

GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
TENDER NOTICE
FOR PROCUREMENT IT EQUIPMENT

Sealed Bids are invited from reputed authorized IT equipment Dealers /suppliers registered with Income Tax and Sales Tax Departments for the supply of the following items.

S.No	Item	Numbers
1	Laptops	31
2	Desktops	2
3	Laser Printers	2
4	Photocopier Machine	1

Detail bid document containing specifications of the above mentioned items and terms & conditions of supply, can be downloaded from the official websites of Ministry of PD&SI, www.pc.gov.pk and PPRA www.ppra.org.pk.

The Bids must reach the office of the undersigned on or before 29th December, 2021 by 1400 hrs. The Bids will be opened on the same day at 1430Hrs in the presence of bidders or their authorized representatives who prefers to attend.

SR Usmani
PROJECT DIRECTOR
Strengthening of Ministry of Planning, Development & Special Initiatives
in Monitoring and Evaluation of PSDP Project
PPMI Complex, Street No. 1, H-8/1, Islamabad
Tel: 051-9269594



Bidding Document
Procurement & Installation of IT Equipment
For
Project “*Strengthening of M/O PD&SI in Monitoring and Evaluation*”
Dec, 2021

Project Director
Project “*Strengthening of M/O PD&SI Monitoring and Evaluation*”
PPMI Complex, St#1, H-8/1 Islamabad

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of the Bidding Document at the later stages during tender process.

PPRA Rules to be followed

Federal Government procurement (PPRA rules) will be strictly followed. These may be obtained from PPRA's website:

[http:// https://www.ppra.org.pk/Rules.asp](http://https://www.ppra.org.pk/Rules.asp)

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Federal Procurement Regulatory Authority Rules.

Invitation for Bids

Ministry of Planning, Development and Special Initiatives (M/o PDSI) Islamabad invites sealed bids from reputed national and international manufacturers, their authorized dealers (Distributors, Resellers or Authorized Letter from mentioned Partners) for each item/solution in Islamabad, Pakistan with high repute for procuring high quality and genuine items/solution

1. Procedure of Tendering Opening:

- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the “Financial Proposal” and the “Technical Proposal”.
- The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- Initially, only the envelope marked, “TECHNICAL PROPOSAL” shall be opened; Technical Proposal may be submitted on following pattern: -

Sr #	Name of quoted brand with complete specifications	Remarks, if any

- The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened pattern will be as under:

Sr #	Brand Name & Model as quoted in technical proposals	Unit Price	GST 17%	Total Price inclusive of GST

- The “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing”, shall evaluate the Technical Proposals in the manner prescribed in advance, without any Reference to the price and reject any proposal which does not conform to the specified requirements;
- During the technical evaluation, no amendments in the technical proposals shall be permitted;
- The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly opened the financial proposals of the technically accepted bids only.
- The financial proposal of bids found technically non-responsive shall be returned un- opened to the respective bidders; and
- The bid found to be the most advantageous bid shall be accepted.

2. Documents to be attached: -

- Company profile.
- Copy of NTN Certificate of the firm.
- Copy of Active Sales Tax Registration Certificate of the firm.
- Earnest money 3% of quoted price in the shape of Bank Draft/ Pay Order in favour of (Admin officer), “**Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing, H-8/1** Proof of Financial capability and experience certificate.
- Proof of after sale Service Centre located in Islamabad / Rawalpindi.

3. BID REJECTION:

No offer shall be considered if,

- Received without earnest money.
- Received after the time and date fixed for its receipt.
- Unsigned Tender.
- The offer is ambiguous.
- The offer is conditional.
- The offer is from the firms, who are black listed/ suspended by any Government Department.
- Offer is received with shorter validity than required in the tender enquiry.
- The offer is for items/ stores do not conform to the specifications indicated in the enclosed list.
- “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing”, Islamabad further reserves the right to accept or reject any or all tenders without assigning any reason.

4. PERFORMANCE GUARANTEE: -

- The successful bidder/ firm will be required to furnish 5% performance guarantee of the total bill value/ supply order in the shape of CDR/ Bank Guarantee. The earnest money will be released on receipt of 5% performance guarantee.
- The Bank Guarantee must be issued by a scheduled bank.
- In case the supplier/ contractor fails to complete the warranty/ guarantee period successfully, the performance guarantee/ security deposit will be forfeited in favour of “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing”.

5. WARRANTY/ GUARANTEE: -

- The successful bidder shall provide warranty/guarantee for 01-03 years of hardware and components.
- This period of warranty/guarantee shall start from the date of supplies received in the project “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing”.
- The successful bidder shall warranty the IT Equipment and Technical support should be available on call basis. Each and every call should be attended by the competent staff of the Bidder within 24 hours of its notification whether on phone or in writing.
- During the warranty period, if the successful bidder fails to rectify the problem, due to any reason, “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing” shall repair the item or replace the defective goods or parts thereof and forfeit the Performance Guarantee/ Bank Guarantee/ retained value.
- The security deposit for warranty and guarantee will be released after expiry of the contract period.

6. TAXES: -

- The rates quoted should be inclusive of all applicable taxes.
- The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- The authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

7. BIDDING: -

- The bidder may bid for full or any single item.
- The bidders should quote final rates both in words as well as in figures.
- Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- The bidder shall provide the technical literature of the equipment.
- Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

8. BID EVALUTION: -

- The bids shall be evaluated in accordance with terms & conditions and Specification mentioned in this tender documents.

