

ادفتر ڈائریکٹر ریور سینیس آڈٹ خود نمبر ہم بیرونی ہال سیکریٹری دن میرپور

ٹینڈر نوٹس:

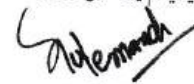
دفتر ڈائریکٹر ریور سینیس آڈٹ خود نمبر ہم بیرونی ہال سیکریٹری دن میرپور / سپلائرز سے Single Stage-one envelope procedure کے تحت بتعمیل ذیل اسٹیم ڈرائنگ کے مطابق تاریخ 12.05.2025 بوقت 12:30 بجے دن تک دفتر ڈائریکٹر آڈٹ اسے ہے کہ میرپور مہر بند لفافہ ٹینڈرز / بڈز مطلوب ہیں جو آئی روز حاضر آمد ٹینڈر دہندگان یا ان کے مجاز نمائندگان کے روبرو بوقت 1:00 بجے دن کھولے جائیں گے اور ٹینڈرز کھلنے کی تاریخ سے 60 دن کے لئے مؤثر ہوں گے۔ دونوں لٹ سے متعلق ایشیا کے لئے ٹینڈر فارم دفتر بڈز سے مورخہ 05-09-2025 تک مبلغ- / 100 روپے میں دفتری اوقات کار کے دوران حاصل کیا جاسکتا ہے۔

لٹ	نمبر شمار	نام آئٹیم	تعداد	لٹ	نمبر شمار	نام آئٹیم	تعداد
1-(آئی ٹی ایکو سٹینٹس)	1	لیپ ٹاپ	05	2-(فرنیچر)	1	Office Chair (High Back)	02
	2	ڈیسک ٹاپ کیچر	02		2	Office Chair (Medium Back)	09
	3	پرینٹرز	03		3	Steel File Rack	06
		بڈ سیکورٹی - / 65000 روپے				بڈ سیکورٹی - / 25000 روپے	

تفصیلات / تصریحات ٹینڈر ڈاکومنٹس میں درج ہیں۔

شرائط:

- 1- اشتہار میں دی گئی شرائط کے علاوہ ٹینڈر فارم میں دی گئی شرائط کو پورا کرنے والی فرم / سپلائر ہی ٹینڈر میں حصہ لینے کے اہل ہوں گے۔
- 2- ٹینڈر فارم کے ساتھ ایک یا دونوں لٹ سے متعلقہ متذکرہ بالاکال ڈیمانڈ بطور Bid Security کسی شیڈول ویک سے نام ڈائریکٹر ریور سینیس آڈٹ میرپور منسلک ہونا ضروری ہے۔
- 3- ٹینڈر فارم ہانچی فرم / سپلائرز کو جاری کیے جائیں گے جو انکم ٹیکس فائلنگ کی ایس ٹی رجسٹرڈ ہونے کا ثبوت مہیا کریں گے۔
- 4- اتر ایشیائی سپلائی سلان بمقام دفتر ڈائریکٹر ریور سینیس آڈٹ میرپور دینا ہوں گے۔
- 5- سب سے زیادہ فائدہ مند بولی دہندہ (Most advantageous bidder) کو حکم کے ساتھ معاہدہ کرنا ہوگا جس کے بعد سپلائی آرڈر جاری کیا جائے گا اور اندر معیار مسلمان کی سپلائی کرنا ہوں گی، بصورت دیگر کال ڈیمانڈ تک سرکار ضبط کر لی جائے گی۔
- 6- فرم / سپلائر کی جانب سے فراہم کردہ مسلمان کی پڑتال تشکیل کردہ کمیٹی کرے گی۔ اور پڑتال کی رپورٹ کی روشنی میں ہی ادا کی جائے گی۔ تصریحات سے بہت کر فراہم کردہ مسلمان قابل قبول ہوگا۔
- 7- آزاد کشمیر میں جملہ سروسز ٹیکس کی دستخطی مل سے عمل میں لائی جائے گی۔
- 8- AJK PPRA روز کے تحت بجٹ Provision کے تحت میں کامیاب بولی دہندہ کو سپلائی آرڈر جاری کرتے وقت مسلمان کی مندرجہ بالا مقدار میں کمی و بیشی بھی ہو سکتی ہے۔
- 9- ٹینڈر فارم نوٹس بڈ AJK PPRA کی ویب سائٹ www.ajkppra.gov.pk پر بھی دستیاب ہوگا۔ Award of Contract / Bid evaluation report بھی PPRA کی ویب سائٹ پر اپ لوڈ کر دی جائے گی۔
- 10- AJK PPRA کے قاعدہ 33 کے تحت مجاز اقتدار کی کو اختیار حاصل ہوگا کہ AJK PPRA روز کے تحت کوئی ایک یا تمام ٹینڈرز منسوخ کر دے۔
- 11- دیگر شرائط دفتری اوقات کار میں دفتر بڈز سے معلوم کی جاسکتی ہیں۔


(محمد سلیمان)

آڈٹ آفیسر انتظامیہ

فون نمبر: 920253-05827



REQUEST FOR QUOTATION (FRQ)

