

OFFICE OF THE  
ACCOUNTANT GENERAL AZAD JAMMU & KASHMIR  
MUZAFFARABAD

☎ 92-05822-920802-883 Fax: 92-05822-920635



## **Bidding Document**

### **National Competitive Bidding (NCB)**

Bid Submission Deadline (date/time) 29.04.2022 at 02:30 P.M

Bid opening date/time: (Technical) 29.04.2022 at 03:00 P.M

Bid opening date/time: (Financial) 09.05.2022 at 11:00 A.M

Bid Venue: Committee Room AG Office, Sathra Hill Muzaffarabad

**Procurement of Computer Hardware (PCs,  
Laptops, Cheque writers, LaserJet)**

## Table of Contents

<b>S. No</b>	<b>Description</b>	<b>Page No</b>
1	<b>Section I</b>	3
2	Invitation to Bids	4
3	<b>Section II</b>	6
4	Instruction to Bidders	7
5	The Bidding Procedure	9
6	The Bidding Documents	11
7	Preparation of Bids	12
8	Submission of Bids	16
9	Opening & Evaluation of Bids	17
10	Award of Contract	20
11	<b>Section III</b>	21
12	Schedule of Requirement	22
13	Technical Specifications	23
14	<b>Section IV</b>	35
15	Evaluation Criteria	36
16	<b>Section V</b>	37
17	Bid Forms	38
18	General & Special Conditions of Contract	47

**SECTION I**  
**INVITATION TO BID**



**OFFICE OF THE ACCOUNTANT GENERAL AZAD JAMMU & KASHMIR  
MUZAFFARABAD  
Invitation for Bids**

**IFB Title: Procurement of Computer Hardware (PCs, Laptops, Cheque writers, LaserJet Printers, UPS for PCs and UPs for LAN/WAN Firewall/Switches. IFB. No.01**

1. Office of the Accountant General Azad Jammu & Kashmir ("The Purchaser"), invites sealed bids from reputed and eligible Firms/Suppliers/ Distributors/Agents, Active Tax Payer registered with the Sales Tax, Income Tax Departments and are directly authorized by the Original Equipment Manufacturer (OEM) as per details below: -

S.#	Items	Quantity	Specifications	Bid Security
1	Personal Computers Intel corei7 11 <sup>th</sup> generation with registered windows 10 and Office 2019	75	As per Bid documents	Rs.619000
2	Laptop Intel corei7 11 <sup>th</sup> generation with registered windows 10 and Office 2019	04	As per Bid documents	Rs.30000
3	Cheque writer	20	As per Bid documents	Rs.78000
4	Line Matrix Printers 1000 LPM & 1500 LPM	13	As per Bid documents	Rs.1680000
5	LaserJet printers	30	As per Bid documents	Rs.63000
6	UPS 2400V with 02 batteries 200 amperes	25	As per Bid documents	Rs.60000
7	Electricity Generators with Auto Switch Panel 5KVA	05	As per Bid documents	Rs.30000
8	LaserJet Enterprise 700 Printer M712dn (CF236A)	01	As per Bid documents	Rs.22500
9	Fire- wall for 13 sites and 24 Port Manageable Switch.	13	As per Bid documents	Rs.58500

Note: The bidders may quote rates for one or all items mentioned above. Bid security in shape of pay order issued in the name of **Accounts Officer / DDO Accountant General Office** must be attached with technical bid.

**SCOPE OF WORK:** Delivery, installation and commissioning of supplied hardware

2. Advertisement and bidding document can be downloaded from AG AJ&K and AJ&K PPRA websites i.e. [www.agajk.gov.pk](http://www.agajk.gov.pk) and [www.ajkppra.gov.pk](http://www.ajkppra.gov.pk) Bidders are advised to use only prescribed financial and technical formats given in the bidding document for IFB-01.

Description		Bid Venue	Bids submission and opening date	Bids opening financial (date/Time)
Procurement Procedure	Single stage – two envelopes	Committee Room AG Office Muzaffarabad	29.04.2022 (Friday) 02:30P.M	09.05.2022 (Monday) 11:00 A.M

3. Any bid found conditional (dollar fluctuation, overwriting, false/forged documents, bids received late and/or not accompanied by above stated amount of bid security will be rejected on

spot as per AJ&K PPRA Rules 2017. Bids received in shape of joint venture will not be accepted. Successful bidders will have to deliver, install, configure and test the Hardware and allied equipment at respective delivery stations. Bid price should be fixed and no additional transportation charges will be paid in this regard. No time extension in bid submission and delivery time will be granted and bids not complying with terms & conditions of bidding document will be rejected.

4. The Procuring Agency/Accountant General AJ&K reserves the right to accept or reject all bids in accordance with AJ&K PPRA Rules 2017.

**Mir Muhammad Asghar**

**Deputy Accountant General (Admin-II)**

Accountant General Office Azad Jammu & Kashmir Muzaffarabad

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**SECTION II**  
**Instructions to Bidders**

**Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully**

<b>1</b>	<b>Scope of Bid</b>	1.1 Office of The Accountant General, AJ&K invites sealed bids for Supply, of Computer Hardware/Software & I.T equipment, installation, configuration of equipment as specified in detail in the Schedule of Requirements along with Technical Specifications at AG Office Sathra Hill Muzaffarabad.
<b>2</b>	<b>Source of Funds</b>	2.1 Public Fund.
<b>3</b>	<b>Eligible Bidders</b>	<p>3.1 This Invitation for Bids is open to all original manufacturers/ their <b>authorized agents</b>/ suppliers and in case of imported goods their <b>authorized agents</b>/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR and/or CBR AJK etc). The eligibility conditions are more specifically described in the Schedule of Requirements (<b>Section III</b>).</p> <p>3.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or AJK) or a public sector organization are <b>NOT ELIGIBLE</b>. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also <b>NOT ELIGIBLE</b>.</p> <p>3.3 Further requirements for determining eligibility of bidders are specified in <b>Section III</b>.</p>
<b>4</b>	<b>Corruption and Fraud</b>	4.1 The Government of AJK defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract

