public Procurement Rules 2017,as:
“Single Stage-one Envelope Procedure”, described as under;

Single Stage-one Envelope Procedure:-

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluate in the manner prescribed in bidding document.

2) Other Conditions:

- I. The tender must accompany RS 51000 as bid security in form of pay order/demand draft in favor of Director General Department of Mineral Resources.
- II. No conditional offer shall be accepted
- III. Equipment should be according to specification.
- IV. Delivery should be according to specification
- V. Delivery must be within 21 Days after issuance of supply order.
- VI. All taxes as per rules will be recovered from bill.
- VII. Quantity may be increased or decreased.
- VIII.** The competent authority reserve the rights to accept/reject all the bids at any time prior to acceptance of bids as per procedure in AJKPPRA Rules.

3) Instruction to Bidder:

1. Eligible Bidders:

- a) Any blacklisted suppliers/Distributer shall not be entertained to participate in bidding process.

- b) Only authorized suppliers/distributors duly register with concerned income tax authorities and must be placed on active payer list, allowed to participate in bidding process.

2. Financial Bid:

The bidder shall submit RS.51000 of total bid value as bid security in form of pay order /demand Draft in the name of Director General Department of Mineral Resources, Muzaffarabad.

3. Preparation of Bid:

The bidder shall complete the bid as per quantity, price and other condition mention in bidding documents.

4. Bid Price:

The bidder shall complete the bid as per quantity, prices and other condition mentioned in bidding document.

5. Bid Currencies:

Price shall be quoted in Pak Rupees.

6. Period of validity of bids:

Bid shall be remain valid up-to 90 days start from date of opening bid.

7. Deadline for submission of bid:

Bid must be received by the time mention in advertisement.

8. Late bids:

Any bid received by bidders after the deadline will be rejected and returned unopened to the Bidder.

9. Opening of bid by the procuring Agency:

The authorized committee will open all the bids in the presence of bidders, or their authorized representative, at the time, on the date and at the place

specified in the advertisement. The bidder representative who is present shall sign the register evidencing their attendance who chose to attend.

10.Evaluation Criteria:

- i. The technical evaluation committee shall examine the proposals to determine whether they are complete with respect to specification given in bidding document. Whether the documents have been properly signed and whether the proposal generally in order, among other indicators that may be used at this stage.
- ii. The committee shall examine the proposal to confirm that all terms and conditions have been fulfilled /accepted by the bidder without any deviation or reservation.
- iii. The technically accepted proposal with lowest financial amount is declared as successful bidder.

11.Supply order:

The supply order shall be issued to the lowest evaluated bidder, whose bid has been determined to be substantially responsive, provided further that the bidder determined to be qualified to perform the contract satisfactorily.

12.Receiver's/Purchaser/rights to Accept any Bid and to Reject any or All Bids:

- I. The committee reserve the right to accept or reject any or all bids, at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the ground for the Purchaser's action.
- II. The committee reserve the right to alter/change and/or split the contract.

13. Inspection of Equipment:

The committee shall inspect pre-delivery and post-delivery of Equipment and shall issue a certificate that the machine had been delivered as per required specification.

14. Bid Security:

Pay order/Demand Draft of the bidder shall be released after supply of machine subject to the provision of required certificate by the committee.

15. Payment Schedule:

Payment shall be made 100 % on delivery as per required specification and recommendation.

16. Performance guarantee: The successful bidder will provide the performance guarantee of 3% of quoted amount in form of bank draft in favor of Director General Mineral Resources.

Bid Data Sheet

1	Name of project	“Provision of equipment for resource mapping and exploration map updation in A&K”
<u>2</u>	Name of department	Department of Mineral Resources/EPD
<u>3</u>	Address	Head Office Near AIMS hospital Ambore Muzaffarabad
A. The Bidding document		
<u>4</u>	Language of the bid	English
B. Preparation of Bid		
<u>5</u>	The price quoted shall be in Pak Rupees i.e. inclusive of all applicable taxes and transportation charges	
<u>6</u>	The price shall be fix and must include the income & general Sales, Taxes (GST) and other taxes and duties, where applicable as per law if there is no mention of taxes, the offered/quoted price(s) will be consider as inclusive of all prevailing taxes/duties.	
7	Qualification Requirements The bidders shall fulfill the following criteria. I. Registration The bidder must submit the copies of National Tax no, registration	

	<p>II. Black Listing</p> <p>Should not have been black listed by any organization of GoAJK and GOP in last 5 years.</p> <p>(Undertaking on stamp paper to be attached as per Annexure-B)</p>
<u>8</u>	<p>Bid Security</p> <p>The Bidder Shall submit the bank Pay order/Demand Draft 51000 of the total bid value drawn on any schedule bank of Pakistan whose branch is located in Muzaffarabad, AJ&K in favor of the Director General Department of Mineral Resources</p>
<u>9</u>	<p>Form of bid Security</p> <p>I. The tender found deficient of the amount as bid security will not be consider.</p> <p>II. No personal cheques will be acceptable at any cost.</p> <p>III. The previous bid security will not be consider carried forward.</p> <p>IV. The bid security will not be entertained/calculated on itemized based.</p>
<u>10</u>	Bid Validity Period Bid should remain valid for 90 days
C. Opening of Bid	
<u>11</u>	<p>Date 12/02/2024</p> <p>Time 12:00</p> <p>Place for Bid Opening Directorate General of Mineral Resources Ambor Muzaffarabad</p>
D. Evaluation Criteria	
<u>12</u>	As per serial #3(10)
E. Supply Order	
	The supply order shall issued to the successful bidder as per serial #3 (11)
<u>13</u>	<p>Supply of Equipment</p> <p>The supply will be made according to given specification within ten (30) days on FOR basis from the date of issuance of supply order.</p>

Specification Of Equipment

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Undertaking Regarding Blacklisting

To
Project Manager
“Provision of equipment for resource mapping and exploration
map updation in A&K
Department Of Mineral Resources Near AIMS hospital
Ambore\Muzaffarabad

I/We/M/S hereby confirm and declare that I/We/M/S-----
----- are neither blacklisted nor in conflict with
government any-where in territory of the state of AJK, federal administrated
Areas or Islamic Republic of Pakistan for which we have
Executed/undertaken the works/services during last five years.

For
Authorized Signature

Date

Bidder Data Form

1. **Suppliers/Distributer's Name :** _____

2. **Address :** _____

3. **Telephone No. :** _____ **Fax No.:** _____
Mobile No. : _____ **E-mail Address:** _____
4. **Address of authorized representative in Pakistan & phone, Fax Email No. :** _____

5. **Income Tax Registration No. :** _____
Sales Tax Registration No : _____
6. **Other registration # (if any) :** _____
7. **Person to be contracted with contact No. :** _____
8. **Call Deposit No.& Date :** _____

Signature of Owner/Representative

Department of Mineral Resources/EPD Azad Jammu & Kashmir

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