



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

TENDER NOTICE

(HIRING OF CONSULTANCY SERVICES)

Department of Elementary & Secondary Education (E&SE), Government of Azad Jammu & Kashmir (GoAJ&K) intends to hire the services of Consultancy firm for **Data Collection of Education Census and Building Details with Education Institution of AJ&K.**

Sealed bids/tenders are invited from well reputed companies registered with GST and Income Tax Department GoP/ GoAJ&K. Complete bid document can be obtained by submitting a written application on original company letter head and payment of a non-refundable fee PKR 5000/- (five thousand only) up to **February 7, 2019** from the office of the Senior Chief Planning Cell, Elementary & Secondary Education Department, 1st Floor Block-L DHQ Complex Muzaffarabad during office hours. Detailed terms & conditions and scope are provided in the bid document. Bids/tenders complete in all respect should reach on or before **February 8, 2019** till 1200 hrs in the Office Chamber of the Secretary Elementary & Secondary Education, Block # 10, New Civil Secretariat, Chatter Domail Muzaffarabad which shall be opened on the same day at 1230 hrs by the Departmental Purchase Committee (DPC), in the presence of the bidders or their authorized representatives.

General Terms & Conditions:-

- i) Consultant firm should have at least 5 years of relevant experience at State/Provincial, National or International level.
- ii) Consultant firm should have the specific experience of collecting data for education sector and preferably working with Public and private sector.
- iii) Consultant firm should have the capability and capacity to fill the School Census and HR forms.
- iv) Firms registered with GST and Income Tax Department GoP/GoAJ&K only shall be eligible.
- v) The interested firm quotes their rates on Delivered Duty Paid (DDP) basis at all, Districts of AJ&K. i.e inclusive of all applicable taxes, transportation and all other charges.
- vi) The bidding procedure will be "**Single stage; Two envelope**" the bids shall be submitted by the interested firms in two separate envelopes marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in legible and bold letter. The Technical proposals shall be opened on the day of bids opening and financial proposals shall be kept sealed in custody till final evaluation of the technical proposals. The financial proposals of only those firms, whom declared as technically qualified/responsive, shall be opened by the DPC on the notified date and time, in the presence of the representatives of the qualified/responsive firms.
- vii) Each financial bid must be accompanied by the acceptable CDR/ bank draft not less than 2% of the total bid/value drawn on any schedule bank whose branch is located at Muzaffarabad, AJ&K in favor of the Senior Chief (Development), Planning Cell Elementary & Secondary Education. The Bids with CDR/ bank draft less than 2% shall be rejected. On the acceptance of bids, the successful bidder shall submit performance security equal to 10% of the total contract price in shape of Bank Draft/CDR within 10 days of issuance of Letter of Acceptance (LoA).
- viii) The bids validity period shall be 120 days, from the date of opening of bids. .
- ix) Incomplete and conditional offers shall not be entertained.
- x) The procuring agency reserves right to increase or decrease the quantities as per variation in current year requirements up to 15% and may reject all bids or proposals at any time prior to acceptance of a bid or proposal.
- xi) All terms and conditions mentioned in AJ&K PPRA Rules, 2017 shall be applicable on this procurement.
- xii) For further information please contact; 05822-960007/ 960006

Note: This Tender Notice is also available on AJ&K PPRA website (www.ppra.ajk.gov.pk)

Senior Chief (Development)
Planning Cell, Elementary & Secondary Education
Ph# 05822-960007