		<p>execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.</p> <p>4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.</p>
<b>5</b>	<b>Eligible Goods and Services</b>	<p>5.1 All goods and related services to be supplied under the contract shall conform to the policies of the Government of AJK in vogue. All expenditures made under the contract shall be limited to such goods and services.</p> <p>For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service /support and trainings etc.</p>
<b>6</b>	<b>Cost of Bidding</b>	<p>6.1 The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>



<b>The Bidding Procedure</b>		
<b>7</b>	<b>The Governing Rules</b>	7.1 The Bidding procedure shall be governed by the Public Procurement Rules-2017 issued and amended time to time, by the AJK Public Procurement Regulatory Authority (AJKPPRA).
<b>8</b>	<b>Applicable Bidding Procedure</b>	<p>8.1 The bidding procedure is governed by AJ&amp;K Public Procurement Rule 36 “Procedures of Open Competitive Bidding” sub-rule (b) “Single stage – Two Envelope procedure”. Bidders are advised also to refer to the Invitation for Bids at <b>Page 4</b> to confirm the Bidding procedure applicable in the present bidding process</p> <p>8.2 The bidding procedure prescribed in the Invitation for Bids is explained herein below:</p> <p style="text-align: center;"><b>Single Stage: Two Envelope Procedure</b></p> <p>ii) The envelopes shall be marked as <b>“FINANCIAL BID”</b> and <b>“TECHNICAL BID”</b> in bold and legible letters to avoid confusion;</p> <p>iii) Initially, only the envelope marked as <b>“TECHNICAL BID”</b> shall be opened in the Office of the Accountant General AJ&amp;K on the date and time prefixed in the Invitation for Bids (IFB)/ Notice for receipt/submission of bids in the presence of the bidders or their authorized representatives, who may choose to be present.</p> <p>iv) The envelope marked as <b>“FINANCIAL BID”</b> shall be retained in the custody of Procuring Agency without being opened;</p>

		<p>v) The Procuring Agency shall first establish the “Eligibility” and then evaluate the technical Bid conforming the compliance of the offered item’s technical specifications with the demanded ones and other terms &amp; conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements;</p> <p>vi) During the technical evaluation no amendments in the technical Bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of bid, may be asked. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.</p> <p>vi) The “<b>FINANCIAL BIDS</b>” of eligible and technically qualified Bidders shall be opened publicly on 09-05-2022 at 11.00 am at venue stated in this bid document.</p> <p>vii) The Financial Bid of ineligible and/or technically non-responsive bidders shall be returned un-opened to the respective Bidders subsequent to the announcement of “Bid Evaluation Report” (BER); and</p> <p>viii) The bid found to be the lowest evaluated &amp; responsive (most advantageous) shall be accepted. In case, two or more bidders submit equal financial bid for an item, the bidder scoring higher marks in technical score sheet shall be awarded the contract.</p>

<b>The Bidding Documents</b>		
<b>9</b>	<b>Contents of the Bidding Documents</b>	<p>9.1 The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Document includes:</p> <ul style="list-style-type: none"> <li>a) Instructions to Bidders (ITB)</li> <li>b) Schedule of Requirements</li> <li>c) Technical Specifications</li> <li>d) Evaluation Criteria</li> <li>e) Bid Forms (including technical forms and financial forms)</li> <li>f) Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract, and Integrity pact</li> </ul> <p>9.2 The <b>“Invitation for Bids” (IFB) Notice</b> is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the IFB Notice and the Bidding Documents listed in 10.1 below, the Bidding Document shall take precedence.</p> <p>9.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish information required by the Bidding Document or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.</p>
<b>10</b>	<b>Clarification(s) on Bidding Documents</b>	<p>10.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing or electronic mail at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding</p>

		documents, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders who have received the Bidding Documents.
11	<b>Amendment(s) to the Bidding Documents</b>	<p>11.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).</p> <p>11.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.</p> <p>11.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.</p>
<b>Preparation of Bids</b>		
12	<b>Documents comprising the Bids.</b>	<p>12.1 The Bid shall comprise the Bid Forms of this Bidding Document and all those ancillary documentations that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in <b>Section V</b>.</p> <p>12.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding</p>

		documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.
13	<b>Bid Price</b>	<p>13.1 The Bidder shall indicate on the appropriate form prescribed in this Bidding Document the unit prices and total bid price of the goods; he proposes to supply under the Contract.</p> <p>13.2 Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. <b>Every page of the bid is to be signed and stamped at the bottom.</b></p> <p>13.3 The Bidder should quote the prices of goods according to the technical specifications as provided in <b>Section III</b> of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.</p> <p>13.4 The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.</p> <p>13.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.</p>

		<p>13.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.</p> <p>13.7 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.</p>
14	<b>Bid Currencies</b>	14.1 Prices shall be quoted in Pak Rupees.
15	<b>Supporting Documents to judge specification</b>	15.1 The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid.
16	<b>Documentation on Eligibility of Bidders</b>	<p>16.1 Bidder shall furnish, as part of its bid (along with Bid Form &amp; Price Schedule) the documentary evidence mentioned in the eligibility criteria <b>Section IV</b> for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted: -</p> <p>a) Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Office,</p> <p>b) Duly authorized by the Manufacturer/ Principal of Leading Brands (Authorization Letter must be provided),</p> <p>c) Registered with Income &amp; Sales Tax Departments and on the Active Tax Payers List of FBR and/or CBR AJ&amp;K.</p> <p>d) Affidavit duly attested by the Oath Commissioner/ Notary Public to the effect that the respective bidder is not black listed by any Government (Federal, Provincial or Local) or a public sector organization.</p>