PURCHASE OF

Lot#1: Supply of Machinery and Equipment

Lot#2: Supply of Furniture and Fixtures

**DIRECTORATE GENERAL AUDIT, AZAD JAMMU AND KASHMIR
Office of the Director Revenue Receipts Audit, AJ&K
Near Nadeem Marriage Hall Sector C-1, Mirpur**

REQUEST FOR QUOTATIONS

Office Title: Director Revenue Receipts Audit, Mirpur AJ&K
Source of Funding: AJK Government
Contract Reference: Lot # 1 Supply of Machinery and Equipment
Lot # 2 Supply of Furniture and fixture
Date of Issue of Request: / /2025

To:

Sir:

1. The Director Revenue Receipts Audit, Mirpur AJ&K (the Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

- (i) **Supply of Machinery and Equipment** as per specifications
- (ii) **Supply of Furniture and Fixtures** as per specifications

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You shall submit original of the price quotation with the form of bid. Your quotation in the attached format should be signed, sealed in an envelope, and addressed and delivered to the following address:

Purchaser's Address:

**Office of the Director Revenue Receipts Audit,
Near Nadeem Marriage Hall Sector C-1, Mirpur AJ&K
Phone # 05827-920252**

3. Your quotation shall be written in English language should be accompanied by adequate documentation and catalogue(s) and other printed material or pertinent information (in English/Urdu language) for each item quoted

4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph 2 is **12/05/2025 at 12:30 p.m.**

5. You may submit quotation for both or single lot. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature, your quotation will not be considered further.

6. Your quotation(s) should be submitted as per following instructions and in accordance with the attached procurement detail. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices should be quoted for supply and delivery to the Director Revenue Receipts Audit Mirpur.

a. EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the specifications for each lot will be evaluated with respect to their item wise prices separately and Contract will be awarded by comparing price of every item based on the Most Advantageous Bid. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) if there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) if there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- (c) if a Supplier refuses to accept the correction, the quotation will be rejected.

In addition to the quoted price, the evaluated price shall include all applicable taxes and shall submit following documents with quotation:

- (d) Copy of National Tax Number (NTN) Registration Certificate,
- (e) Proof of Permanent office/shop address and contact details.
- (f) Copy of GST Registration Certificate
- (g) Proof of active taxpayer (Filer)

(ii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the most advantageous bid price that meets the required capabilities. The successful bidder will sign the Contract as per attached form of contract and terms and conditions of supply.

(iii) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

7. Further information can be obtained from:
Office of the Director Revenue Receipts Audit, Mirpur AJ&K
8. The bidder whose quotation has been accepted will be notified for the award of contract through the Letter of Acceptance issued by the Purchaser within **the quotation validity period.**
9. Please confirm by fax/email the receipt of this request (RFQ) and inform whether you will submit the price quotation(s).

Sincerely,

Director Audit
(Purchaser)

FORM OF QUOTATION

To:

**The Director Revenue Receipts Audit,
Near Nadeem Marriage Hall Sector C-1,
Mirpur AJ&K**

We offer to execute the Supply of IT Equipment/Furniture, in accordance with the Conditions of Contract accompanying this Quotation for the Price of _____ (amount in words) (_____). We propose to complete the delivery of goods described in the Contract within the following delivery time from the date of signing the Contract.

Prices and Schedules for Supply

Lot # 1: Supply of Machinery and Equipment

S.No.	Item Description	Quantity Nos.	Unit Rate (with all taxes)	Total Price	Delivery Time (days)
1	<u>Laptop</u> Intel® Core™ i7-13 th Generation (up to 5.0 GHz with Intel® Turbo Boost Technology, 12 MB L3 Cache, 10 Cores, 12 Threads), 16 GB DDR4, 512 GB PCIe® NVMe™ M.2 SSD, 15.6" Diagonal, Touch Screen, Full HD (1920 x 1080), Intel® Iris® Xe Graphics, NVIDIA® GeForce® MX570 A (2 GB GDDR6 Dedicated), Bluetooth, Wi-Fi supported, 65-75 W Smart AC Power Adapter, Microsoft Windows 11 Home.	05			15
2	<u>Desktop</u> Intel® Core™ i7, 13 th Generation (up to 5.2 GHz with Intel® Turbo Boost Technology, 30 MB L3 Cache, 16 Cores, 24 Threads) , Intel® H670; Intel® H770 , 8 GB DDR4-3200 SDRAM (1 x 8 GB) , 512 GB PCIe® NVMe™ M.2 SSD , Expansion Slots: 1 Full-Height PCI; 2 M.2; 1 PCIe 3 x1; 1 PCIe 4 x16 Expansion Slots Note: 1 M.2 slot for WLAN and 1 M.2 2242/2280 Slot for Storage	02			

