



**BANK OF AZAD JAMMU AND KASHMIR
HEAD OFFICE MUZAFFARABAD.**

PRE-QUALIFICATION OF VENDORS.

Bank of Azad Jammu and Kashmir is a fast growing commercial bank operating in Azad Jammu and Kashmir with a network of 65 branches. To support its service delivery the bank requires efficient and reliable supply chain of various items and services.

Expression of interest (EOI) from reputable interested (GST Registered) vendors /service providers is invited for pre-qualification/short listing for supplies/services as described below separately for each category:

| | |
|-----|---|
| 1. | Office Furniture, Fixtures and other items (wooded/steel furniture items blinds/curtains, carpets etc for branches/offices). |
| 2. | Iron Safes, Strong Room Doors, Grills , Steel Cabinets & Steel Almirahs |
| 3. | IT Equipment and Accessories Computers, Laptops, Printers (Color & B/W), Scanners, Servers, Switches, UPS etc. |
| 4. | Printing of Security Stationery (Cheque Books, Call /Term Deposit Receipts, Bank Drafts, Pay orders and other Banking instruments). |
| 5. | Supply of Office Equipment (photocopiers, PABX Systems, Fax Machines, Multimedia Projectors, Shredders & Biometric Machines |
| 6. | Repairs & Maintenance Services of IT and Office Equipment. |
| 7. | Printing and Publishing of Bank's Stationery (annual reports, bank stationery, newsletters, diaries, calendars, letter heads, file covers, envelopes, flyers and office stamps. |
| 8. | Supply and Installation of Bank Sign Boards, Hoardings, Bill Boards, Standees, Skins for sign/bill boards/standees, Publicity items, Advertisements etc. |
| 9. | Supply of Paper, Envelopes and other Items of Table Stationery. |
| 10. | Supply and Maintenance of Standby Generators and General purposes UPS. |
| 11. | Supply of office consumables (toners for printers, photocopiers, fax machines). |
| 12. | Supply and Installation of Security Systems, (Burglar Alarms & CC TV Cameras etc). |
| 13. | Supply and Refilling of Firefighting Equipment/Fire Extinguishers. |

REQUIREMENTS:

- i. Expression of Interest must be furnished separately for each of the above categories.
- ii. The "word" Pre-qualification for each category shall be clearly written/marked on each envelope.
- iii. Firm/vendor must have at least 3 years' experience in the relevant field (**Documentary proof to be provided**)
- iv. Company/Firm profile must show year of establishment (evidence to be attached)
- v. Detail of capability/capacity with respect to **supply, installation & Maintenance experience** and after sale service should be provided.
- vi. Detail of similar works completed in Banks/other organizations, **along with documentary proof to be furnished.**
- vii. Financial position of Firm/vendor with evidence of turnover in bank account for past one year to be furnished. Please attach certificate of the concerned Bank/organization.

Contd...P/2...

- viii. Copy of Income Tax certificate/National Tax Number (NTN), General sales Tax (GST) Registration Certificate to be provided.
 - ix. List of organizations whom supply of goods & services made during past 03 years to be included.
 - x. Affidavit that the company/firm is not blacklisted by any Government, Semi Government, national or international organization and no case is registered against the firm/vendor in any court of law to be furnished.
 - xi. Details of most recent 03 work orders completed to be furnished along with documented proof with certificates of satisfactory services (Only those certificates will be considered which bear name and contact # of authorized officer).
 - xii. Rates quoted must be valid for 120 days for submission of quotation.
 - xiii. Audited accounts for firms for the last 3 years to be furnished.
 - xiv. List of existing clients and list of projects in hand to be furnished.
 - xv. A non-refundable Demand Draft/Pay Order of Rs.1,000/- in favor of Bank of Azad Jammu & Kashmir (BAJK) to be accompanied with submission of pre-qualification request.
 - xvi. Bank will not be responsible for any cost incurred in submission of pre-qualification documents.
- Sealed Application (s) completed in all respects showing Expression of Interest separately for each category should reach on the address given below latest by 21st July 2017.

Note:

The vendors/Firms may apply for the item (s) and services in which they are specialized and are actually dealing.

Divisional Head Operations

Bank of Azad Jammu & Kashmir,
Head Office Muzaffarabad.
Tele: 05822-924247