		<p>e) Manufacturer's warranty (minimum one year for all items except line printers and laser printers)  Details are covered in the <b>Section IV</b> containing Eligibility criteria.</p>
<b>17</b>	<b>Bid Security</b>	<p>17.1 The Bidder shall furnish, as part of its bid, a Bid Security @ mentioned in advertisement of the total Quoted Bid Value for a Lot in Pak Rs. in the shape of pay order in the name of <b>Accounts Officer (DDO) office of The Accountant General, AJ&amp;K, Muzaffarabad</b>. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the successful bids.</p> <p>17.2 <b>The Bid Security (in the shape of pay order shall be enclosed with in the 'Technical Bid' sealed envelope.</b></p>
<b>18</b>	<b>Bid Validity</b>	<p>18.1 Bids shall remain valid up to 30/06/2022.</p> <p>18.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.</p> <p>18.3 Bidders who;</p> <p>(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and</p> <p>(b) do not agree to an extension of the bid validity period shall be allowed to</p>

		withdraw their bids without forfeiture of their bid securities.
<b>Submission of Bids</b>		
<b>19</b>	<b>Sealing and Marking of Bids</b>	<p>19.1 The envelopes shall be marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the bid/ bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.</p> <p>19.2 The inner and outer envelopes shall:</p> <p>(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and</p> <p>(b) Bid Reference No. indicated in the Invitation for Bids, and a statement: “<b>DO NOT OPEN BEFORE,</b>” the time and the date specified in the Invitation for Bids for opening of Bids.</p> <p>19.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.</p> <p>19.4 If the outer as well as inner envelope is not sealed and marked as required by 21.1 to 21.3 above the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.</p> <p>19.5 <b>The bids must be delivered by hand or by courier so as to reach the office of Accountant General, AJ&amp;K, Muzaffarabad on the date and time prefixed in the Invitation for Bids (IFB).</b></p>



20	<b>Deadline for Submission of Bids</b>	20.1 Bids must be submitted by the Bidder and received by the Procuring Agency on / or before <b>14.30 hours by 29<sup>th</sup> April, 2022. Bids received later than the time and date specified will not be entertained.</b>
21	<b>Late Bids</b>	21.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency 22 shall be rejected
<b>Opening and Evaluation of Bids</b>		
22	<b>Opening &amp; Evaluation of Technical &amp; Financial Bid by the Procuring Agency</b>	<p>22.1 The “Technical Bids” received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present Office of the Accountant General, AJK, Muzaffarabad <b>on 29<sup>th</sup> April, 2022 at 15.00 hours.</b> No Technical Bid shall be rejected at opening, except for late bids, which shall be returned unopened to the Bidder.</p> <p>22.2 All Bidders in attendance shall sign an attendance sheet.</p> <p>22.3 The Technical Bids shall then be evaluated conforming compliance of the offered item’s technical specifications with the demanded ones.</p> <p>22.4 The Financial Bids of technically qualified (i.e. compliant to technical specifications and other terms &amp; conditions) bidders shall be opened publically on a specified date, time and venue which is stated in this bid document i.e. Committee room of AG AJ&amp;K, Muzaffarabad.</p> <p>22.5 The Procuring Agency shall open one Financial Bid at a time and read out aloud its contents which may include name of the Bidder, items bided for and unit prices and total amount of the Bid (if</p>

		<p>applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the AJK Public Procurement Rules-2017, specifically Rule 28 (Opening of Bids).</p> <p>22.6 In the Financial Bids the arithmetical errors shall be rectified on the following basis:-</p> <p>a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.</p> <p>b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.</p> <p>If there is a discrepancy between words and figures, the amount in words shall prevail.</p>
23	<b>Rejection of Bids</b>	<p>23.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (AJK PPRA) 2017. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds</p> <p>23.2 Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in summary rejection of entire bid of the concerned bidder.</p> <p>23.3 Conditional or incomplete bid/bids shall be rejected.</p>

		<p>23.4 The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.</p> <p>23.5 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.</p>
<b>24</b>	<b>Announcement of Evaluation Report</b>	24.1 Announcement of Evaluation Report will be as per AJK PPRA Rules 2017.
<b>25</b>	<b>Contacting the Procuring Agency</b>	<p>25.1 No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.</p> <p>25.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification</p>
<b>Award of Contract</b>		
<b>26</b>	<b>Acceptance of Bid and Award Criteria</b>	26.1 The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in <b>Section IV</b> and having the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of AJK, shall be awarded the Contract, within the original or extended period of bid validity.
<b>27</b>	<b>Procuring Agency's Right to vary quantities at the time of Award</b>	27.1 The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally

		specified in the Schedule of Requirements without any change in unit price or other terms and conditions
<b>28</b>	<b>Notification of Award</b>	<p>28.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.</p> <p>28.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.</p> <p>28.3 The enforcement of the Contract shall be governed by Rule 44 of the AJK PPRA-2017.</p>

**SECTION III  
SCHEDULE OF REQUIREMENTS  
& TECHNICAL SPECIFICATIONS**

## Schedule of Requirements:

The equipment shall be delivered and installed in accordance with the following schedule of requirements:-

Sr. No	Items Description	Total Qty	* Delivery Time period	Delivery Station/Office
01	Personal Computers	75	Maximum 25 days	Accountant General AJ&K Office at Muzaffarabad
02	Laptop	04		
03	Cheque Writers	20		
04	Laser Jet Printers	30		
05	Line Matrix Printers 1500LPM	08		
06	Line Matrix Printers 1000LPM	05		
07	Electricity Generators with Auto Switch Panel 5KVA	05		
08	UPS 2400V for PCs Local	25		
09	Laser printer SAP certified A3 media kit	01		
10	Managed switch 24 ports and fire wall 13 sites	13		

**Penalties for Late deliveries of supplies:** The hardware supplies shall be delivered in accordance with the Purchase Orders to be issued by the Office of the Accountant General, AJ&K. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	25 days	25 days
With penalty @ 1% per day after 25 days of issuance of Purchase Order up to maximum of 10% of the total contract value.	5 days	30 days

