



SUPREME COURT OF AZAD JAMMU & KASHMIR

Tender Notice

Supreme Court of Azad Jammu & Kashmir intends to invite sealed tenders for procurement of Stationary Items and I.T Equipment's from the original manufacturers / authorized distributors /Resellers registered with Income Tax and Sales Tax Departments in AJ&K and who are on Active Taxpayers list of the Federal Board of Revenue.

- Bidding Document/ BOQ for aforementioned task can be obtained from Supreme Court of AJ&K and AJK PPRA Website.
- AJ&K Public Procurement Rules, 2017 will be strictly followed, As per Rule 36(b), Single Stage - Two Envelope Bidding Procedure shall be followed.
- The bid Security, 3% of the bid price must be submitted with bid in the form of CDR in the name of D.D.O Supreme Court.
- Incomplete/ conditional bid and bid bearing cutting/ over writing without authentication shall not be considered.
- Bids must be delivered to the address below on or before 16-08-2021 at 11 :30 AM.
- Bid-opening will be held on 16-08-2021 at 12:00 PM
- Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
- Valid NTN/STRN Registration Certificates required with the technical proposal.
- The Committee reserves rights to accept or reject any or all the bids as per AJK PPRA Rules.
- The advertisement is uploaded on both websites of AJK PPRA (www.ajkppra.gov.pk) and the Supreme Court website (www.ajksupremecourt.gok.pk)
- Address for submission/venue of opening of Tender documents are as under.

Chairman Purchase Committee
Supreme Court of Azad Jammu & Kashmir
Phone 05822-921073, Fax 05822-929713
Principal Seat Muzaffarabad.

Tender Document

PROCUREMENT OF STATIONARY ITEMS AND I.T EQUIPMENT



SUPREME COURT OF AZAD JAMMU & KASHMIR

Last date (deadline) for Bid Submission: 16-08-2021(11:30 AM)

Bid Opening: 16-08-2021 (12:00 AM)

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1. Invitation to Bid.

1.1 A&K PPRA Rules to be followed.

AJ&K Public Procurement Rules, 2017 will be strictly followed. These may be obtained from PPRA's website: <https://ajkppra.gov.pk/rules.php>

1.2 Mode of Advertisement(s)

As per Rule 12(1), this Tender is being placed online at PPRA's website.

As per Rule 12(3), this Tender is also placed online at the website of Supreme Court of AJ&K i.e., <http://ajksupremecourt.gok.pk/>. The bidding document carrying all details can be downloaded from the said websites.

1.3 Type of Open Competitive Bidding

As per Rule 36(b), Single Stage - Two Envelope Bidding Procedure shall be followed.

2. Bidding Details (Instructions to Bidders)

All Financial bids must be accompanied by Earnest Money equivalent to 3% of the total bid price in shape of pay order /bank draft, as part of financial bid in favor of "Deputy Registrar/D.D. O Supreme Court of Azad Jammu & Kashmir". The complete bids as per required under this tender document, must be dropped in the office of Chairman Purchase Committee Supreme Court of AJ&K, Muzaffarabad not later than 11:30 a.m. on last date of submission of bids i.e., 16.08.2021 (Monday), late bids shall not be considered. In case of announcement of public holiday on the submission & opening date of tender, then the tender will be submitted and opened on the next working day.

3. Tender Scope

Supreme Court of AJ&K intends to purchase stationery Items, Toners and Paper (Computer and Photostat machine) for Supreme Court office Muzaffarabad.

The detail specifications are annexed at **Annexure-B**.

1.1. The selected bidders shall be responsible for Supply, stationery Items, Toners, and support for a period of 1 year.

4. Bid Document Description

4.1 Introduction

This section defines format of the proposal to be developed and submitted to Supreme Court AJ&K. The proposals should set out alternative means by which several technical, performance based, time based and

miscellaneous goals and objectives may be achieved, in accordance with mandatory requirements. The clients would then consider entering into contract for implementation of the most acceptable proposals, which should be determined on the basis of evaluation factors set out in this document. In addition, acceptability of the contract terms and conditions, upon which implementation of the proposals would be undertaken, must be appraised against the contract terms and conditions prescribes herein.

