

Request for Quotation
For
Procurement of Lot-II
Photocopier Machine and Multimedia with
wall mounted and fixed Screen for
SDMA/DDDMA Muzaffarabad
Under (DCRIP) AJ&K

Ref # PK-PIU AJK-112103-GO-RFQ

Disaster and Climate Resilience
Improvement Project
(DCRIP) AJ&K



May, 2019





PIU-DCRIP

**OFFICE OF THE PROJECT DIRECTOR,
DISASTER & CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP)
NEAR OFFICE OF CHIEF ENGINEER ELECTRICITY
GHARIPAN, JALALABAD ROAD MUZAFFARABAD AJ&K**

Ph#: 05822-920868, Fax #: 05822-920878

Email: piu.dcripaik@gmail.com

SECTION: 1

Request for Quotation

To:

All Eligible Suppliers/Vendors,

Date : May 07, 2019

Procurement Reference : Ref # PK-PIU AJK-112103-GO-RFQ
(Contract Identification No)

Subject: REQUEST FOR QUOTATION FOR PROCUREMENT OF PHOTOCOPIER MACHINE AND MULTIMEDIA WITH WALL MOUNTED AND FIXED SCREEN FOR SDMA/DDDMA MUZAFFARABAD AJ&K UNDER DCRIP PROJECT.

1. The Planning & Development Department (P&DD) Government of the state of Azad Jammu & Kashmir has received a loan from the World Bank, and PIU-DCRIP intends to apply the proceeds of this grant to eligible payments under the Contract for which this Request for Quotations (RFQ) is issued. This procurement process will be conducted in accordance with the National Shopping Procurement method contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014 and the procedures described herein.
2. You are invited to submit your quotation(s) for supply of "Photocopier Machine and Multimedia with wall mounted and fixed Screen for SDMA/DDDMA Muzaffarabad AJ&K as per specifications mentioned in Section III. You must quote for all the items/package under this Invitation. Price quotations will be evaluated for all the items together and PO will be issued to the responsive and qualified firm offering the lowest evaluated total cost.
3. Your quotation(s) must be marked "**QUOTATION FOR SUPPLY OF PHOTOCOPIER MACHINE AND MULTIMEDIA WITH WALL MOUNTED AND FIXED SCREEN FOR SDMA/DDDMA MUZAFFARABAD AJ&K UNDER DCRIP PROJECT**" and should be addressed to;

**Project Director,
PIU-DCRIP AJK**

**NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARIPAN, JALALABAD
ROAD MUZAFFARABAD AZAD KASHMIR.**

4. Your quotation should be accompanied by technical documentations such as previous supply orders including names and addresses of your firm/shop for providing after sales service facilities in Muzaffarabad.
5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is on or before 24th May, 2019 before closing hours.
6. The quotation must be signed by the authorized representative of the firm/vendor.
7. **PRICES:** The prices should be quoted in Pak Rupees and should be inclusive of all supply/Services charges and admissible taxes in Azad Jammu & Kashmir.
8. **EVALUATION AND AWARD OF CONTRACT:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility and qualification requirements outlined in the Section-II of Quotation Documents. The award will be made to the firm/vendor offering the lowest evaluated price and that meets the required technical standards.
9. **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of 90 days from the date of receipt of quotation(s) indicated in Paragraph 5 above.



SECTION II

Instructions for Preparing Quotations & Mandatory Conditions

1. **SCOPE OF PROCUREMENT:**

Supply of "Photocopier Machine and Multimedia with wall mounted and fixed Screen for SDMA/DDDMA Muzaffarabad AJ&K".

The successful supplier/vendor will be expected to complete the delivery within due time.

2. **ELIGIBILITY TO QUOTE:**

National Suppliers duly registered with tax authorities may be eligible to participate only if they also:

- a. Submit Proof of registration with the Income Tax Department and Sales Tax Department with the quotation. (Failure to enclose these documents would result in rejection of quotation)
- b. Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be severally liable for the execution of the Contract.

3. **QUALIFICATION OF THE SUPPLIER:**

To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:

- a. At least on supply order during last five years for supply of Goods.

