

Government of Pakistan  
Ministry of Planning, Development & Reform  
JawaidAzfar Computer Centre

## **TENDER NOTICE**

Ministry of Planning, Development & Reform invites sealed tenders from Sales Tax and NTN Registered firms who are on active taxpayers list (ATL) of FBR and having proper offices in Islamabad for procurement of laptops and laser printers. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. are available for the interested bidders at JawaidAzfar Computer Centre "P" Block Pak Secretariat, Islamabad. Bidding documents can also be downloaded from web address [www.pc.gov.pk](http://www.pc.gov.pk) of the M/o Planning, Development & Reform.

2. The bids, prepared in accordance with the instructions must reach at M/o Planning, Development & Reform, JACC "P" Block Pak Secretariat, Islamabad on or before 30<sup>th</sup> May, 2018 up to 10.30 a.m. Bids will be opened on the same day at 11:00 a.m. in JawaidAzfar Computer Centre "P" Block Pak Secretariat, Islamabad. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

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**TERMS AND CONDITIONS OF TENDER**

**1. Tender Format**

Single stage two envelope bidding procedure under Rule 36 (b) of PPRA Rules 2004 will be adopted. Bids must be accompanied by a bank draft/pay order/call deposit from any schedule bank in favour of Director General, JACC as earnest money @ 03% of the total bid value. Bids received without earnest money will be rejected. Conditional bids will also be rejected.

**2. Date and Time of Receipt of Tender**

Bid documents duly completed should reach this office **on or before 30-05-2018, 10:30 a.m.on the tender closing date**. Bids received after the closing date and time will not be entertained. No telegraphic or faxed bid will be accepted. Bids shall be opened on the same date at **11:00 a.m.** in presence of bidders or their authorized representatives before purchase committee in **JawaidAzfar Computer Centre, P-Block, Pak Secretariat, Islamabad.**

**3. Earnest Money**

The bidder will attach bank draft/pay order/call deposit from any schedule bank equivalent to **3% of the total value of bid**, in favour of **Director General, JawaidAzfar Computer Centre**, refundable on satisfactory completion of warranty period of equipment. Cheques will not be acceptable, bids without valid earnest money shall not be entertained.

**4. Prices**

- i. Bidders will be required to quote on (Standard Bidding Document) all prices ex-Islamabad in Pak Rupees inclusive of government taxes, charges, octroi, GST, transportation etc. and at specified site in Islamabad. Items should be duties and tax paid.
- ii. The quotation should remain **valid for at least 60 days** from the date of opening the bid.

**5. Technical Documents**

- i. All information provided in bid should also be adequately supported by relevant documents and technical brochures. Bidder may attach documents that highlight the competitive edge and unique features of their proposal.

- ii. Manufacturer's Authorization Letter is to be submitted along with the tender.
- iii. Any specification or condition mentioned in tender document, if not found in bid document, shall give right to Ministry of Planning Development & Reform to consider it as "condition not being met/fulfilled".

#### **6. Equipment**

- a. The equipment delivered should be new and in no case used or refurbished. The component of the equipment should be assembled by the manufacturer.
- b. The equipment should be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end, copies of the shipping documents will need to be deposited in JACC.
- c. The successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of equipment.

#### **7. Office/Service Centre in Islamabad**

The bidding firm having valid NTN and duly registered with FBR for Sales Tax must have proper office/service support centre in Islamabad.

#### **8. Delivery Period**

The supplier will be required (**DDP**) delivery of equipment at customer's premises within **two weeks** from the date of issue of Purchase Order.

#### **9. Warranty**

03 Years comprehensive warranty for Laptops and 01 year standard warranty for Laser printers from authorized manufacturer/ OEM dealer in Pakistan should be clearly specified.

#### **10. Evaluation Criteria**

Contract will be awarded on the basis of item-wise lowest cost to the party which meet specifications given in the bidding proforma and instructions mentioned in this tender documents.

#### **11. Schedule of Payment**

No advance payment shall be made against the purchase of equipment. Bills of payment shall be sent to AGPR after delivery of equipment on site with necessary installation & configuration where required.