## Technical Specifications

### Personal Computers

Item	Description	
Processors <sup>1</sup>	Intel® 11th generation Core™ i7 Quad Core™ 3.20Ghz	
Chipset	Intel® Chipset Series	
Operating System and Application Software	Microsoft® Windows 10 Standard 64-bit Licensed with product key , Ubuntu® compatible/configured with SAP GUI, MS Office 2019 Professional Plus with product key, Antivirus Software Installed and Licensed	
Graphics <sup>2</sup>	Integrated Intel® HD Graphics 4600 i7;	
Memory <sup>3</sup>	8GB 4 DIMM slots; non-ECC dual-channel 1600MHz DDR4 SDRAM, supports up to 16GB. Not all options available in every country nor in every configuration.	
Networking	Integrated Intel® I217LM Ethernet LAN 10/100/1000; supports optional wireless 802.11n card	
I/O Ports	4 External USB 3.0 ports (2 front, 2 rear) and 6 External USB 2.0 ports (2 front, 4 rear) and 1 Internal USB 2.0 (MT only); 1 RJ-45; 1 Serial; 1 VGA; 2 DisplayPort; 2 PS/2; 2 Line-in (stereo/microphone), 2 Line-out (headphone/speaker)	
Removable Media	Supports optional optical disc drives and media card reader options	
Hard Drives <sup>4</sup> Options	Hard Disk Drives: up to 1TB SSD; Supports Hybrid and Solid State Drive No Hard Drive – Supports of Cloud Desktop diskless option	
Chassis .....		<b>Minitower (MT)</b>
	Dimensions (H x W x D) Inches/(cm)	14.2 x 6.9 x 16.4 / (36.0 x 17.5 x 41.7)
	Min. Weight (lbs./kg)	20.68 / 9.4
	Number of Bays	2 internal 3.5" 2 external 5.25"
	Expansion Slots	1 full height PCIe x16 1 full height PCIe x16 (wired x 4) 1 full height PCIe x1 1 full height PCI
.....Chassis		

Chassis	Power Supply5Unit (PSU)	Standard 290W PSU Active PFC; 290W up to 90% Efficient PSU (80 PLUS Gold);290W up to 85% Efficient PSU (80PLUS Bronze); ENERGY STAR 6.0 compliant, Active PFC
Recommended Accessories1	LED Ultra Sharp Monitors - Award-winning, high-performance with ultra-wide viewing, from 21.5"-30; and Professional series monitors available from 17"-24" Single Monitor Arm and Dual Monitor Stand	
	Keyboards: USB Entry Keyboard, Multimedia Pro Keyboard, Smart Card Keyboard	
	Mouse: USB Optical Mouse, Laser Mouse	
	Audio Speakers: Internal 2.0 and 2.1 stereo speaker systems available; sound bar for select flat-panel displays.	
	Print Solutions: Black-and-White, Color and Multifunction Lasers for printing and document management	
Security	Trusted Platform Module6 (TPM) 1.2, Data Protection   Security Tools, Data Protection   Encryption, Chassis lock slot support, optional Chassis Intrusion Switch, Setup/BIOS Password, I/O Interface Security, optional Smart Card keyboards, Intel® Trusted Execution Technology, Intel® Identity Protection Technology, Intel® Ant-Theft Technology, KACE Security, Secure Works, BIOS support for optional Computrace7	
Systems Management 8	Intel® Standard Manageability; No Out of Band Systems Management	
Environmental & Regulatory Standards	Environmental Standards (eco-labels): ENERGY STAR 6.0, EPEAT Registered10, CECP, WEEE, Japan Energy Law, South Korea E-standby, South Korea Eco-label (for SFF/USFF only), EU RoHS, China RoHS Other Environmental Options: Carbon Off-set; Asset Resale and Recovery Service. USFF BFR/PVC Free9	
warranty and Service	Minimum One year standard /manufacturer OEM warranty	



## Laptop

GENERAL SPECS	
Processor Type	Intel Core i7 11 <sup>th</sup> generation
Processor Speed	4.80 GHZ
<u>Hard drive size</u>	1TB SSD
Installed RAM	8GB
Screen size	15.6
Operating system (Primary)	Windows 10 licensed
PROCESSOR	
Processor Type	Intel Core i7 11 <sup>th</sup> generation
Processor Model	Core i7-11370H
Base Frequency	3.00 GHz
Max Turbo Frequency	4.80 GHz
Processor Bits	64-bit
Processor Threads	8
No of Cores	4
L3 cache	12 MB Intel® Smart Cache
<u>Bus speed</u>	4 GT/s OPI
Chipset	Intel Chipset
MEMORY	
Number of memory slots	2
Installed RAM	8GB
Maximum memory	Up to 64GB
Type of memory	DDR4 3200 MHz
STORAGE	
<u>Hard drive size</u>	1TB NV Me M.2 SSD
Hard drive speed	5400RPM to 7200
Type of hard drive	M.2 SATA
GRAPHICS	
Dedicated graphics	Yes
Graphics memory	4GB GDDR5
Type of graphics memory	Dedicated
Switchable graphics	YES
Graphics processor	AMD Radeon 530
Maximum shared graphics memory	8GB

DISPLAY	
Aspect ratio	16:09
Backlight	LED
Screen size	Min. 15.6 inches
Screen surface	FHD
<u>Screen resolution</u>	1920x1080p
<u>Touchscreen</u>	No
DESIGN	
Colors	Black or any
Dimensions (WxHxD)	380.0mm x 19.9mm x 258.0mm
<u>Weight</u>	2.02kg
Numeric keyboard	Yes
CONNECTIVITY	
Bluetooth	Yes
Type of bluetooth	4.1
LAN	Yes
<u>Wireless/WiFi</u>	Yes
CONNECTORS	
Headphone output	Yes
Microphone input	Yes
USB	Yes
<u>USB Ports (Total)</u>	4
<u>HDMI</u>	Yes
Number of outputs HDMI version	1
POWER	
Battery life	UP TO 3 Hours
MISCELLANEOUS	
Camera	HD
No. of effective pixels	720p
SOFTWARE	
64-bit OS	64 Bits
Operating system (Primary)	Windows 10 Licensed
Included software	MS Office 2019 Professional Plus Licensed