4. **PRICE OF QUOTATIONS:**

- a) The quotation must be for the whole items and shall be based on the unit and total price for fixed unit rate contract.
- b) Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items described in the specifications.
- c) All duties, prevailing taxes in the AJK and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price of Quotation submitted by the Supplier.
- d) The rates and prices quoted by the Supplier shall be fixed and final for the duration of the Contract and shall not be subject to any adjustment on any account.

5. **PAYMENT CRITERIA.**

- a) After delivery of goods and satisfaction of SDMA, the payment will be made within 28 days upon submission & acceptance of invoice'

6. **WARRANTY.**

- a) One year warranty will be provided.
- b) The Offeror shall guarantee through written undertaken for a cost free repair and maintenance including prompt replacement of defective parts during warranty (as mentioned in 6.a immediately above) from the date of delivery.

7. **PURCHASER RESERVE THE RIGHT TO INCREASE OR DECREASE THE QUANTITIES:**

The Purchaser, reserves the right to increase or decrease quantities of supplies by 15%

8. **DOCUMENTS COMPRISING THE QUOTATION of VENDOR:**

The Proposal submitted by the Supplier & Service Provider must be comprised on the following documents on your business letterhead:

- a) Signed & Stamped Section III (Specification with Compliance)



- b) Signed & Stamped Schedule OF Requirement (Section IV)
- c) Filled Signed & Stamped Form of Quotation (As per sample attached “Section V”)
- d) Statement of Requirement & Unit wise price as per sample attached “Section VI”)
- e) Copies of taxation documents (Income Tax & GST) (As per Section 2.a above)
- f) Qualification and Experience Information (As per Section 3.a above)
- g) Color pictures of quoted items.
- h) Written undertaken regarding cost free repair and maintenance including prompt replacement of defective parts during warranty period. (As per 6.b above)



SECTION III

Specifications:

<u>S/N</u>	<u>Description of Items</u>	<u>Quantity</u>	<u>Specifications</u>	<u>Compliance (Y/N)</u>
1	Photocopier Machine	1	25cpm Hdd 320gb Ram 4gb 2x550 sheets tray A-3 Toner life 45000 copies, Drum Life 200000 copies Processor 1.33ghz dual core	
2	Multimedia	2	4100 Lumens, Panasonic or Equivalent	
	Multimedia Screen	1	6x6 Tripod movable Screen	
	Multimedia Screen Motorized	1	10x10 Motorized wall mounted with remote control with complete installation.	



SECTION-IV

SCHEDULE OF REQUIREMENT

The delivery & installation schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.

DESCRIPTION OF PROCUREMENT (COMPLETE JOB)		SUPPLY OF PHOTOCOPIER MACHINE AND MULTIMEDIA WITH WALL MOUNTED AND FIXED SCREEN FOR SDMA/DDDMA MUZAFFARABAD AJ&K UNDER DCRIP PROJECT	
Required Delivery Schedule from the Date of Notification of Award as per following tabulated details:		30 Days from date of Contract Award	
Location of Delivery		At identified places by State Disaster Management Authority (SDMA) in Muzaffarabad.	
1	Photocopier Machine	1	As per Specification of Section III
2	Multimedia	2	
	Multimedia Screen (Moveable)	1	
	Multimedia Screen Motorized (wall mounted)	1	

It is hereby declared that, the above given schedule is acceptable for Vendor/Supplier.

Authorized Signature : _____
Name and Title of Signatory : _____
Date : _____
Name of Supplier/Firm : _____
Address: : _____



SECTION V
Form of Quotation

(Date) _____

To:-

Project Director
Disaster & Climate Resilience Improvement Project (DCRIP),
Near Office of Chief Engineer Electricity,
Jalalabad Road Muzaffarabad Azad Kashmir.

We offer to execute the contract for **Supply Of Photocopier Machine and Multimedia wth Wall Mounted and fixed Screen For SDMA/DDDMA Muzaffarabad AJ&K** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of RS: _____ (amount numbers) (RS: _____) (amount in words).

