

TENDER NOTICE

Ministry of Planning, Development & Special Initiatives, Jawaid Azfar Computer Centre invites sealed bids from Islamabad/Rawalpindi based authorized distributors/suppliers registered with Income Tax and Sales Tax Departments for supply of office stationery i.e. paper A-4 size, computer stationery comprising various toners of laser printers and computer hardware components/ accessories for financial year 2021-22.

2. Bidding documents are available for interested bidders at Jawaid Azfar Computer Centre, "P" Block Pak. Secretariat, Islamabad and can be downloaded from the web address www.pc.gov.pk. Bids prepared in accordance with instructions in the bidding documents must reach at address given below on or before **6th September, 2021 up to 02:00 p.m.** Bids will be opened on the same day at 02:30 p.m. in Jawaid Azfar Computer Centre in presence of bidders or their authorized representatives. The advertisement along with Tender Document is also available on PPRA www.ppra.org.pk.

Superintendent

Jawaid Azfar Computer Centre
M/o Planning, Development & Special Initiatives
"P" Block Pak Secretariat
Islamabad Ph: 9219861

TENDER DOCUMENT

Detail of items and quantities (*approximately*) for financial year 2021-22 as per procurement plan are given as under:

i. Stationery

S.No	Item	Quantity
1	Paper Reams A-4 size 80 gms (Imported) Paper one, Navigator, HP or equivalent brand	1,500 Reams
2	Toner for Photocopier Konica Minolta Bizhub 367	03 Nos

ii. Computer Stationery

S.No	Item	Quantity
1	USB Data Traveller USB 16 GB Kingston or equal	150 Nos
2	Toners HP Laser Printers Toner HP 1320 (49-A)	55 Nos
3	Toner HP 2015 (53-A)	65 Nos
4	Toner HP 2055D (05-A)	45 Nos
5	Toner HP 3015/1020 (12-A)	8 Nos
6	Toner HP p1005 (35-A)	03 Nos
7	Toner HP m15a (48-A)	03 Nos
8	Toner HP p1102 (85-A)	05 Nos
9	Toner HP M12a (79A)	04 Nos
10	Toner HP Pro 400 (80-A)	08 Nos
11	Toner HP MFP225dn (83-A)	04 Nos
12	Toner HP M402dn (26-A)	50 Nos
13	Toner HP 3015d (55-A)	02 Nos
14	Toner HP 4515 (64-A)	03 Nos
15	Toner HP M251n (Set 4 Colors)	03 Nos
16	Toner HP M252n (Set 4 Colors)	02 Nos
17	Toner HP 3525 (Set 4 Colors)	01 Nos
18	Toner Laser printer (Xerox) Toner Xerox Phaser 3330	100 Nos
19	Toner Xerox Versa Link B405dn	03 Nos
20	Toner Xerox Versa Link C400dn	02 Nos
21	Toner Laser printer (Samsung) Toner Samsung ML-3710	03 Nos
22	Toner printer (Ricoh MFP) SP210SF	-

iii. Others

S.No	Item	Quantity
1	Electric extension with 05 meters cable and 06 points (as per sample)	100 Nos
2	Battery cell type AAA	60 Nos
3	Battery cell type AA	30 Nos
4	CMOS battery cell	10 Nos

iv. Computer Hardware/Accessories

S.No	Item	Quantity
1	Laser printer HP-M428fdw or equivalent	01 No
2	Laser printer HP-M404dn or equivalent	05 Nos
3	Key Board (USB Supported)	30 Nos
4	Optical Mouse (USB Supported)	50 Nos
5	Printer/Data Cable	30 Nos
6	Power Cable	30 Nos
7	VGA Cable	30 Nos
9	Battery Laptop Fujitsu AH-531, Core i5	05 Nos
10	Charger Laptop Fujitsu AH-531, Core i5	05 Nos
11	Battery Laptop Dell Inspiron 5378 Core i5, 7 th Gen	02 Nos
12	Charger Laptop HP Elite Book Folio 1040 Core i7	02 Nos
13	Charger Laptop Lenovo Thinkpad E-460 Core i7	02 Nos