## Line Matrix Printers

<b>Printing Technology</b>	Line Impact Dot Matrix Method
<b>Print Head</b>	Line
<b>Dot Wire Diameter</b>	0.42 mm
<b>Graphic Resolution</b>	Max. 180(H) x 144(V) DPI
<b>Print Speed</b>	1000 LPM – 1500LPM
<b>Paper Route</b>	Tractor feeder (Top)
<b>Character Pitch</b>	Near Letter Quality: 10.0 cpi, 12.0 cpi, 13.3 cpi, 15.0
<b>Printing Width</b>	136 characters/line at ANK 10 cpi
<b>Interface</b>	RS-232C (9pin), USB 2.0 (Full Speed), (Optional)
<b>Emulation</b>	LP+ emulation, P-Series Emulation, P-Series XQ
<b>Supported OS</b>	Windows 10, Windows 7, Windows 7 x64, Windows XP, Windows XP x64, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2, Windows Server 2008, Windows Server 2008 x64, Windows Server 2003, Windows Server 2003 x64,
<b>Receive Buffer</b>	Max. 65536KB
<b>Resident Font</b>	Serif, Sans Serif, Data Processing, High Speed,
<b>Font Style</b>	Bold, Italics, Double Width, Enhanced, Underline, Superscript, Subscript
<b>Paper Weight Adjustment</b>	Manual
<b>Paper Size</b>	Continuous paper: Width 76.2-431.8mm x Length 50.8-304.8mm
<b>Paper Weight</b>	Continuous paper: 56 - 163 gsm

<b>Copy Capability</b>	Normal print mode: original + 5sheets(Total Thickness < 0.64mm)
<b>Dimensions (W x D x H)</b>	686 x 737 x 1,029 mm
<b>Weight (includes supplies)</b>	Approx. 90.7 kg
<b>Operating Environment</b>	Operating: 10 - 40 °C, 15 - 80 %RH
<b>Power Source</b>	Single phase 100 - 240 VAC ±10%, 50/60 Hz ±2%
<b>Power Consumption</b>	Operating: Max. 601W (ISO10561 (High Speed Draft,
<b>Noise Level</b>	Operating: Approx. 55 dBA Idle: < 48 dBA
<b>MTBF (Mean Time Before Failure)</b>	10,000 hours
<b>In the Box</b>	Manuals, CD-ROM, Ribbon cartridge, Power cable

### **Cheque Writer DOT Matrix Printer**

<b>Printing Technology</b>	Serial Impact Dot Matrix Method
<b>Print Head</b>	24 Pin
<b>Dot Wire Diameter</b>	0.2 mm
<b>Print Direction</b>	Bidirectional/Unidirectional printing, Short line-seeking printing
<b>Graphic Resolution</b>	Max. 360(H) x 360(V) dpi
<b>Print Speed</b>	High Speed Draft : 480 cps, Draft : 360 cps, Letter Quality : 120 cps
<b>Line Feed Pitch</b>	4.23mm (1/6 "), 3.18mm (1/8 "), n x 0.42mm(m/60 ") (m=0-127), n x 0.35mm(n/72 ") (n=1-85), n x

	0.14mm(n/180 ")(n=0-255), n x 0.12mm(n/216 ")(n=0-255), n x 0.07mm(n/360 ")(n=0-255)
<b>Feed Speed</b>	5.5 inches per second
<b>Feed Rate</b>	4.23mm(1/6") line feed: Approx. 46 milliseconds
<b>Paper Route</b>	Tractor feeder (Front), Tractor feeder (Rear), Tractor feeder (Bottom), Manual (Top), Manual (Front), Cut sheet feeder (Rear)
<b>Character Pitch</b>	High Speed Draft : 10.0 cpi, 12.0 cpi, 17 cpi Draft : 10.0 cpi, 12.0 cpi, 15.0 cpi, 17.1 cpi, 20.0 cpi Letter Quality : 10.0 cpi, 12.0 cpi, 15.0 cpi, 17.1 cpi, 20.0 cpi, Proportional
<b>Printing Width</b>	136 characters/line at ANK 10 cpi
<b>Interface</b>	IEEE1284-1994 Bi-directional Parallel, USB 2.0 (Full Speed), (Optional) 100BASE-TX/10BASE-T, (Optional) RS-232C (25pin)
<b>Emulation</b>	ESC/P2 emulation, IBM Pro Printer emulation, IBM AGM emulation
<b>Supported OS</b>	Windows 10, Windows 7 x64, Windows Vista, Windows Vista x64, Windows Server 2008 R2, Windows Server 2008, Windows Server 2008 x64, Windows Server 2003, Windows Server 2003 x64
<b>Receive Buffer</b>	Max. 128KB
<b>Resident Font</b>	Draft, High Speed Draft, LQ Gothic, LQ Roman, LQ Courier, LQ Swiss, LQ Prestige, LQ Orator, LQ Swiss Bold, Scalable Roman, Scalable Courier, Scalable Swiss, OCR-A, OCR-B
<b>Font Style</b>	Double Width, Double Height, Enhanced, Emphasized, Bold, Italics, Over score, Outline, Shadow, Underline
<b>1-D Barcode</b>	UPC-A, UPC-E, EAN8, EAN13, Code39, Interleaved 2 of 5 (ITF), Code128, POSTNET, Code bar (NW-7), Industrial 2 of 5, Matrix 2 of 5

<b>Paper Type</b>	Continuous paper, Continuous copying paper, Cut sheet, Card, Envelope, Label
<b>Paper Weight Adjustment</b>	Manual
<b>Paper Size</b>	Continuous paper: Width 76.2-406.4mm x Length 76.2-558.8mm Single part paper: Width 99.1-419.1mm x Length 99.1-363.0mm Multi part paper: Width 76.2-406.4mm x Length 76.2-558.8mm
<b>Paper Weight</b>	Continuous paper : 45 - 90 gsm Single part paper : 45 - 90 gsm Multi part paper : 35 - 40 gsm
<b>Copy Capability</b>	Normal print mode: original + 4sheets(Total Thickness < 0.36mm) High copy print mode: original + 5 sheets(Total Thickness <0.48mm)
<b>Dimensions(WxDxH)</b>	568 x 320 x 159 mm
<b>Operating Environment</b>	Operating: 5 - 35 °C, 20 - 80 %RH Storage: -10 - 50 °C, 5 - 95 %RH No condensation
<b>Power Source</b>	Single phase 220 - 240 VAC $\pm$ 10%, 50/60 Hz $\pm$ 2%
<b>Power Consumption</b>	Operating: Max. -W (ISO10561 (Draft, Range1) Printing Approx. 88W) Idle: Approx. 15W Sleep: < 1.5W
<b>Safety &amp; Environment Regulation</b>	Energy Star, EMC-Directive, GS Mark, CE Mark, CCC Mark
<b>Noise Level</b>	Operating :Approx. 57 dBA Quiet Mode: < 49 dBA
<b>MTBF(Mean Time Before Failure)</b>	25,000 hours
<b>Ribbon Life</b>	Black : 13 million characters