We propose to complete the Supplies within a period of _____ (days/weeks in words and number) _____ calendar days/weeks from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature : _____

Name and Title of Signatory : _____

Date : _____

Name of Supplier : _____

Address: : _____

Phone Number : _____

Cell Number : _____

Fax Number, if any : _____

Email : _____

Website (If any) : _____



SECTION VI
STATEMENT OF REQUIREMENT/PRICE SCHEDULE

Procurement Reference Number: Ref # PK-PIU AJK-112103-GO-RFQ

Brief Description of Goods: SUPPLY OF PHOTOCOPIER MACHINE AND MULTIMEDIA WITH WALL MOUNTED AND FIXED SCREEN FOR SDMA/DDDMA MUZAFFARABAD AJ&K UNDER DCRIP PROJECT

Location (Site) of Goods: At identified places by State Disaster Management Authority (SDMA) in Muzaffarabad..

Commencement and completion periods required: 30 Days

Activity Price Schedule in Pak Rupees:

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

S/N	Item Description	Quantity	Model/Make	Unit Rate (PKR)	Total (PKR)
1	Photocopier Machine	1			
2	Multimedia	2			
	Multimedia Screen (moveable)	1			
	Multimedia Screen Motorized (Wall mounted) with complete installation	1			
Grand Total:					

In Words (Total): _____

Authorized Signature: _____ Date: _____

Name and Title of Signatory _____

Address: _____

Phone Number _____

Cell Number _____

Fax Number, if any _____

Email: _____

Website (If any) _____




Section VII

SAMPLE PURCHASE ORDER

OFFICE OF THE PROJECT DIRECTOR DISASTER AND CLIMATE
RESILIENCE IMPROVEMENT PROJECT NEAR OFFICE OF CHIEF
ENGINEER ELECTRICITY, JALALABAD ROAD MUZAFFARABAD AZAD
KASHMIR
A.K Ph:092(0)5822-920868

PURCHASE ORDER

To:	<u>RFQ Ref No: PK-PIU AJK-112103- GO-RFQ</u> ORDER NO: DATE :			
Sr#	Description of Work	Qty.	Unit Rate	Total Amount
1	Photocopier Machine	1		
2	Multimedia	2		
	Multimedia Screen (moveable)	1		
	Multimedia Screen Motorized (Wall mounted)	1		
G-Total				
Delivery Address:-	At identified places by State Disaster Management Authority (SDMA) AJK in Muzaffarabad AJK			
Delivery Date up to:-				

Terms & Conditions:

1. All Prices for the above items are inclusive of all kind of govt. taxes.
2. Prices are inclusive of Delivered Duty Paid (DDP) at the office of Project Director DCRIP AJ&K.
3. Any damage, loss, theft and demurrages outside the premises of office of the Project, shall be the responsibility of supplier / agent.
4. All applicable Taxes as per Government rates will be deducted at the time of payment.



5. Payment will be made within 28 days after submission of invoice and satisfaction of concerned department.
6. All other Conditions of the RFQ will be remain same and no Variation will be allow in the Quoted Specifications (Copy of specifications and Quotation of Your Firms is attached)
7. DCRIP reserves the right to cancel any order at any time, if supplier fails to deliver required quantity within specific period or not according to specifications
8. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts for warranty period (i.e One Year) on items where applicable from the date of delivery to the satisfaction of the employer.
9. Penalty @ 1% of total cost per week may be imposed according to the decision of Purchase Committee, if
 - a) Delivery is not made within specific time period

Accepted by

Approved by

Supplier

Project Director

Disaster and Climate resilience Improvement
Project (DCRIP)- AJ&K



**UNDERTAKING
REGARDING COST FREE MAINTINANCE**

Contract Ref# PK-PIU AJK-112103- GO-RFQ

M/s _____ fell in contract to _____ under Contract Ref: PK-PIU AJK-112103- GO-RFQ as per specification, quality & quantity.

On behalf of, M/s _____ it is hereby declared that as per agreed condition "Section-II sub-section 6 a & b of RFQ M/s _____ is responsible for cost free repair and maintenance including prompt replacement of defective parts on all items for three year warranty period.

Name: Mr. _____
CNIC No: _____
Firm/Vendor: M/s _____
Address: _____

Witness I

Name: _____
ID Cad No. _____
Address: _____

On Judicial Paper
To be signed by the
CEO of Vendor