4.2 Presentation of Proposals

The Proposals should comprise the following two parts:

PART 1 – Technical Proposals

PART 2 – Financial Proposals

4.3 Format for Technical Proposals

The responding organizations (RO) should submit their proposals strictly on the lines mentioned below. Support material should not be part of the main proposal but should be placed in **annexure A**.

(i) General

The responding organization should provide the following.

- Introduction to the company's goals, areas of interest and fields of specialization including a description of the company's size and personnel categories.
- Authorization Certificate
- Attach a single-page organization chart.

(ii) Financial Capabilities

The responding organization shall describe the financial position of its organization. If the organization has traded over the past three (03) years, then the Income Statement or Annual Report shall be included.

4.4 Financial Bid

The financial bid shall contain the complete cost sheet as per prescribed format at **Annexure-C**

5. General Terms & Conditions

5.1 Procedure for opening of Bids.

Single stage – two envelope, procedure would be adopted for opening of bids. The terms and conditions would be as per following detail-

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- b) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- d) The envelope marked as “FINANCIAL PROPOSAL” shall be opened in front of purchase committee members and the representatives of qualified bidders after the technical evaluation.

5.2 Technical evaluation

There would be a two-stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated below. Only those companies will qualify in the preliminary evaluation that would fulfill the following mandatory criteria:

Sr.#	Description	Status	Required Documents
1	Certificate of Company/Firm Registration/Incorporation under the laws of State of Azad Jammu & Kashmir	Mandatory	Registration certificates legal presence in AJ&K, Experience Certificates, Completion Certificates, etc.
2	Valid Income Tax Registration (NTN)	Mandatory	Certificate or Document
3	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory	Certificate or Document
4	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization, anywhere in Pakistan	Mandatory	Affidavit on Stamp Paper
5	Compliance to the technical specifications of Services to be procured Mentioned vide Annex-B of this document	Mandatory	Compliance Sheet

PASS MARKS: A technically eligible bidder, based on conditions listed above, not meeting the 60% pass marks aggregative in experience & technical staff will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 60% of the marks will be accepted in technical proposal, and their financial bids will be opened. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation. The Technical proposals shall be evaluated in the light of following evaluation criteria:

Sr.#	Criteria	Points	
1	Relevant Experience		
	Supply, Installation and After Sale Service of similar equipment mention in Annex B.	1-3	40 Points
		4-6	60 Points
		7-10	75 Points
		11 or Above	100 Points
2	Technical Staff		
	Number of Technical employees	1-2	50 Points
		3-5	70 Points
		6 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.

5.3 Financial Evaluation

- 5.4.1 Financial bids of only those bidders scoring greater than or equal to 60% of the marks aggregative will be accepted in technical proposal, and their financial bids will be opened before the representatives who wish to attend the tender opening.
- 5.4.2 Financial Proposal evaluation will be conducted under the AJ&K Public Procurement Rules, 2017. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 5.4.3 In evaluation of the price of goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 5.4.4 The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

6. Rejection / Acceptance of the Bid

- 6.1 Bidder must apply for each Lot Separately.
- 6.2 Bidder must bid for all the items in the lot.