<b>Print Head Life</b>	Approx. 600 million strokes/ pin
<b>In the Box</b>	Ribbon cartridge, Power cable, CD-ROM, Others

<b><u>Laser Printer</u></b>	
<b>Print Speed</b>	Letter : minimum 40 ppm black;4 First Page Out As fast as 5.6 sec black
<b>Print Resolution</b>	Black (best) : 600x600dpi, Upto 4800x600 enhanced dpi
<b>Print Technology</b>	Laser
<b>Print Resolution Technologies</b>	1200,600dpi
<b>Standard Print languages</b>	PCL5, PCL6, post script level 3 emulation, direct PDF(v1.7) printing, URF, PCLM, PWG
<b>Printer Smart Software Features</b>	Auto-duplex printing, Apple Air Print™, Instant-on Technology, Auto-On/Auto-Off technology, Jet Intelligence Cartridge Technology, Job Storage with PIN printing
<b>Standard Connectivity</b>	1Hi-Speed USB 2.0; 1 Host USB; 1 Giga bit Ethernet 10/100/1000T network
<b>Network Capabilities</b>	Via built-in 10/100/1000 Base-TX Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1X
<b>Network Ready</b>	Standard (built-in Giga bit Ethernet)
<b>Memory</b>	128 MB
<b>Processor Speed</b>	1200MHz
<b>Duty Cycle</b>	Upto 80,000 pages per month

<b>Control Panel</b>	2-line back lit LCD graphic display; Buttons (OK, Menu, Cancel, Back);LED indicator lights (Attention, Ready)
<b>What's in the box</b>	Laser Jet Preinstalled Black Laser Jet Toner Cartridge (3100 pages); Getting Started Guide; Setup Poster; Support Flyer; Warranty Guide; Printer documentation and software on CD-ROM; Power Cord 1, USB Cord 1

### Electricity Generators with Auto Switch Panel 5KVA

<b>Short Description</b>	5.5kVA Petrol Generator, minimum one-year warranty/mmanufacturer warranty
<b>kVA (Max Power)</b>	5.5 kVA
<b>Continuous Output</b>	5.0 kVA
<b>Frequency</b>	50Hz
<b>Voltage</b>	230 V
<b>Alternator Type</b>	Brushless condenser
<b>Engine</b>	OHV Air Cooled - MZ360
<b>Type</b>	4-Stroke
<b>Displacement</b>	Min. 357 cc
<b>Starting Method</b>	Auto start and Recoil
<b>Cont. Working Time</b>	17.5 hours at 25% load, 12 hours at rated load
<b>Fuel</b>	Petrol
<b>Noise @ 7m</b>	71 dBA (1/4 load)
<b>Output Type</b>	2 x 15A outlet with circuit breaker



<b>Product Dimensions (mm) LxWxH</b>	670 x 535 x 565mm (L x W x H)
<b>Wheel Kit</b>	2 Wheel Kit

### **LaserJet Printers Specification (SAP Certified) SAPWIN/SWIN**

<b>Printing Technology</b>	Laser
<b>Print Resolution</b>	Black (best): Up to 1200 x 1200 dpi
<b>Print Speed</b>	More than 40 ppm black;
<b>Display</b>	2-in, 4-line LCD (color text and graphics)
<b>Processor speed</b>	800 MHz
<b>Connectivity</b>	802.11b/g/n wireless LAN (station mode), other networking accessories, Jet direct 2700w USB Wireless Print Server
<b>Network ready</b>	Standard (built-in Gigabit Ethernet)
<b>Paper Route</b>	Trays
<b>Ports</b>	1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10/100/1000 Base-T; 1 Hi-Speed USB 2.0 Easy Access USB; 1 Hardware Integration Pocket (HIP)
<b>Hard disk</b>	Standard, 8 GB Solid State Drive (SSD)
<b>Paper handling input</b>	100-sheet multipurpose tray, 2 x 250-sheet input trays
<b>Paper handling output</b>	250-sheet output bin
<b>Duplex printing</b>	Automatic (standard)
<b>Character Pitch</b>	10.0 cpi, 12.0 cpi, 13.3 cpi, 15.0 cpi, 16.7 cpi, 17.1
<b>Monthly duty cycle</b>	Up to 100,000 pages

<b>Supported OS</b>	Windows 10, Windows 7, Windows 7 x64, Windows XP, Windows XP x64, Windows Server 2012 R2, Windows Server 2012, Windows Server 2008 R2, Windows Server 2008, Windows Server 2008 x64, Windows Server 2003, Windows Server 2003 x64,
<b>Media sizes supported</b>	Tray 1, 2: A3; A4; A5; B4 (JIS); B5 (JIS); Tray 3: A3; A4; A5; B4 (JIS); B5 (JIS)
<b>Weight (includes supplies)</b>	Tray 1: 60 to 199 g/m <sup>2</sup> ; Tray 2, 3: 60 to 120 g/m <sup>2</sup>
<b>Network Capabilities</b>	Yes, via HP Jet direct Ethernet embedded print server (standard)
<b>Power</b>	Input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)
<b>Operating Environment</b>	Operating: 10 - 40 °C, 15 - 80 %RH
<b>MTBF (Mean Time Before Failure)</b>	10,000 hours
<b>In the Box</b>	Manuals, CD-ROM, Ribbon cartridge, Power cable

