



## SUPREME COURT OF AZAD JAMMU & KASHMIR

### Tender Notice

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

- Request for Proposals (RFP) for aforementioned task can be obtained from Supreme Court of AJ&K and AJK PPRA Website.
- As per PPRA Rule 36(b), Single Stage - Two Envelope Bidding Procedure shall be followed.
- The bid Security, 3% of the bid price must be submitted with bid in the form of CDR in the name of D.D.O Supreme Court. No tender will be accepted without Bid Security and such tender(s) will be rejected out rightly.
- Incomplete/ conditional bid and bid bearing cutting/ over writing without authentication shall not be considered.
- Bids must be delivered to the address below on or before 04-08-2021 at 11 :30 AM.
- Bid-opening will be held on 04-08-2021 at 12:00 PM
- Evaluation report/award of contract shall also be displayed at AJK PPRA Website.
- Valid NTN/STRN Registration Certificates required with the bid.
- The Committee reserves rights to accept or reject any or all the bids as per AJK PPRA Rules.
- The advertisement is uploaded on both websites of AJK PPRA ([www.ajkppra.gov.pk](http://www.ajkppra.gov.pk)) and the Supreme Court website ([www.ajksupremecourt.gok.pk](http://www.ajksupremecourt.gok.pk))
- The Chairman Purchase Committee may increase or decrease the quantity of items as per AJK PPRA Rules.
- Address for submission/venue of opening of Tender documents are as under.

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

Tender Document

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**PROCUREMENT OF I.T EQUIPMENT &  
NON-I. T EQUIPMENT**

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**SUPREME COURT OF AZAD JAMMU & KASHMIR**

**Last date (deadline) for Bid Submission: 04-08-2021(11:30 AM)**

**Bid Opening: 04-08-2021 (12:00 AM)**

## Table of Contents

| Serial No. | Table of Contents   | Page |
|------------|---|------|
| 1.         | Invitation of Bid   | 1    |
| 2.         | Bidding Details (instructions to Bidders)                           | 1    |
| 3.         | Tender Scope  | 1    |
| 4.         | Bid Documents Description   | 2    |
| 5.         | General Terms & Conditions  | 3    |
| 6.         | Rejection / Acceptance of the Bid                                   | 5    |
| 7.         | Award Criteria  | 6    |
| 8.         | Purchase Order  | 6    |
| 9.         | Execution Schedule / Delivery                                       | 6    |
| 10.        | Currency  | 6    |
| 11.        | Taxes   | 6    |
| 12.        | Warranties  | 6    |
| 13.        | Misleading Information  | 7    |
| 14.        | Governing Law   | 7    |
| 15.        | Instruction of Responding Organizations                             | 8    |
| 16.        | Annexure- A (Summary for Technical Proposal)                        | 9    |
| 17.        | Annexure-B (Technical Specifications of the Equipment and Software) | 10   |
| 18.        | Annexure-C (Format for Financial Proposal)                          | 14   |

## **1. Invitation to Bid.**

### **1.1 A&K PPRA Rules to be followed.**

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

### **1.2 Mode of Advertisement(s)**

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

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

### **1.3 Type of Open Competitive Bidding**

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

## **2. Bidding Details (Instructions to Bidders)**

All bids must be accompanied by Earnest Money equivalent to 3% of the total bid price in shape of pay order /bank draft, as part of financial bid in favor of "Deputy Registrar/D.D. O Supreme Court of Azad Jammu & Kashmir". The complete bids as per required under this tender document, must be dropped in the office of Chairman Purchase Committee Supreme Court of AJ&K, Muzaffarabad not later than 11:30 a.m. on last date of submission of bids i.e., 04.08.2021 (Wednesday), late bids shall not be considered. In case of announcement of public holiday on the submission & opening date of tender, then the tender will be submitted and opened on the next working day.

## **3. Tender Scope**

Supreme Court of AJ&K intends to purchase Laptop Computers and Grass Cutter Machine for Supreme Court office Muzaffarabad.

1.1. The selected bidders shall be responsible for Supply of Laptop Computers and Grass Cutter Machine and support for a period of 1 year.

## **4. Bid Document Description**

### **4.1 Introduction**

This section defines format of the proposal to be developed and submitted to Supreme Court AJ&K. The proposals should set out alternative means by which several technical, performance based, time based and miscellaneous goals and objectives may be achieved, in accordance with mandatory requirements. The clients

would then consider entering into contract for implementation of the most acceptable proposals, which should be determined on the basis of evaluation factors set out in this document. In addition, acceptability of the contract terms and conditions, upon which implementation of the proposals would be undertaken, must be appraised against the contract terms and conditions prescribes herein.

**4.2 Presentation of Proposals**

The Proposals should comprise the following two parts:

PART 1 – Technical Proposals

PART 2 – Financial Proposals

**4.3 Format for Technical Proposals**

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

**(i) General**

The responding organization should provide the following.