6.3 The Tender shall be rejected if:

- 6.2.1 Prices of all items mentioned in **Annex-C** are not quoted.
- 6.2.2 Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents by other than specified mode; or
- 6.2.3 incomplete, partial, conditional, alternative, late; or
- 6.2.4 Earnest money is not submitted; or
- 6.2.5 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 6.2.6 the Tenderer refuses to accept the corrected Total Tender Price; or
- 6.2.7 Tenderer has conflict of interest with the Purchaser; or
- 6.2.8 the Tenderer tries to influence the Tender evaluation / Contract award; or
- 6.2.9 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- 6.2.10 Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria
- 6.2.11 the Tenderer fails to meet the evaluation criteria requirements.
- 6.2.12 the Tenderer has been blacklisted by any public or private sector organization;

6.2.13 the Tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;

6.2.14 the Tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

6.2.15 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

6.2.16 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

7. Award Criteria

7.1 At first step, eligible bidder(s)/tenderer(s) as per sub clause-5.3, of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.

7.2 At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

8. Bid Evaluation Report

8.1 An Evaluation Report will be published as per AJK PPRA Rules 2017.

9. Purchase Order

Purchase Order to the successful Tenderer will be issued after approval of the Competent Authority.

10. Execution Schedule / Delivery

The items should be dispatched / delivered to Supreme Court Office as per Supply Order. A confirmatory letter showing receipt No. and date, Supply Order No. and date and quantity of goods dispatched should also be sent to consignee (s). Supplier/Contractor will be responsible for any loss, theft, damage until delivery is received by Supreme Court of AJ&K.

11. Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

12. Taxes

The responding organization is hereby informed that Supreme Court AJK shall deduct taxes at the rate prescribed under the tax laws of AJK and Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government.

13. Warranties

Warrantee of the all parts of the systems and ensure the proper functionality of the established centers will be maintained by the firm for one years.

14. Misleading Information

Supreme Court of AJ&K reserves the rights to counter check any information given by Responding Organization and can cancel the tender, if any information given by the selected vendor found incorrect/ misleading at any stage of project execution. The responding organization may be blacklisted as per PPRA rules 2017.

15. Governing Law

This RFP and any contract executed pursuant to this RFP shall be governed by and construed in accordance with the laws of AJK. The Government of AJK and all responding organizations responding to this RFP and parties to any contract executed pursuant to this RFP shall be subject to the exclusive jurisdiction of the AJK Courts.

Note: (Any sort of assertion by or in favor of any bidder to influence the evaluation committee or otherwise interfere in the bid evaluation process would result in rejection/disqualification of the bidder).

16. Instructions to Responding Organizations

(i) Communication

Enquiries regarding this RFP shall be submitted in writing to

System Engineer/ Incharge I.T

Supreme Court of Azad Jammu & Kashmir

Principal Seat, Muzaffarabad,

Ph# 05822-921073, 05822-921092 Fax# 05822-929713

Web: <http://ajksupremecourt.gok.pk/>, Email: info@ajksupremecourt.gok.pk

(ii) Submission of Proposal

The complete proposals, technical and financial should be submitted before the end date of advertisement (before the time mentioned at the 1st page of this document). No proposal shall be entertained if the technical and financial proposals are not separately sealed and bind. Technical proposal should be strictly in accordance with the format given, otherwise it will be rejected. It must include the summary (format is given at **Annexure-A**).

(iii) Bid Bond

The 3% of total financial proposal bid bond, in the shape of a Bank Draft, to be attached with the financial proposal and a certificate to the effect that appropriate value bid bond has been provided to be attached to the technical proposal. Value of Bid bond should not be indicated in the technical proposal.

(iv) Mode of Delivery and Address

Proposals shall be delivered by hand or courier so as to reach at the address indicated below within the closing time as mentioned at the 1st page of this document.

System Engineer/ Incharge I.T

Supreme Court of Azad Jammu & Kashmir

Principal Seat, Muzaffarabad,

Ph# 05822-921073, 05822-921092 Fax# 05822-929713

Note: Proposals received by fax or email will not be accepted.

