

## INVITATION FOR BIDS

### (Under Single Stage One Envelope Procedure)

AJK Forests Department intends to prepare a **Documentary** to cover the activities carried out under the project **“Ten Billion Tree Tsunami Project (TBTTP-AJK Component)** in Reforestation Division Neelum Valley. Sealed Bids **(Under Single Stage One Envelope Procedure)** are invited from the interested bidders for Preparation of the Documentary.

### TERMS AND CONDITIONS

- (i) Bidding is open to all the eligible **Media Production Houses** registered with the **Registrar of Joint Stock Companies & Affairs of AJK**.
- (ii) The interested **Media Production Houses** may obtain further information, inspect and acquire Tender Document from the office of the **Divisional Forest Officer Reforestation Division Neelum Valley, near District Complex Athmuqam, Ph. 05821-920010 during the office hours**.
- (iii) A complete set of Tender Document may be purchased till **June 10, 2021 @ 3.00 PM** by an interested **Media Production Houses** on submission of a written application and upon payment of a non-refundable fee of Rs.500/- from the office of the **Divisional Forest Officer Reforestation Division Neelum Valley Ph. 05821-920010**.
- (iv) Tender Form will be issued only to eligible **Media Production Houses** representative upon furnishing of application along with power of attorney/ authority letter from the **Media Production Houses**.
- (v) Tender documents will be issued only to **Media Production Houses** having licensed from the **Registrar of Joint Stock Companies & Affairs of AJK**.
- (vi) The interested **Media Production Houses** shall submit 2% of bid price in shape of CDR as bid security.
- (vii) All bids must be delivered to the office of the **Divisional Forest Officer Reforestation Division Neelum Valley Ph. 05821-920010** at or before 2:30 PM on **June 11, 2021**. The bids will be opened at 3:00 PM on **June 11, 2021** in the presence of bidders or their representative(s) who choose to attend at the same address. Only the responsive bids will be considered.
- (viii) All interested bidders must bring their original **Registrar of Joint Stock Companies & Affairs of AJK registration** at the time of bid opening. Failure to do so will result in non-responsiveness.
- (ix) Each bidder shall sign each page of Tender document especially Form of Bid, failure to do so shall result in non-responsiveness. Beside each bidder will have to submit two (02) copies of his bid in addition to original bid.
- (x) The relevant **technical experience, documentary shooting equipment's, Registrar of Joint Stock Companies & Affairs of AJK license, financial capability, past**

**successful performance** on the part of bidder, shall be the eligibility criteria for technical evaluation.

- (xi) The bidder must ensure that they submit all the required documents indicated in the Tender Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Tender Documents are liable to be rejected at the initial stage itself.
- (xii) Black listed **Media Production Houses** are prohibited for participation and all bidders shall furnish an affidavit/ certificate that they are neither black listed nor in conflict with Government anywhere in territory of the state of the AJK, Federally administered areas or Islamic republic of Pakistan.
- (xiii) All the submitted bids will be scrutinized in accordance with AJK PPRA Rules 2017.
- (xiv) This advertisement is available on AJK PPRA website [www.ajkppra.gov.pk](http://www.ajkppra.gov.pk).
- (xv) Evaluation report / award of contract shall also be displayed at AJK PPRA website.
- (xvi) All Government taxes shall be applicable.

 24/12/2021

**Divisional Forest Officer**  
**Reforestation Division Neelum Valley**  
**Ph. 05821-920010**