**Fire- wall for 13 sites and 24 Port Manageable Switch.**

## UPS 2400V for PCs Local

Specification	Local UPS 2400V (24VDC) with hybrid solar charging option, Input voltage rang 90-280 VAC and Batteries 200ah, overload and short circuit protection. LCD display.
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**SECTION IV  
EVALUATION CRITERIA**

## (Evaluation Criteria)

### Bidder Qualification and Bid Evaluation Criteria for most advantageous Responsive Bid:

#### A) Financial Evaluation:

1. Most advantageous responsive bid price of bidder declared by Procurement Committee.

S.#	Description
1	Bid Submitted in time
2	Bids are sealed and properly marked as per Instructions to bidders in Bidding document
3	One Copy of Bid (Original)
4	Authorization letter to participate in bid and Compulsory Bid Acceptance form
5	Bid Validity Period up to 30.06.2022
6	Bid Security item wise or whole job (as per amount mentioned in advertisement)
7	Delivery Time Period (25 days)
8	NTN & GST Registration with ATL status (copy of certificate required)
9	OEM Authorization Certificate
10	Financial Statements (copy of last 02 years required)
11	Bidders past experience (Copy of Purchase Orders required)
12	Bidder capacity to deliver services & spare parts
13	No Litigation and black listing Certificate on letter head
14	Technical Specifications Compliance Sheet by bidder
15	Any bid found conditional, comprising condition of variation / fluctuation in dollar rate, over writing, false/forged document, received late and/or not accompanied will be rejected as per AJK PPRA Rules 2017

2. Work award will be given to the most advantageous bid on **Item-wise lowest quoted bid price/offer**. Bidders can participate in bid process for supply of one or more items of Invitation for Bids (IFB-1). Work award (BER) shall be published on item wise basis in whole or parts to PPRA. Purchase and Procurement Committee reserves the right to accept or reject all bids as per provisions of AJ&K PPRA Rules 2017.

**B) Technical Evaluation:****Mandatory Requirements**

The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

<b>Category</b>	<b>Description</b>	<b>Points</b>
<b>Legal (Mandatory)</b>	Tier-1/No Partners	Mandatory
	Letter of Authorization from the principal head for this tender	Mandatory
	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan and/or AJ&K.	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status--Active with FBR / AJ&K CBR)	Mandatory
	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 & AJK.	Mandatory
	In full compliance of the Execution Schedule and Delivery Period mentioned in Standard Bidding Document (Undertaking)	Mandatory
	Provision of sales and after- sales service	Mandatory
	Compliance of given specifications according to the SBD	Mandatory
	Standard warranty as per manufacturer	Mandatory
	Statement of Financial Soundness from Bank.	Mandatory

**The following criteria will be used for determining the technical qualification of Bidder/Bidder**

**Total Marks: 100**

**Qualification Marks: 65**

Category	Description	Range	Point Allocation	Points Earned by Bidder
1. Financial	<b>Annual turnover (Max Points 25)</b> Value of Contracts over last 12 months.  Attach proof/evidence in form of work orders/contracts or payment received.	5-10million	10 Points	
		11-20million	15 Points	
		21-30million	20 Points	
		31 million or above	25 Points	
	<b>Projects with Government (Max Points 12)</b> Projects executed Successfully with government organizations.  Attach proof/evidence in form of work orders/contracts or payment received from procuring agency	1 Project	3 Points	
		2 Projects	6 Points	
		3 Projects	9 Points	
		4 Projects & above	15 Points	
	<b>Certified/Audited Accounts of last two years (Max Points 10)</b>	5 points for each year	10 Points	
	<b>Net Worth (Max Points 5)</b> (Total Assets less Total Liabilities as taken from the balance sheet) Available Net Assets/Equity/Capital	10 to 20 million	2 Points	
20 to 30 million		5 Points		
30 million & above		10 Points		
2. Technical (Quality, Human Resource, Professional, Backup Support)	Total No of full time Technical Staff employees ( <b>Max Points 20</b> ) Attach CVs, Payroll list etc for evidence (Engineers, certified professionals, Network Administrators & System Administrators, PC-Technicians, Sales, Marketing & Finance Managers will be counted as technical staff only)	4 points for each category	20 Points	

	<b>Total Experience in relevant field (Max Points 5)</b>	3 Years	1 Points	
		4 Years	2 Points	
		5 Years	3 Points	
		6 Years	4 Points	
		More than 6 years	5 Points	
	<b>ISO Certification (Max Points 5)</b>		5 Points	
	<b>Service support Centers (Max Points 10)</b>	2 points per Centre	10	
	Location/Address of the Service Centers			
<b>Total Marks</b>			<b>100</b>	

**Important Notes for bidder:-**

- 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.
- Bidder shall have to attain minimum 65 marks to be declared technically qualified provided the technical specifications conform to the bidding document specifications.
- Bidder not conforming to item technical specifications shall be disqualified being non- conforming to standard specification
- Item wise most advantageous bid will be awarded the contract.

**SECTION V  
BID FORM**



## **BID FORM-01**

Bid Ref No. **Bid Ref. No. 1/AGAJK/2022**

Date of the Opening of Technical Bid

### **Letter of Intention**

Name of the Contract : **Procurement of Computer Hardware (PCs, Laptops, Cheque writers, LaserJet Printers, UPS for PCs and UPS for LAN/WAN Firewall/Switches.**

To: [Office of the Accountant General,, Azad Jammu and Kashmir, Muzaffarabad.]

Dear Sir,

Having examined the bidding documents, including Addenda Nos. [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 &19 of the bidding documents and have duly provided bid security as per amount mentioned in advertisement in the shape of pay order in the name of **Accounts Officer (DDO) office of the Accountant General, AJK** with our Technical Bid.