	Internal Drive Bays: Two 3.5" HDD, HP 125 Wireless Keyboard with Num. pads , Wireless Mouse, Ports: 1 Serial (optional); 2 USB 2.0 Type-A,1 HDMI, 1 VGA, 1 RJ-45,1 Power Connector, 1 Serial, 1 Line in,1 Line Out,180 W External Power Adapter, Bluetooth, Wi-Fi supported Microsoft Windows 11 and warranty for at least 12 months, Microsoft Windows 11 Home				
3	Printer LaserJet black with speed minimum 40 ppm, two feeding tray capacity more than 250-Pages, suitable for Legal as well as A-4 size papers, Auto duplex and booklet printing, Hi-Speed USB 2.0; Ethernet 10/100/1000BASE-T network; 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio + Bluetooth; 802.3, Mobile printing capability, Auto On & OFF with Toner & power saving technology	03			15

Lot # 2: Supply of Furniture and fixture

S.No.	Item Description	Quantity Nos.	Unit Rate (with all taxes)	Total Price	Delivery Time (days)
1.	Office Chair (High Back) Standard size with imported ply material frame. Having five-star revolving base with tilting/pneumatic system to be provided with the best quality arm. One face High back, best quality foam covered with approved quality of Leatherier/ Fibrous	02			15
2.	Office Chair (Medium Back) Standard size with imported ply material frame. Having five-star revolving base with tilting/pneumatic system to be provided with the best quality arm. One face Medium back, best quality foam covered with approved quality of Leatherier/ Fibrous	09			15

3.	Steel File (Rack): Size: 78x42x15 inch Whole Frame made of 1" pipe, MS Sheet 20 gauge with shelves. Finish with hammer paint	03			15
----	--	----	--	--	----

This Quotation and your written acceptance will constitute a binding Contract between us.

We hereby confirm that this Quotation complies with the validity of the Quotation required in the Request for Quotation.

We are not in the AJKPPRA blacklist.

Authorized Signature: _____

Name and Title of Signatory: _____

Address: _____

Phone number: _____ Fax number, if any _____

FORM OF CONTRACT

THIS AGREEMENT _____ made on _____, ____ **2025**, between Director Revenue Receipts Audit AJK Mirpur (hereinafter the Purchaser) on the one part and _____ (hereinafter the Supplier) on the other part.

WHEREAS the Purchaser has requested a quotation for _____ to be supplied by the Supplier, viz. Contract **Purchase of IT Equipment/Furniture**, (hereinafter Contract) and has accepted the bid by the Supplier for the supply of goods under the Contract for the sum of _____ (hereinafter Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

- a) Request for Quotation; Terms and Conditions of Supply, Specification.
- b) Form of Quotation;

2. Considering payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an agreement with the Purchaser to execute and complete the supply of goods under the Contract and to remedy any defects therein in conformity with the provisions of the Contract.

3. The Purchaser hereby covenants to pay the Contract Price, in consideration of the acceptance of Contract, for the supply and delivery of the goods and remediation of defects therein in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above

Signature and seal of the Purchaser:
FOR AND BEHALF OF

Name of Authorized Representative

Signature and seal of the Supplier:
FOR AND BEHALF OF

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Purchaser: Director Revenue Receipts Audit AJK, Mirpur

1. Schedules for Supply

Lot # 1: Supply of Machinery and Equipment

S.No.	Item Description	Quantity Nos.	Delivery Time (days)
1.	Laptop as per specification above	05	15
2.	Desktop Computer as per above specification	02	15
3.	Printer	03	15

Lot # 2: Supply of Furniture and fixture

S.No.	Item Description	Quantity Nos.	Delivery Time (days)
1.	Office Chair as per specification above	02	15
2.	Office Chair as per specification above	09	15
3.	Steel File Rack as per specification above	06	15

2. Fixed Price: The prices indicated above are final and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding twenty days from the date of signing the Contract.
4. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's country.
5. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation for any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940
6. Delivery and Documents: Upon delivery/shipment, the Supplier shall provide the following documents to the Purchaser:

- (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (ii) manufacturer's or supplier's warranty certificate.

The Supplier shall also provide prior to delivery copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least 02 days before the arrival of the goods and if not received, the Supplier shall be responsible for any consequent expenses.

7. Payment: Payment of the contract price shall be made in the following manner:

- 100% upon delivery, receipt, inspection and acceptance by Procurement Committee on site.

8. Warranty: Goods offered should be covered by manufacturer's/Supplier's warranty for at least 12 months from the date of delivery to the Purchaser.

9. Force Majeure: The Supplier shall not be liable for penalties or termination for default if and to the extent that any delay in performance or other failure to perform its obligations under the Contract is the result of an event of force majeure.

For purposes of this clause, —force majeure means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and that was not foreseeable. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If force majeure arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract to the extent they are reasonably practical and shall seek all reasonable alternative means for performance not prevented by force majeure.

10. Required Specifications:

As per Form of Quotation

The Supplier confirms compliance with above specifications [Note: In case of deviations the Supplier should list all of them.]

11. Failure to Perform: The Purchaser may cancel the agreement if the Supplier fails to deliver the goods in accordance with the above terms and conditions despite a 14-day notice given by the Purchaser without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____