## **12. Disqualifications**

Offers are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document i.e.

- a. Technical details/brochures and literature pertaining to the offered items are not attached.
- b. Tenders are submitted without the required earnest money.
- c. Bids/Tenders are received after specified date and time of receipt.
- d. Specifications and other requirements are not properly adhered to or manufacturer's brochure shows specifications different from those given in tender.
- e. GST/NTN certificate is not attached.
- f. Shipping/documents demonstrating that the equipment arranged through legal channels.
- g. Service centre is not in Islamabad and service response time exceeds 24 hours.
- h. Any other major discrepancy found in the proposal.

## **13. Clarifications required if any**

If further clarification is required regarding this tender, the intended bidder is advised to contact in writing to Assistant Director, JawaidAzfar Computer Centre, Ministry of Planning Development & Reform, P-Block, Pak Secretariat, Islamabad. The response to clarification will be sent to the bidder.

## **14. Rights reserved**

Ministry of Planning Development & Reform reserves the right to accept or reject any or all the bids under provisions of Rule 33 of PPRA Rules 2004. Ministry of Planning Development & Reform also reserves the right to increase/decrease the quantity of equipment or may withdraw the tender without assigning any reason thereof.

## STANDARD BIDDING DOCUMENT

### Item: Laptop Computer

Detailed specification		Conformation to the specification	
		Yes	No
<b>Make/Model</b>	Branded/OEM		
<b>Processor</b>	Intel Core i7-8550U or higher		
<b>Hard Disk</b>	512 GB PCIe NVM™ 3 Layer SSD Opal-2		
<b>Memory</b>	8 GB (1x8) DDR4-2400MHz (Maximum 32GB should be supported)		
<b>Display</b>	14" FHD (1920 by 1080) Antiglare IPS LED Backlit panel with HD Webcam and integrated Mics		
<b>Operating System</b>	Microsoft Windows 10 Pro (64 Bit) Original license		
<b>Ports</b>	2 USB 3.1, HDMI 1.4b, Type C USB 3.0, Headphone/Mic (combo)		
<b>Communication</b>	RJ-45, Bluetooth 4.2, Intel 8265ac WiFi chip, NFC/Miracast supported		
<b>Security</b>	Finger print reader, TPM 2.0 chip		
<b>Peripherals</b>	Backlit keyboard (US), Multi-touch gestures supported touchpad		
<b>Accessories</b>	Original Carrying bag (Business edition)		
<b>Battery/Charger</b>	56WHr Express charge supported 3 cell battery, 65W AC power adapter with 1.8m power cord.		
<b>Warranty</b>	03 Years Comprehensive		

Rate quoted per unit (Including taxes)	Quantity	Total Amount
	<b>85</b>	

Total Amount in Rupees

## STANDARD BIDDING DOCUMENT

### Item: Laser Printer

Detailed specification		Conformation to the specification	
		Yes	No
<b>Make/Model</b>	<b>HP Laser Jet 402dn</b> or equivalent		
<b>Print Speed</b>	Up to 40 ppm (black)		
<b>First Page out</b>	As fast as 6 seconds(black)		
<b>Print Resolution</b>	600 x 600 dpi, Up to 4800 x 600 enhanced dpi		
<b>Paper Handling</b>	100-sheet multipurpose Tray 1, 250-sheet input Tray 2;		
<b>Printer Memory</b>	128 MB		
<b>Processor speed</b>	1200 MHz		
<b>Duplex Printing</b>	Automatic (Standard)		
<b>Control Panel</b>	2-line backlit LCD graphic display;		
<b>Connectivity</b>	1 Hi-Speed USB 2.0;1 Host USB; 1 Gigabit Ethernet 10/100/1000T network		
<b>Duty Cycle (Monthly)</b>	Monthly, letter: Up to 80,000 pages		
<b>Warranty</b>	One year standard		

Rate quoted per unit (Including taxes)	Quantity	Total Amount
	<b>40</b>	

Total Amount in Rupees