9. SUPPLY OF STORES

- The items mentioned in the list are required to be delivered at “Strengthening of M/O PD&SI in monitoring and evaluation” projects Wing, H-8/1”, Islamabad. Delivery time of the items must be mentioned in the technical proposal .Nearest delivery date and time will be given preference.
- The stores are required by the consignee within stipulated date. However, the bidder is required to indicate their own guarantee earliest date by which the items/store should be brand new and in original manufacturers packing.

10. M/o PD&SI RIGHTS WITHIN PROVISION OF PPRULES-2004

- “Strengthening of M/O PD&SI in monitoring and evaluation” projects reserves the right to award contract to more than one bidder.
- “Strengthening of M/O PD&SI in monitoring and evaluation” projects reserves the right to accept or reject any or all tenders.
- “Strengthening of M/O PD&SI in monitoring and evaluation” projects reserves the rights to claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

11. PRICE REASONABILITY CERTIFICATE.

- The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.
- The renderers / bidders must certify that: -
- Item quoted is of latest and current production model.
- Item quoted is bearing the manufacturing batch/serial number/code number for verification.

12. PAYMENT

- No advance payment shall be made.
- All payments shall be made through AGPR (Cross Cheque) in the Pak rupees.

13. ARBITRATION

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressal Committee of M/o PD&SI. The Arbitrator shall give its award within 02 months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding.

Reference to arbitration shall be a condition precedent for any other action at law.

14. PENALTY:

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under: -

- 1% of the cost of that items mentioned in the supply order that remain un- delivered/un-finished for each day of non-supply up to maximum of twenty(20) days exceeding the job completion/delivery period.
- If the material is not supplied even after payment of penalty for 20 consecutive days, “Strengthening of M/O PD&SI in monitoring and evaluation” projects reserves the right to cancel the contract and to get completed the required job/ items from elsewhere at the risk and cost of the defaulting contractor/ firm and the equivalent price/ amount will be deducted from the securities deposited by the firm/supplier.
- Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods / services to Government departments.
- The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.

15. Undertaking: -

We undertake and declare that: -

- i. The prices quoted include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices offered/ quoted are valid upto 30th June, 2022.
- iii. All products are under company branded warranty from the date of supply/installation and in case of any defect and malfunction we shall be responsible for repair/replacement as per guarantee/warranty.
- iv. The supplier is responsible for arranging replacement/ technical support during contract period.

We understand that: -

- i. “Strengthening of M/O PD&SI in monitoring and evaluation” projects reserves the right to accept or reject our bid and we undertake not to question the decision in this regard.
- ii. The earnest money amounting to Rs. submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to

above.

Signature & Stamp of Authorized Agent.

Procurement of IT Equipment, for FY 2021-22

SPECIFICATION FOR PURCHASE OF IT EQUIPMENT

Note: All the quoted equipment should be recognized/reowned brands.

S. No.	Description	Specifications	Quantity
01.	Branded Laptop	Branded Intel Core i7-11th Generation, Processor Speed 2.3 GHz Turbo Boost (12 MB L3 cache, 8-Cores), RAM 8 GB DDR4 3200MHz, Hard Disk Capacity 1TB HDD, Screen Size 15", Screen Resolution 1920 x 1080, Operating System Licensed Windows® 10 Pro 64-bit (Pre-Installed), USB Ports 2 ports, HDMI, webcam, Backlit Keyboard, Bluetooth, Wi-Fi., Warranty: Minimum 03years Local & OEM.	31
02.	Branded Desktop Computers	Branded Form Factor: Micro Tower Processor: Intel® Core™ i7 10th Generation (4.7 GHz or higher), Memory: 8 GB (4Gx2, 2933MHz, DDR4, Hard Drive: 1TB HDD, Intel® UHD Graphics 630 with shared graphics memory, Monitor: 19 Inch or higher, Audio/Multimedia: HD Audio Microphone/Headphone jack, Optical Drive: 52X DVD +/- RW or Higher, Networking: Intel Ethernet LAN 10/100/1000, USB: USB 2.0 = 2 or higher, USB 3.0= 2 or higher, Key Board, Mouse Standard, Operating System: Licensed Windows® 10 Pro 64-bit with Media Kit, Warranty: Minimum 03years Local & OEM.	02

Procurement of IT Equipment, for FY 2021-22

03.	Printer	<p>Branded HP LaserJet</p> <p>Print Speed Minimum 40 ppm A4 size, Print Resolution Up to 1200 x 1200 dpi, Technology Laser, Memory capacity 256 MB DRAM, Processor Speed 1.2GHz minimum, Input 150 sheets input tray, Paper Output 100 sheets output tray, Two-sided Printing Duplex automatic Connectivity, Standard Media Sizes A4, B5 (JIS), letter, legal, executive, custom, 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az (EEE) 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio, Standard Accessories for complete installation & operation. Warranty: Minimum 01year Local & OEM or higher.</p>	02
04.	Photocopier	<p>Functionality: Copy, Print, Scan</p> <p>Output Speed: 40 CPM or above, Copy Size: A3, A4, letter, Copy Resolution: 600 x 600 dpi, Document Handler Duplex RADF or DADF, Network Printer: Standard, Hard drive: 160 GB or above, Memory: 512 MB RAM or above, Paper Capacity: 1000 Sheets or above, USB Interface: Standard, Display: 7” Touch Screen LCD Panel or above, Trolley: Local</p> <p>Warranty: Minimum 01year Local & OEM or higher.</p>	01