



**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
HIGHER EDUCATION DEPARTMENT**

TENDER NOTICE

Sealed bids/tenders are invited from well reputed furniture manufacturers firms/suppliers registered with GST and Income Tax Department GoAJ&K/GoP, who are on active taxpayers list of the FBR for the supply of furniture & IT equipment for colleges/offices of AJ&K and up-gradation of Higher Education Management & Information System (HEMIS), under Developmental Projects. A complete set of bidding documents can be obtained by submitting a written application on original company letter head and payment of a non-refundable fee of PKR 5000/- (five thousand only) for each package separately upto **February 7th, 2022**, from the office of the Director, Planning Cell, Higher Education Department (HED), Room #.18, Block "L" DHQ Complex Muzaffarabad during office hours Or can be obtained by sending the request through an email on the official address planningcellhe@gmail.com. Detailed terms & conditions, descriptions, specifications and quantities are mentioned in the bid document. Bids/tenders, complete in all respect, should reach on or before **February 8th, 2022**, till 1200 hrs in the Office Chamber of the Additional Chief Secretary, Higher Education Department, Block # 10, Room # 1003 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, who opt to attend the meeting.

General Terms & Conditions:-

- i) The interested Firms quote their rates on Delivered Duty Paid (DDP) basis, i.e. inclusive of all applicable taxes, transportation and all other charges.
- ii) The bidding procedure will be '**Single stage; Two envelop**' 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 proposal of only those firms, declared 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. The finance proposal, of bids found technically non-responsive, shall be returned unopened to the respective bidders. The bid found to be the lowest evaluated shall be accepted.
- iii) 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 Director, Planning Cell HED. 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 the shape of Bank draft/CDR, within 10 days of issuance of Letter of Acceptance (LoA).
- iv) The bids validity period shall be 120 days, from the date of opening of bids.
- v) Incomplete and conditional offers shall not be entertained.
- vi) Interested firms can submit their bids separately on package/lot wise basis.
- vii) The procuring agency reserves the right to increase or decrease the quantities, as per requirements upto 15 % and may reject all bids or proposals at any time, prior to acceptance of a bid or proposal as per AJ&K PPRA Rules.
- viii) Complete supply of all items, with approved specifications, to be delivered in respective institutions, mentioned in the bid document within Ninety (90) days, from the date of issuance of work order.
- ix) Black-listed firms/companies/suppliers/distributors/contractors/bidders are debarred from participation and all bidders shall furnish a certificate that they are neither black-listed nor in conflict with Government, anywhere in territory of the State of AJ&K, Federally Administrative Areas or Islamic Republic of Pakistan.
- x) All terms and conditions mentioned in AJ&K PPRA Rules, 2017, shall be applicable on this procurement.

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

Director
Planning Cell, Higher Education Department
Block "L" DHQ Complex Muzaffarabad, Ph#. 05822-960005