Dated this [insert:number] day of [insert:month], [insert:year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

## BID FORM-02

Name of the Firm

Bid Reference No: **Bid Ref. No. 1/AGAJK/2022**

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

<b>Required Documentation</b> (To Be Filled by the Procuring Agency)	<b>Checklist</b> (To be initialed by the Bidder against each document)	<b>Relevant Page Number in the Bid</b> (To be filled by the Bidder)	<b>Supporting Documents</b> (To be filled by the Bidder with name of the documents that are submitted to meet the requirement)
<b>Column:1</b>	<b>Column:2</b>	<b>Column:3</b>	<b>Column:4</b>
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR and/or CBR AJ&K			
Registration/Incorporation/Business Certificate			
Complete Company profile			
Operational Offices in Islamabad/ Rawalpindi /AJK and major cities			
Firm's past performance i.e. Minimum three years' experience in supplying and installation of Computer Hardware & IT equipment			
Affidavit to the effect that the respective bidder is not			

blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or AJK) or a public sector organization.			
Letter of Original Manufacturer's authorization			
Bid Validity period up to 30/06/2022			
Compliance with schedule of requirements			
Submission of required amount of bid security with Technical Bid			
Compliance with Technical Specifications & scope of work			
Manufacturer warranty/ Minimum One year and onsite support			
Technical brochures/data sheets			
Original Bidding Documents duly signed/stamped			

Bidders should only initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column 2 should be left blank.

Bidders are required to mention the exact page number of relevant document placed in the Bid.

Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.



## FINANCIAL BID FORM-04

### Price Schedule

User Note: This form is to be filled by the Bidder for each individual item and shall submit

with Financial Bid.

Name of the Firm:

Bid Ref. No: **Bid Ref. No. 1/AGAJK/2022**

Date of opening of Bid.

S.#.	Name of the Item	Unit Price (Inclusive of all applicable taxes)*	Qty	Final Total Price (Inclusive of all applicable taxes)
1	2	3	4	5
				(3X4)
Total Price (Inclusive of all applicable taxes)				

Note: The quoted price should include the delivery/installation charges.

FINAL TOTAL PRICE (in words):-----

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----

**BID FORM-05**  
**Performance Guarantee**

To: **[Office of the Accountant General, AJK, Muzaffarabad]**

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of goods] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of \_\_, 2022

Signature and Seal of the Guarantors/ Bank

Address\_\_\_\_\_

Date\_\_\_\_\_

## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

### 1. Definitions

The Purchaser is Office of the Accountant General, AJ&K, Muzaffarabad.

### 2. Inspection and Tests

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Inspection Committee of the Office of the Accountant General will carry out detailed physical examination of according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

### 3. Packing

**Packing & accessories:** All the items to be provided in proper company packing with brochures, operational manuals and CDs.

### 4. Transportation and delivery requirements

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

### 5. Warranty

The warranty period of the supplied goods shall be minimum **one year** for all items except Line Printers and Laser Printers (SAP compatible) which shall have warranty of three years from date of delivery of the supplies at the purchaser's premises.



## 6. Prices & Payment

- **Prices shall be fixed.**
- 100% payment will be made after successful testing and commission through cross cheque by AGAJK Muzaffarabad.

## 7. Liquidated Damages

<b>Applicable rate: Penalties for delayed delivery of IT hardware shall be as under: Mode of Penalty</b>	<b>100% Quantity as Per Purchase Order</b>	<b>Total delivery period</b>
Without penalty	25 days	25 days
With penalty @ 1% per day after 25 days maximum 10% of the total Contract Price	10 days	35 days

## 8. Resolution of Disputes

**The dispute resolution mechanism to be applied shall be as follows:**

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. The Secretary, Finance Department, AJK or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

## 9. Notices

**Purchaser's address for notice purposes:**

Office of The Accountant General Azad Jammu & Kashmir  
Sathra Hill, Muzaffarabad.

Ph#: 05822-920603

**Supplier's address for notice purposes:**

\_\_\_\_\_

\_\_\_\_\_

## **General Conditions of Contract (GCC)**

### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Purchaser (Accountant General AJ&K and Supplier, as recorded in the Agreement/ Contract signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations.

(c) "The Goods" means all those equipment, machinery and/or other material which the Supplier is required to supply to the Purchaser under the Contract.

(d) "The Services" means those services ancillary to the supply of the goods, such as transportation of goods upto the desired destinations, insurance and any other incidental services such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means Special Conditions of the Contract.

(g) "The Purchaser" means the organization purchasing the Goods, as named in the SCC.

(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

(i) "The Project Site", where applicable, mean the place or places named in the SCC.

(j) "Day" means calendar day.

### **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

**3. Standards**

3.1 The Goods supplied under this Contract against the "Purchase Order", shall conform to the standards mentioned in the Technical Specifications.

**4. Inspections and Tests**

4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications.

4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination.

4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.

4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.

**5. Packing**

5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as shall be indicated in the Contract.

5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

## **6. Delivery and Documents**

6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.

6.2 For purposes of the Contract, DDP trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes, transportation & delivery charges, insurances & warranties, if any, etc.

## **7. Transportation**

7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination.

## **8. Warranty**

8.1 The Supplier warrants that the Goods supplied under the Contract are original, new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship.

8.2 This warranty shall remain valid for minimum one year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.

8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

8.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

8.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights

**9. Payment**

9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.

9.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

9.4 The currency of payment is Pak. Rupees.

**10. Prices**

10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

**11. Change Orders**

11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract.

**12. Contract Amendments**

12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**13. Assignment**

13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.

**14. Delays in the Supplier's Performance**

14.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.

**15. Liquidated Damages**

15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 16.

**16. Termination for Default**

16.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from to time to time under this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement

process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

## **17. Force Majeure**

17.1 Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2 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 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.

17.3 If a Force Majeure situation 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 as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **18. Resolution of Disputes**

18.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

18.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC.

## **19. Governing Language**

19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language. The language shall be English for this tender, its documents, correspondence, contracts, forms and all other ancillary documents.

## **20. Applicable Law**

20.1 The Contract shall be interpreted in accordance with the laws of the country.

## **21. Notices**

21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by electronic mail, or facsimile and confirmed in writing to the other party's address specified in SCC.

21.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.



**22. Taxes and Duties**

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

**End of bid**