



OFFICE OF THE ACCOUNTANT GENERAL  
AZAD JAMMU AND KASHMIR  
MUZAFFARABAD




**TENDER NOTICE NO. 2 (2019-20)**

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:

<b>Name of Procuring Agency</b>	Office of The Accountant General, AJ&K, Muzaffarabad		
<b>No. of Tender</b>	Tender No. 2		
<b>Tender Name and No.</b>	<b>Tender No. 2 (IT Equipments)</b>		
Procurement / Installing of Computer Hardware	<b>Item No.</b>	<b>Items</b>	<b>Qty. (In No.s)</b>
	1	Desktop Computer	50
	2	Printer	20
	3	Laptop	2
	4	Air Conditioner Dc-inverter 2.0 Ton	1
	5	Air Conditioner Dc-inverter 1.5 Ton	1
	6	UPS with Battries	2
	<b>Brand New</b>	<b>Branded</b>	
<b>Method of Procurement</b>	<b>Single Stage-Two Envelop Procedure</b>		
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.		
<b>Closing Date &amp; Time for Receipt of Bid(s)</b>	Computer Hardware	<b>January 21, 2020 at 10:30am</b>	
<b>Opening Date &amp; Time of Bid(s)</b>	Computer Hardware	<b>January 21, 2020 at 11:00am</b>	
Earnest Money	Equals to 3% of the Total bids of Tender In Favour of AO (Admin-II) DDO AG-office Muzaffarabad AJK		

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)  
ACCOUNTS OFFICER  
Ph. # 05822-920901  
DRAWING & DISBURSING OFFICER  
ACCOUNTANT GENERAL OFFICE  
MUZAFFARABAD (A.K)  
*Kayam*  
*Jan 21, 2020*



OFFICE OF THE ACCOUNTANT GENERAL  
AZAD JAMMU AND KASHMIR  
MUZAFFARABAD



**TENDER NOTICE NO. 2**

**Single Stage - Two Envelope Bidding Procedure**

**Bidding Document for IT Equipment**

  
**(MIR MUHAMMAD ASGHAR)**

**Accounts Officer (Admin-II)**

**DRAWING & DISPENSING OFFICE**

**ACCOUNTANT GENERAL OFFICE**

**MUZAFFARABAD**

Ph: 055822-520901

Fax: 055822-920635

*Kyym  
Jan 2, 2020.*

## **Bidding Document (For IT Equipment)**

**Tender No. 02 F.Y (2019-20)**

**Tender No. 02 For F.Y (2019-20)**

### **PROCUREMENT OF IT EQUIPMENT**



#### **OFFICE OF THE ACCOUNTANT GENERAL**

**Azad Jammu and Kashmir**

Sathra Hills, Muzaffarabad

Phone: (+ 92) (5822) (920901), Fax: (+92) (5822) (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 Bidders based in Pakistan engaged in supply of Goods in AJK is not legally entitled to claim any Tax relief or Tax exemption on the bases of any Tax Exemption Certificate issued by the FBR Pakistan until or unless issuance of a specific Tax exemption Certificate by the Commissioner Inland Revenue AJK Zone.
- vii) The rates must be valid up to June 30th, 2020.
- viii) 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.
- ix) 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 Bidders. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- x) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- xi) 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.
- xii) 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.
- xiii) The interested manufacturer/authorized dealers/Bidders must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xiv) 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.

- xv) The Successful bidders shall have to complete the supply within 02 weeks from the date of issue of the Supply / work Order.
- xvi) Non compliance with the supply order liable to be cancelled and the supply order will be awarded the next lower (2nd) evaluated bidder and procedure of blacklisting under Rule 19 of AJK PPRA will be invoked.
- xvii) Performance guarantee equal to 08% of the supply / work order shall require by the successful bidder to furnish as per Rule 39.
- xviii) Transportation charges will be borne by the Supplier.
- xix) The items will be supplied according to the samples / specifications approved by the purchase committee.