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

**(ii) Financial Capabilities**

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

#### **4.4 Financial Bid**

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

### **5. General Terms & Conditions**

#### **5.1 Validity of the proposal**

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

#### **5.2 Procedure for opening of Bids**

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

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

### 5.3 Technical evaluation

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

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

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

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

**Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.**

## 5.4 Financial Evaluation

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

## 6. Rejection / Acceptance of the Bid

- 6.1 The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal without giving any reason.
- 6.2 Bidder must apply for each Lot Separately.
- 6.3 Bidder must bid for all the items in the lot.
- 6.4 The Tender shall be rejected if:**
- 6.2.1 Prices of all items mentioned in **Annex-C** are not quoted.
- 6.2.2 Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents by other than specified mode; or
- 6.2.3 incomplete, partial, conditional, alternative, late; or
- 6.2.4 Earnest money is not submitted; or
- 6.2.5 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 6.2.6 the Tenderer refuses to accept the corrected Total Tender Price; or
- 6.2.7 Tenderer has conflict of interest with the Purchaser; or
- 6.2.8 the Tenderer tries to influence the Tender evaluation / Contract award; or
- 6.2.9 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- 6.2.10 Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria
- 6.2.11 the Tenderer fails to meet the evaluation criteria requirements



- 6.2.12 the Tenderer has been blacklisted by any public or private sector organization;
- 6.2.13 the Tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
- 6.2.14 the Tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 6.2.15 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
- 6.2.16 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## **7. Award Criteria**

- 7.1 At first step, eligible bidder(s)/tenderer(s) as per sub clause-5.3, of this tender document fulfilling the qualification and technical evaluation criteria will stand technically qualified.
- 7.2 At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

## **8. Purchase Order**

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

## **9. Execution Schedule / Delivery**

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

## **10. Currency**

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

## **11. Taxes**

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

## **12. Warranties**

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

### **13. Misleading Information**

Supreme Court of AJ&K reserves the rights to counter check any information given by Responding Organization and can cancel the tender, if any information given by the selected vendor found incorrect/misleading at any stage of project execution.

### **14. Governing Law**

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

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

## 15. Instructions to Responding Organizations

### (i) Communication

Enquiries regarding this RFP shall be submitted in writing to

**System Engineer/ Incharge I.T**

**Supreme Court of Azad Jammu & Kashmir**

**Principal Seat, Muzaffarabad,**

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

**Web: <http://ajksupremecourt.gok.pk/>, Email: [info@ajksupremecourt.gok.pk](mailto:info@ajksupremecourt.gok.pk)**

### (ii) Submission of Proposal

The complete proposals, technical and financial should be submitted before the end date of advertisement (before the time mentioned at the 1<sup>st</sup> page of this document). The responding organization shall deliver **two copies** of technical proposal and **one copy** of Financial, which shall be physically **separated, bind, sealed and labeled** as “**Technical Proposal**” and “**Financial Proposal**”. No proposal shall be entertained if the technical and financial proposals are not separately sealed and bind. Technical proposal should be strictly in accordance with the format given, otherwise it will be rejected. It must include the summary (format is given at **Annexure-A**). Support material should not be part of the main proposal but should be put in annexure.

The Financial proposal should give cost of individual products/ services viz Consultants Fee, Out-of-pocket expenses, taxes etc. as well as grand total. The Financial proposal should be on fixed-cost basis and not on time-and-material basis.

### (iii) Bid Bond

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

### (iv) Mode of Delivery and Address

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

**System Engineer/ Incharge I.T**

**Supreme Court of Azad Jammu & Kashmir**

**Principal Seat, Muzaffarabad,**

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

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

Summary for Technical Proposal


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

Technical Specifications of the IT/Non IT Equipment

Lot-1 I.T Equipment

| Sr. No. | Items       | Specification            |                              |
|---------|-------------|--------------------------|------------------------------|
| 1.      | Dell Laptop | Operating System         | Windows 10                   |
|         |             | Generation               | 10th Generation & Ultra Slim |
|         |             | Processor Type           | Intel Core i7                |
|         |             | RAM                      | 8GB                          |
|         |             | RAM Type                 | DDR4                         |
|         |             | Hard Disk Capacity       | 1TB                          |
|         |             | Fingerprint Reader       | Yes                          |
|         |             | Warranty                 | 3 Years                      |
|         |             | Good Quality Leather Bag |                              |

## Lot Non-I. T Equipment

| Sr. No. | Items                 | Specification  |
|---------|-----------------------|--|
| 1.      | Grass Cutting Machine | <p>Power:</p> <ul style="list-style-type: none"><li>• Delivers Highest power in its engine class</li><li>• Ideal for heavy duty work due to high torque even at low RPMs</li></ul> <p>Powerful Engine:</p> <ul style="list-style-type: none"><li>• 4-Stroke Engine (Petrol)</li><li>•</li></ul>  |

**FORMAT FOR FINANCIAL PROPOSAL****LOT:1 I.T Equipment**

| <b>Sr. No.</b> | <b>Items</b> | <b>Quantity</b> | <b>Unit Cost<br/>(Included Tax)</b> | <b>Total Cost<br/>(Included Tax)</b> |
|----------------|--------------|-----------------|-------------------------------------|--------------------------------------|
| 1.             | Dell Laptop  | 3 Items         |                                     |                                      |

**LOT:2 Non-I. T Equipment**

| <b>Sr. No.</b> | <b>Items</b>          | <b>Quantity</b> | <b>Unit Cost<br/>(Included Tax)</b> | <b>Total Cost<br/>(Included Tax)</b> |
|----------------|-----------------------|-----------------|-------------------------------------|--------------------------------------|
| 1.             | Grass Cutting Machine | 1 Item          |                                     |                                      |

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