Summary for Technical Proposal

Cat	S.NO	Information Required	
A		General	
	1	Years in business in Pakistan and AJK	
	2	Offices (locations in Pakistan and abroad)	
	3	Authorization Certificate	
	4		
B		Financial Capabilities	
	1	Cumulative Experience (in years)	
	3	NTN/STRN	

Technical Specifications of the IT/Non IT Equipment**Lot-1 Stationery Items**

Sr. No.	Items	Specification
1.	Uni-ball Pencil Deluxe.	<ul style="list-style-type: none"> ➤ Stick roller ball waterproof/pigmented ink pen with pocket clip features a conical tip plus a smooth grip. ➤ Writes as smooth as a fountain pen, without the mess. ➤ Features Uni-Super Ink., specially-formulated to become trapped in paper, helping prevent criminal check washing and other document alteration.
2.	Ball Pencil Point 8	Good Quality
3.	Lead Pencil Trica	Trica or Higher Quality
4.	Pointer Piano	Piano or higher Quality
5.	Stapler Machine Foji/Opel	Foji/Opel or Higher Quality
6.	Full Size Envelope Inner Net	Full Size Envelope
7.	File Size Envelope	Good Quality
8.	Postal Envelops (11x8)	Postal Envelops (8*11)
9.	Table Set (Plastic)	Plastic Latest Design
10.	Tag small	Good Quality
11.	Tag Big	Good Quality
12.	Fluid	Good Quality
13.	Highlighter	Good Quality
14.	File Cover Azad Government	File Cover Azad Government
15.	Carbon Paper	Good Quality
16.	Color Flag	Color Flag
17.	Ink	Dollar or Higher Quality

18.	Ink Stamp pad	Good Quality, Standard Size
19.	Stapler Pins	Good Quality
20.	Paper Pin	Good Quality
21.	Paper Clip	Good Quality
22.	Marker small/Big	Good Quality
23.	Pencil	Doller (Gel-I) or Higher Quality
24.	Table Diary	Good Quality
25.	Cotton Tape	Good Quality
26.	Sutar/Dori/Strand	Good Quality
27.	Register Simple Medium size	Good Quality
28.	Scissor	Good Quality
29.	Steel Foot	Good Quality
30.	Sooye	Good Quality
31.	Damper	Good Quality
32.	Binding tape	Good Quality
33.	Pin Caution	Good Quality
34.	Lakh	Good Quality
35.	Stamp Pad	Good Quality
36.	Gum Bottle Medium size	Good Quality
37.	Gum Stick small	Good Quality
38.	Note Chit 3x3	Good Quality
39.	Box File small	Good Quality
40.	Box File Big	Good Quality
41.	Eraser	Good Quality
42.	Sharpener	Dux or Good Quality
43.	Stapler Pin Remover	Good Quality

44.	Stapler Pin Big	Good Quality
45.	Masking Tape 1”- 2”	Good Quality
46.	Punch	Good Quality
47.	Shorthand Notebook	Good Quality
48.	Paper Cutter	Good Quality
49.	Uni-ball Pencil Green	Good Quality

Lot-2 Papers

Sr. No.	Items	Specifications
1.	Paper Photostat HP Legal	70gms HP Or Higher Qulaity
2.	Paper Computer Legal	80gms HP Or Higher Qulaity
3.	Paper A4	80gm HP Or Higher Qulaity

Lot-3 Toners

S#	Item Name	Specifications
1.	HP LaserJet Toner M404 DW	Toners of HP
2.	HP LaserJet Toner P 2015	
3.	HP LaserJet Toner M400-404	
4.	HP LaserJet Toner M 102-A	
5.	HP LaserJet Toner 1320	
6.	Color LaserJet Enterprise M553	
7.	HP LaserJet Toner P1102	
8.	HP Printer Toner 2035/2055	
9.	HP Printer Toner Pro M12a	
10.	HP LaserJet Pro MFPM 127fn	