TERMS & CONDITIONS

- i. Procedure of Open Competitive Bidding is “Single Stage - One Envelope” under Rule 36(a) of PPRA Rules 2004.
- ii. The bidding firm must have Sales Tax Registration Certificate, National Tax Number and Vendor Number issued by AGPR, Islamabad.
- iii. The bidding firm must have their office located in Islamabad/Rawalpindi as well as facilities of telephone lines.
- iv. Rates to be quoted (inclusive of GST and all taxes) shall remain valid up to 30th June, 2022. Procuring agency may however extend the contract period beyond 30-06-2022 till finalization of next tender.
- v. Quantities of items given in the tender document are tentative and can be increased or decreased subject to requirement.
- vi. The firms shall be liable to supply requisite items at “P” Block Pak Secretariat, Islamabad at their own expenses and even at short notice if needed, strictly according to approved specifications.
- vii. Supplier of toners will ensure shelf life of toners for one year from date of purchase.
- viii. Tender should be submitted along with Earnest Money deposit @ 03% of total bid value in shape of Pay Order in favour of Drawing & Disbursing Officer, JACC, otherwise quotation would not be considered (*Cheques will not be acceptable*).
- ix. Earnest Money of successful bidders will be retained upto 30-06-2022 as Security Deposit.
- x. In case of imported items, bidders can be asked to furnish the bill of entry for supplied items.
- xi. An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bid.
- xii. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
- xiii. Tenders in sealed envelopes should be addressed to Drawing & Disbursing Officer, Jawaid Azfar Computer Centre, Ministry of Planning, Development & Special Initiatives, Islamabad.
- xiv. Last date for submission of bids is 6th September, 2021 **upto 02:00 hrs.**, bids will be opened on same day at 02:30 hrs. in presence of bidders or their authorized representatives at Jawaid Azfar Computer Centre “P” Block Pak. Secretariat, Islamabad.
- xv. Competent authority reserves the right to accept or reject any or all quotations at any time and would provide grounds on request.

Superintendent
Jawaid Azfar Computer Centre
M/o Planning, Development & Special Initiatives
“P” Block Pak Secretariat, Islamabad Ph: 9219861

BIDDING PROFORMA-I

NAME OF FIRM:

S. No.	Detail of Items	Quantity Required (Approx.)	Rate Quoted Per Unit (Including Taxes)
1	Paper Ream Off Set Paper A-4 Size 80 gms (Imported), Ream of 500 sheets, Box pack 05 Reams (Paper One, Navigator, HP or equivalent brand)	1,500 Reams	
2	USB Data Traveller USB 16 GB Kingston or equivalent	150 Nos	
3	Toners Laser Printer (HP) Toner HP 1320 (49-A)	55 Nos	
4	Toner HP 2015 (53-A)	65 Nos	
5	Toner HP 2055D (05-A)	45 Nos	
6	Toner HP 3015/1020 (12-A)	08 Nos	
7	Toner HP p1005 (35-A)	03 Nos	
8	Toner HP m15a (48-A)	03 Nos	
9	Toner HP p1102 (85-A)	05 Nos	
10	Toner HP M12a (79A)	04 Nos	
11	Toner HP Pro 400 (80-A)	08 Nos	
12	Toner HP MFP225dn (83-A)	04 Nos	
13	Toner HP M402dn (26-A)	55 Nos	
14	Toner HP 3015d (55-A)	01 Nos	
15	Toner HP 4515 (64-A)	03 Nos	
16	Toner HP M251n (Set 4 Colors)	02 Nos	
17	Toner HP M252n (Set 4 Colors)	02 Nos	
18	Toner HP 3525 (Set 4 Colors)	01 No	
19	Toner Laser printer (Xerox) Toner Xerox Phaser 3330	100 Nos	
20	Toner Xerox Versa Link B405dn	03 Nos	
21	Toner Xerox Versa Link C400dn	02 Nos	
22	Toner Laser printer (Samsung) Toner Samsung ML-3710	03 Nos	
23	Toner Photocopier Konica Minolta Bizhub 367	04 Nos	
24	Toner printer (Ricoh MFP) SP210SF	-	

BIDDING PROFORMA-II

NAME OF FIRM:			
S. No.	Detail of items	Quantity Required (Approx.)	Rate Quoted Per Unit (Including Taxes)
1	Laser printer HP-M428fdw or equivalent	01	
2	Laser printer HP-M404dn or equivalent	05	
3	Key Board (USB Supported)	30	
4	Optical Mouse (USB Supported)	50	
5	Printer/Data Cable	30	
6	Power Cable	30	
7	VGA Cable	30	
9	Battery Laptop Fujitsu AH-531, Core i5	05	
10	Charger Laptop Fujitsu AH-531, Core i5	05	
11	Battery Laptop Dell Inspiron 5378 Core i5, 7 th Gen	02	
12	Charger Laptop HP Elite Book Folio 1040 Core i7	02	
13	Charger Laptop Lenovo Thinkpad E-460 Core i7	02	

