

AJK Community Development Program Muzaffarabad

Tender Notice

AJK Community Development Program (IFAD Assisted Programme) invites tenders from reputed companies/ firms having ample of working experience of Impact Study on Outcome highlighting Impact results of project activities/Intervention carried out in rural areas under likewise Foreign Aided Development Projects. The renderers/ bidders are required to submit proposal for study to fulfill the requirements to the satisfaction of project managements by offering competitive rates for completion and documentation of the study on the basis of TORs available on AJK CDP Website; www.ajkcdp.org. Contesting firms/bidders are required to submit technical and financial proposal separately along with relevant documents as to prove their prequalification for the job in 2 separate sealed envelopes to the undersigned at 1000 hrs on May 04, 2010. The tenders shall be opened on the same day at 1200 hrs in the presence of contesting bidders. TORs for study can also be obtained from project office located on Fort Road Gojra Muzaffarabad during office hours.

Technical proposal should include:-

1. Full name of Organization, address of its Head Office and Branch Office, Phone and Fax numbers and contact person.
2. Type of firm whether limited company, partnership or proprietorship along with copies of evidence and paid up capital/partnership deed with shares of partners and Registration Certificates copies showing no. of years working in such field of study.
3. Record of Firm's experience on similar nature of work executed during the last 5 years (along with contract value) with successful completion certificates of the clients.
4. Details of work in hand, names and contract value, client, date of start and expected completion dates with copies of Work Orders from clients.
5. Name of firm's Directors/Partners and Professional Staff with their qualifications and experience along with their CVs.
6. Copy of the Registration and prequalification as consulting firm and proof of timely completion of such study with the fee agreed/ paid.

7. Certificate from a scheduled Bank giving Contractor's current financial stability and Bank Statement for the last three years.
8. Registration with Income Tax Authorities/National Tax Number Certificate along with latest Income Tax Clearance Certificate and return filed with Income Tax Department.
9. Details of Litigation or Arbitration or Black Listing if any. If none, an affidavit of no Arbitration and of never having been black-listed will have to be submitted.
10. The earnest money from any scheduled banks of Pakistan is required to be deposited with the tender, equal to 2% (two percent) of tendered amount of the works in the form of Call Deposit in favour of Program Director AJKCDP.
11. 5% (five percent) Security Deposit shall be deducted from running bills of work done by successful firm/ Contractor.
12. Mobilization advance (15%) shall be paid to the qualified firm/Consultant against bank guarantee from scheduled bank which will be adjusted/deducted from the consecutive payable bills of the firm/consultants on equal installment (during the contract period).
13. Bids shall be valid for 90 days.
14. The contract shall be awarded on the basis of a lump-sum price. However, bidders are required to quote item-wise/activity-wise cost in light of TORs.
15. The work shall be completed preferably in 4 (four) Calendar Months from the date of commencement of works.
16. Incomplete submission shall not be considered. The competent authority reserve the right to accept or reject any or all tenders without assigning any reason.
17. Selected/Qualified Contractor shall have to enter in to Agreement inclusive of TORS and above conditions with AJKCDP finalized after obtaining concurrence/approval of the donor IFAD. Call Deposits of contesting bidders not qualified Contractors shall be released after signing of the Agreement with qualified Contractor.
18. Security/call deposit of successful bidder will be released after evaluation, finalization and acceptance of the impact assessment report by project management and donors.
19. Contesting firms/bidders will submit technical and financial proposal separately along with relevant documents as to prove their prequalification for the job in 2 separate

sealed envelopes. Technical proposals will be opened in the presence of contesting bidders, where as the financial proposals will be opned after evaluation of technical proposal not late rthan 10 days of opening of technical proposal in the presence of qualified contesting bidders. Time and venue for opening of financial proposal will be intimated well in time and financial proposals of unqualified contesting bidders will be returned un opened.

**Program Director AJKCDP
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