11.	HP LaserJet Pro MFPM 137fn	
12.	Photostat Toner Ricoh MP2000	Toners for the Photo state Machine according to respective brands
13.	Photostat Toner Ricoh MP4054	
14.	Fax Toner Panasonic KX-FL422	
15.	Ricoh Fax Machine toner/ Model SP 210 SF	
16.	Photocopy machine Xerox WorkCentre 5865	
17.	Photocopy Machine Toshiba e-Studio 6518- A	
18.	Photocopy Machine Toshiba e-Studio 7518- A	

FORMAT FOR FINANCIAL PROPOSAL**LOT:1**

Sr. No.	Items	Quantity	Unit Cost (Included Tax)	Total Cost (Included Tax)
1.	Uniball Pencil Delux.	10 Box		
2.	Ball Pencil Point 8	30 Box		
3.	Lead Pencil Trica	30 Box		
4.	Pointer Piano	30 Box		
5.	Stapler Machine Foji/Opel	20		
6.	Full Size Envelope Inner Net	600		
7.	File Size Envelope	800		
8.	Postal Envelops (11x8)	40 Bundles		
9.	Table set (plastic)	06		
10.	Tag small	250		
11.	Tag Big	70		
12.	Fluid	10 dozen		
13.	Highlighter	10 Box Different Color		
14.	File Cover Azad Government	300		
15.	Carbon Paper	04 Box		
16.	Color Flag	40 Box		
17.	Ink	10 Bottles		
18.	Ink Stamp pad	10		
19.	Stapler Pins	80 Box		
20.	Paper Pin	25 Box		
21.	Paper Clip	25 Box		
22.	Marker small/Big	3 Dozen		

23.	Pencil Doller (Gel-I)	30 Box		
24.	Table Diary	50		
25.	Cotton Tape	70		
26.	Sutar/Dori/Strand	50		
27.	Register Simple Medium size	30		
28.	Scissor	04		
29.	Steel Foot	05		
30.	Sooye (Good Condition)	10		
31.	Damper	10		
32.	Binding tape	30		
33.	Pin Coution	12		
34.	Lakh	10 Box		
35.	Stamp Pad	12		
36.	Gum Bottle Medium size	30		
37.	Gum Stick small	30		
38.	Note Chit 3x3	75		
39.	Box File small	12		
40.	Box File Big	12		
41.	Eraser	06 Dozen		
42.	Sharpener Dux	06 Dozen		
43.	Stapler Pin Remover	15		
44.	Stapler Pin Big	04 Box		

LOT:2

Sr. No.	Items	Quantity	Unit Cost (Included Tax)	Total Cost (Included Tax)
1.	Paper Photostat HP (70gms) Legal	550		
2.	Paper Computer. (80gms) Legal	200		
3.	Paper A4 (80gm)	20		
Grand Total				

LOT:3 TONERS

Sr. No.	Items	Quantity	Unit Cost (Included Tax)	Total Cost (Included Tax)
1.	HP LaserJet Toner M404 DW	03		
2.	HP LaserJet Toner P 2015	07		
3.	HP LaserJet Toner M400-404	12		
4.	HP LaserJet Toner M 102-A	02		
5.	HP LaserJet Toner 1320	04		
6.	Color LaserJet Enterprise M553	01		
7.	HP LaserJet Toner P1102	03		
8.	HP Printer Toner 2035/2055	03		
9.	HP Printer Toner Pro M12a	02		
10.	HP LaserJet Pro MFPM 127fn	01		
11.	HP LaserJet Pro MFPM 137fn	02		
12.	Photostat Toner Ricoh MP2000	04		
13.	Photostat Toner Ricoh MP4054	03		
14.	Fax Toner Panasonic KX-FL422	02		
15.	Ricoh Fax Machine toner/ Model SP 210 SF	03		
16.	Photocopy machine Xerox WorkCentre 5865	03		
17.	Photocopy Machine Toshiba e-Studio 6518- A	02		
18.	Photocopy Machine Toshiba e-Studio 7518- A	02		
Grand Total				

Note: - This is turnkey job, and all items must be quoted. Failing to do so will result as disqualification from the bidding process.