



**OFFICE OF THE ACCOUNTANT GENERAL
AZAD JAMMU AND KASHMIR
MUZAFFARABAD**



TENDER NOTICE NO. 02 (2021-22)

Office of The Accountant General of Azad Jammu and Kashmir Muzaffarabad invites sealed bids on open competitive basis, from the authorized distributors / suppliers / dealers, registered with Income Tax and Sales Tax Departments and who are on Active Tax payers, for supply / provision of Furniture & Fixture Items at Main Accountant General Office Sathra Hills at Muzaffarabad (A.K).

Name of Procuring Agency	Office of The Accountant General, AJ&K, Muzaffarabad		
No. of Tender	Tender No. 02		
Tender Name and No.	Tender No. 02 (Furniture & Fixture)		
Procurement of Furniture & Fixture	Item #	Item Description	Qty.
	1	Officer Chair Medium Back (Best Quality)	30 No's
	2	Steel Rack (Best Quality)	20 No's
	3	Steel Almirah (Best Quality)	15 No's
Method of Procurement	Single Stage-Single Envelop Procedure		
Contact Officers	Mir Muhammad Asghar , Deputy Accountant General (Admin), ☎05822-920603		
	Muhammad Riaz Mughal , Accounts Officer (Admin), ☎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.		
Closing Date & Time for Receipt of Bid(s)	Furniture & Fixture	May 12, 2022 at 10:30am	
Opening Date & Time of Bid(s)	Furniture & Fixture	May 12, 2022 at 11:00am	
Earnest Money	Equals to 3% of the Total bids of Tender In Favor of AO (Admin-II) DDO AG-office Muzaffarabad AJK		
Time Period for Performance of Contract	30 Days from the date of award of contract as per supply order destination.		

2. Detail Specification and quantity of items, mentioned above, including TOR's and other documents can be downloaded from the websites of AG AJ&K and AJ&K PPRA i.e. www.agajk.gov.pk & www.ajkppra.gov.pk and from the office of undersigned by email i.e. aoddo.agajk.19@gmail.com or soft copy 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 (PPRA), 2017, and taxes either National or Local will be deducted at source on the prescribed rate for onward payment to the Government of Azad Jammu and Kashmir.

Encl: (Bidding Documents)


(Muhammad Riaz Mughal)
Accounts Officer
(Administration-II)
Admin Block Building,
Main Office of AG-AJK
Muzaffarabad
☎ 05822-920901
☎ 05822-920635



**OFFICE OF THE ACCOUNTANT GENERAL
AZAD JAMMU AND KASHMIR
MUZAFFARABAD**



TENDER NOTICE NO. 02

Single Stage - Single Envelope Bidding Procedure

Bidding Documents for Furniture & Fixture

(MUHAMMAD Riaz Mughal)

Accounts Officer

(Administration-II)

☎ 055822-920901

📠 055822-920635

Bidding Document (For Furniture & Fixture)

Tender No. 02

Tender No. 02 For F.Y (2021-22)

PROCUREMENT OF FURNITURE & FIXTURE



OFFICE OF THE ACCOUNTANT GENERAL

Azad Jammu and Kashmir

Sathra Hills, Muzaffarabad

☎ (+92) (5822) (920901), ☎ (+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 Furniture & Fixture Items. 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.

a. 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, 2022.
- 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 10% 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.

(Muhammad Riaz Mughal)
Accounts Officer
(Administration-II)
Admin Block Building,
Main Office of AG-AJK
Muzaffarabad
■ 05822-920901
☎ 05822-920635

**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, One Envelope bidding procedure shall be adopted for the selection of supplier.
- ii) Technical Proposal and Financial Proposals must be attached 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) The pictures / design card of the quoted items will also carry the weightage in evaluation.
- v) The sample along with specification provided by the firm.
- vi) Proof of Sales Tax Registration and Income Tax Registration is mandatory.
- vii) Bid must conform to the specification of items given in schedule of requirement.
- viii) Bidder must attach copies of 05 latest supply orders / contracts received for supply of Furniture & Fixture in the last two years with the tendering documents.
- ix) Bidder must be mentioned the Delivery Period at the end of financial bid with sign and seal.
- x) Financial proposal with the Lowest item wise rates quoted by the firm having best quality shall be preferred.
- xi) Warranty Period clearly mentioned (if any).
- xii) Provision of after sale service is required to be mentioned clearly.
- xiii) Make and model of each item must be mentioned (if any).