  
**(Mir Muhammad Asghar)**  
**Accounts Officer (Admin-II)**  
**PH. # 05822-920901**  
**DRAWING & DISBURSING OFFICER**  
**ACCOUNTANT GENERAL OFFICE**  
**MUZAFFARABAD (A.K)**  
*Asghar*  
*Jan 2, 2020.*

**Bidders Signature with  
Stamp**

**EVALUATION CRITERIA**

Sealed bids should reach the Accounts Officer (Admin-II), Main AG Office 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, Two 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 equal and above to required specifications will be preferred.
- iv) Authorized dealership/certificate (readable) and brochure 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) Lowest rates quoted by the firm (item wise).
- ix) Warranty Period clearly mentioned.
- x) Provision of after sale service is required to be mentioned clearly.

DESCRIPTION		POINTS	
LEGAL (MANDATORY)	Certificate of Registration	Required	
	Valid Income Tax Registration Required (Status = Active)	Required	
	Valid General Sales Tax Registration (Status = Active)	Required	
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial, Federal and AJK Government Department, Agency, Organization or autonomous body or private Sector Organization.	Required	
	Compliance to the technical specifications of hardware / IT equipment.	Required	
	compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	Required	
	Authorization Certificate / document from the principal / manufacturer.	Required	
FINANCIAL STRENGTH / EXPERIENCE	Worth of projects of similar nature in last two years (Max Points 100)	1.0-2.0 Million	15 Points
		2.1-3.0 Million	25 Points
		3.1-5.0 Million	50 Points
		5.1-7.0 Million	75 Points
		7.1 Million or above	100 Points

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

2. I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

## ANNEXURE-A

**Checklist**

Check the relevant option whether the document is attached and click the option Yes or No.

<input type="radio"/> Single Stage, Two Envelope bidding procedure shall be adopted for the selection of supplier.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Technical Proposal and Financial Proposal attached separately with bidding documents in single envelope.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Each Page of the bid is signed and stamped.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Certificate of Registration.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Valid Income Tax Registration.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Valid General Sales Tax Registration.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Affidavit on the Stamp Paper is attached.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Compliance to the technical specifications of hardware / IT equipment.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	<b>Yes</b>	<b>No</b>
<input type="radio"/> Each Page of the bid is signed and stamped	<b>Yes</b>	<b>No</b>
<input type="radio"/> Technical Bid Attached.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Technical Proposals equal and above to the required specifications.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Authorized dealership/certificate (readable) and brochuer of quoted brand of each item be attached.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Make and model of each item mentioned.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Dealership certificate for supply of IT Equipment Items (Hardware and Machinery & Equipment items).	<b>Yes</b>	<b>No</b>
<input type="radio"/> Average capacity / No. of copies to be printed by each Toner and price of Toner mentioned.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Warranty Period clearly mentioned.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Provision of after sale service is mentioned clearly.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Financial Bid Attached.	<b>Yes</b>	<b>No</b>
<input type="radio"/> Financial Bid on the formate in (ANNEXURE-D).	<b>Yes</b>	<b>No</b>
<input type="radio"/> Earnest Money (3% of total quoted price)	<b>Yes</b>	<b>No</b>

**ANNEXURE-B**

**Sub: Tender No. 02 For F.Y (2019-20) PROCUREMENT OF IT EQUIPMENT**

1	Name of Firm	:	_____
2	Name of Owner	:	_____
3	Official Address	:	_____
4	Land Line #	:	_____
5	Mobile #	:	_____
6	Fax #	:	_____
7	Postal / Office Address	:	_____
8	Main Office Address	:	_____
9	Land Line #	:	_____
10	Mobile #	:	_____
11	Fax #	:	_____
12	Email Address	:	_____
13	Firm Registration #	:	_____
14	NTN #	:	_____
15	GST #	:	_____
16	Vendor #	:	_____
17	Bank Account #	:	_____

