



TENDER DOCUMENT

This Tender Document shall be used for submission of bids for purchase of Equipments for State Earthquake Reconstruction & Rehabilitation Agency (SERRA), Muzaffarabad.

This document contains following:-

- 1) Terms and conditions for tender submission.
- 2) Tender Form for Purchase of Equipments.
- 3) Technical Specifications of each item.

TERMS & CONDITIONS FOR TENDER SUBMISSION

- (i) Tender form is to be filled in carefully, preferably typed. Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom.
- (ii) The bidder is required to enclose a bank draft of not less than 2% of the total bid value of the Equipments for which tender has been submitted (Refundable) in the name of Director (Admin/Coordination), SERRA as earnest money in a separate envelope distinctly marked as EARNEST MONEY. The tenders which are found deficient of earnest money will not be considered. No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of equipment within the stipulated period. The earnest money of the un-successful bidders will be returned on a written request.
- (iii) The bid must indicate sound financial health of the dealer/firm, duly certified by a reputed bank.
- (iv) National Tax No. and G.S.T. Registration Number must be indicated by each bidder.
- (v) The prices quoted by the firm must be of the latest brand/Model and should include all service charges in the form of rate running contract and be effective/operative throughout the financial year 2007-2008. In case a particular items is not quoted, it should be written as not quoted.

- (vi) Bid validity period of sixty days from the closing date for Tender be clearly mentioned in bid.
- (vii) All supplies will be made by the firm/authorized dealer directly who will be responsible for safe delivery of the Equipments. All the Equipments will be acceptable subject to physical and mechanical examination by the recipient office.
- (viii) The Equipments will have to be delivered installed at the following address within 30 days from the date of issuance of delivery order to the successful bidder on the risk/cost of supplier:-

1	Furniture
2	Multimedia
3	Computer Notebook
4	Digital Camera
5	Heater
6	Desktop Computer
7	Printer
8	Fax Machine
9	Photocopier
10	Air Conditioner
11	UPS

- (ix) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that their firm has not been blacklisted in the past on account of inefficiency and supply of substandard Equipments/machinery/material to any public sector organization. On account of submission of false statement the firm shall be blacklisted and debarred from bid and their earnest money shall be forfeited to Government account.
- (x) If any item is found to be substandard, defective or short of accessories the same will not be accepted in any circumstances and action will be taken/instituted against the supplier, which will range from blacklisting of bidder for future participation in Government purchases, forfeiture of earnest money and to other penalty as decided by the Purchase Committee.
- (xi) Any lapse in fulfilling above requirements or any other stipulated condition(s) in the tender shall render the bid liable for rejection.
- (xii) The bids shall be evaluated by the purchase committee whose decision will be treated as final.
- (xiii) The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract, copy of which can be obtained by the bidders on request.

- (xiv) Sealed tenders are required to be submitted in person/by registered mail to 29-09-2009 by at 12:00 hours in SERRA's office Opposite Kashmir Plan House, New Secretariat, Muzaffarabad, Azad Kashmir.
- (xv) Tenders will be opened on the same date at 11:00 hours in the presence of bidders or their authorized representatives.
- (xvi) In case of any dispute, the decision of Purchase Committee will be final and no appeal will be admissible against that decision.
- (xvii) The Purchase Committee reserves the right to reject any or all the tenders without assigning any reason(s).
- (xviii) If the supplier fails to fulfill the terms and conditions of the tender, earnest money shall be forfeited to Government accounts along with blacklisting of the concerned supplier for future supply to the Ministry of Reconstruction as well as to other Government departments.

We hereby accept the above terms and conditions and will abide by all the instructions.

Name of Bidder/Firm:	
Signature:	
Date:	

Note:- Signed Tender Document will be attached with the Tender Form (bid)