DESCRIPTION	PLACED AT ANNEXURE
<u>LEGAL REQUIREMENT (MANDATORY)</u>	To be filled by the bidder
Certificate of Registration	
Valid Income Tax Registration Required (Status = Active)	
Valid General Sales Tax Registration (Status = Active)	
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.	
Compliance to the technical specifications of Furniture & Fixture.	
compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	
Authorization Certificate / document from the principal / manufacturer.	

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 and fill the blank reference, Annexure or Flage where document attached / placed in financial or technical Bid.

o Single Stage, One Envelope bidding procedure shall be adopted for the selection of supplier.	Yes	No	
o All Bidding documents attached with the tendering documents.	Yes	No	
o Technical and Financial Proposal attached with the tendering documents in single envelope.	Yes	No	
o Each Page of the bid is signed and stamped.	Yes	No	
o Certificate of Firm Registration.	Yes	No	
o Valid Income Tax Registration Certificate from AJ&K Income Tax Department.	Yes	No	
o Valid General Sales Tax Registration Certificate.	Yes	No	
o Affidavit on the Stamp Paper is attached.	Yes	No	
o Compliance to the required specifications / Samples.	Yes	No	
o Compliance of the Execution Schedule and Delivery Period mentioned in tender document (Undertaking).	Yes	No	
o Brochuer of quoted brand of each item be attached (if any).	Yes	No	
o Make and model of each item mentioned (if any).	Yes	No	
o Warranty Period clearly mentioned (if any).	Yes	No	
o Provision of after sale service have mentioned clearly (if any).	Yes	No	
o Financial Bid Attached with the tendering documents.	Yes	No	
o Financial Bid on the formate.	Yes	No	
o Earnest Money (3% of total quoted price)	Yes	No	

Note: The Bidders have to provide all the above mentioned documents and conditions. In case of missing any document / conditions, the bid shall not be considered.

ANNEXURE-B

Sub: TENDER NO. 02 FOR F.Y (2021-22) PROCUREMENT OF FURNITURE & FIXTURE

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

ITEM DETAIL DISCRIPTION / TECHNICAL SPECIFICATIONS

ITEM DESCRIPTION / SPECIFICATION	
1 <u>Office Chair Medium Back (Best Quality)</u> <ul style="list-style-type: none"> • Medium back executive Chair with heavy duty hydraulic system (Imported) • Revolving Chair with (Imported) base • Revolving Chair made of Steel with small padding on hand rest / arm • High quality foam Cushioned (Hard) with fine Quality Fabric / letherette (seat & back) 	30 NO
2 <u>Steel Racks (Best Quality)</u> <ul style="list-style-type: none"> • Size 6 x 3 x 1.5 feet • 22 Gauge angle iron with open 5 fixed shelves with cross steel patti at back side • Anti-rust should be applied • Spray with hammer finished 	20 NO
3 <u>Steel Almirah (Best Quality)</u> <ul style="list-style-type: none"> • Size 6 x 3 x 1.5 feet • 22 Gauge with 4 fixed shelves • Double Shutter File Cabinet Lock handle with hook for extra lock • Spray with hammer finished 	15 NO

PICTURES OF FURNITURE & FIXTURE

1 Officer Chair Medium Back (Best Quality)



2 Steel Rack



3 Almirah Steel (Best Quality)



Price Schedule / Financial Cost Sheet

Format for Price Schedule / Financial Cost Sheet

S.#	Item Name	Item Description / Specification	Units / Qty.	Unit Rate	GST	Total Unit Rate	Total Cost
			1	Rupees	Rupees	Rupees	Rupees
			1	2	3	(4=2+3)	(5=1x4)
1							
2							
3							
Total							

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-F

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

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:

ANNEXURE-H

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:

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 **(30) 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. _____ (10% 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 2021.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____