Date \_\_\_\_\_

**Signature of authorized person**

**Name:**

**Seal of Firm**

\_\_\_\_\_  
In the capacity of  
Dully authority by



## TECHNICAL SPECIFICATION OF IT EQUIPMENT / MACHINERY ITEMS

IT EQUIPMENTS / MACHINERY ITEMS				
S.#	Item Name	No of Units / Qty.	Item Description / Specification	
1	Desktop Computer	50 No's	Brand	HP / Dell / Lenovo or Equivalent
			Processor Type	Intel Core i3 6th Generation or Above
			RAM	4GB
			Hard Driver	500GB
			Keyboard	USB Wired Keyboard
			Mouse	Optical USB Wired Mouse
			Display	19" LED
			Others	Power Cables, UPS Power Cables With Complete Accessories
			Operating System	Windows 10 Professional
2	Printer	20 No's	Brand	HP or Equivalent
			Speed	33-38 Pages / min
			Resolution	1200 x 1200 dpi
			Memory	128MB or Above
			Processor Speed	600Mhz or Above
			Others	With Complete Accessories
			Interfaces	Network, USB
3	Laptop	2 No's	Brand	Lenovo / Acer / HP / Dell or Equivalent
			Processor Type and Detail	Intel Core i7 8th Generation or Above Processor 2.2GHz Turbo Boost 4.40Ghz or Above (8MB Cache) or Above
			RAM	8GB or Above
			Hard Driver	1TB or Above
			Ports	HDMI, USB3.0, USB Type-C (Optional)
			Battery Rundown	Up to 12 hours, Minimum 8 hours
			Other Functions	Camera, Bluetooth, Wifi, Backlit Keyboard
			Operating System	Genuine Windows 10 Professional
			Casing / Body	Aluminum Alloy / Carbon Fiber
			Others	With Complete Accessories
			Carrying Bag	Carrying Case / Back Pack
4	Air Conditioner Dc-Inverter	1 No's	Brand	Gree or Equivalent
			Cooling Power	2.0 Ton
			Fixed or Inverter	DC Inverter
			Airflow	4-Way Air
			Cooling effect	Both Heat and Cool Function
			Heating / Cooling Capacity (BTU)	24,000 or Above
			Display	LED Display
			Remote Control	Yes
			Startup	Low Voltage Startup
5	Air Conditioner Dc-Inverter	1 No's	Brand	Gree or Equivalent
			Cooling Power	1.5 Ton
			Fixed or Inverter	DC Inverter
			Airflow	4-Way Air
			Cooling effect	Both Heat and Cool Function
			Heating / Cooling Capacity (BTU)	24,000 or Above
			Display	LED Display
			Remote Control	Yes
			Startup	Low Voltage Startup

S.#	Item Name	No of Units / Qty.	Item Description / Specification	
6	UPS with Batteries	2 No's	Brand	Delux Solar Inverter 3KVA or Equivalent
				Pure Sine Wave
			Capacity	20AMP Charging Capacity
			Input	24V DC, 230V AC
			Output	Voltage 3000VA, 2400Watt
			Control Panel	Multi function LCD and LED Indication
				Critical overload / overcharging protection
				Fully Automatic restart operation
			Battery	230AMP AGS Equivalent (QTY: 02 No. with each UPS)
			Battery Type	Liquid Acid Batteries with terminals & connecting wires

## Price Schedule / Financial Cost Sheet

## Formate for Price Schedule / Financial Cost Sheet

S.#	Item Name/Item Description / Specification	No of Units / Qty	Unit Rate (Excl. Taxes) Rupees	Total Taxes Rupees	Unit Rate (Incl. all Taxes) Rupees	Total Cost (Incl. all Taxes) Rupees
		1	2	3	(4=2+3)	(5=1x4)
1						
2						
3						
<b>Total</b>						

Amounts in Word \_\_\_\_\_

Date \_\_\_\_\_

Signature of authorized person

Name:

Seal of Firm

\_\_\_\_\_

In the capacity of

Dully authority by

**Note:** No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

**ANNEXURE-E**

**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 Proposal/Tender Document No.\_\_\_\_\_ dated \_\_\_\_\_) \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes single envelope.

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 that 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

**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 documents and Appendces 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) b) We undertake, if our proposal is accepted, to provide the items/services comprises 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 \_\_\_\_\_, 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

**ANNEXURE-G**

**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:

**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 presents, we M/S \_\_\_\_\_ do hereby appoint and authorize Mr. \_\_\_\_\_ R/O \_\_\_\_\_ who is presently employed with us and holding the position of Designation \_\_\_\_\_ 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 Tender \_\_\_\_\_ 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 (\_\_\_\_\_) 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:

**Performance Security Form**

**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 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 twenty **(20) days** of the receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of **a Bank Guarantee or Banker Cheque** issued by a scheduled Bank operating in Pakistan, as per this format, for a sum equivalent to Rs. \_\_\_\_\_ (08% 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 and his successors 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 2019.

**GUARANTOR**

Signature \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_