

TENDER NOTICE

Ministry of Planning, Development & Reform under the project “Research/ Feasibility Studies and Workshops” invites sealed bids from the authorized Distributors/ Suppliers in Islamabad/Rawalpindi registered with Income Tax and Sales Tax Departments, who are on Active Taxpayers List of the FBR for supply of Machinery & Equipments of the following items:

S.No.	Items	Qty
1.	Laptops	3
2.	Color Printer	1
3.	Heavy Duty Photocopier	1
4.	Fax Machine	1
5.	Split A.C 1.5 Tons	2
6.	Desktop PCs	4
7.	Desktop Printers	4

Bidding documents, containing detailed terms and conditions, are available for the interested bidders at Project Director’s office "P" Block Pak Secretariat, Islamabad. Bidding documents can also be downloaded from web address www.pc.gov.pk of the M/o Planning, Development & Reform free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at Project Director’s office "P" Block Pak Secretariat, Islamabad. **Last date for submission of bids on prescribed format is 15 days after this publication up to the time 10:30 a.m. Bids will be opened the same day at 11:00 a.m.** The Tender Notice is also available on PPRA website at www.ppra.org.pk along with bidding documents.

**Project Director
Research/ Feasibility Studies and Workshops
Ministry of Planning, Development & Reform
2nd Floor, Room # 242 P-Block, Pak Secretariat
Islamabad
Ph:051-9201964**

GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Employment and Research Section)
(Research/ Feasibility Studies and Workshops)

TERMS AND CONDITIONS OF TENDER

1. Tender Format

Single stage one envelope bidding procedure under Rule 36 (a) of PPRA Rules 2004 will be adopted. Bids must be accompanied by a bank draft/pay order/call deposit from any schedule bank in favor of Drawing & Disbursing Officer (DDO) "Research/ Feasibility Studies and Workshops" as earnest money @ 03% of the total bid value. All items are completely independent of each other and the bidder should quote its rates clearly in the financial proposal both in figures and words against each item separately. Name of items should be clearly mentioned on left side of envelop.

2. Date and Time of Receipt of Tender

Bid documents duly completed should reach this office, **15 days after the publication of tender notice at 10:30 am**. 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 am** in presence of bidders or their authorized representatives at **P-Block, Pak Secretariat, Islamabad**.

3. Earnest Money

- a. The bidder will attach bank draft/pay order/call deposit from any schedule bank equivalent to **3% of the total value of bid**, in favor of **Drawing & Disbursing Officer "Research/ Feasibility Studies and Workshops"**, refundable on satisfactory completion of warranty period of equipment. Cheques will not be acceptable; bids without valid earnest money shall not be entertained.
- b. Earnest money of successful bidder will be retained till warranty period. However, earnest money of unsuccessful bidders will be returned after award of supply order to successful bidder.
- c. In case of cancelation of supply order due to default of the supplier, the earnest money shall be forfeited in favor of DDO of the Project.

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 90 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. 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 bring 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 not to be deposited in Project Director Office.

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/Rawalpindi

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

8. Delivery Period

The Supplier will be required (**DDP**) delivery of equipment at customer's premises within **15 Days** from the date of issue of Purchase Order.

9. Authorized Dealer/Partner

Bidder shall be an authorized dealer/reseller/distributor/supplier/partner of the quoted brand/manufacturer OR the bidder can also be an authorized reseller of an authorized distributor/dealer/partner etc. Certificate of dealership or any other proof from the manufacturer is required in the name of the authorized dealer of the manufacturer.

10. Warranty

Warranty period of each quoted equipment/product should be clearly specified. The Warranty period will be considered from the date of actual date of delivery of equipment.

11. 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. In case of 1st lowest bidder failed to deliver the required items 2nd lowest bidder will be selected.

12. Schedule of Payment

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

13. Penalty

- a. If the supplier fails to supply the items as per supply order or within due time. Then a penalty of 1% per Week will be charged up to maximum period of four week. (Days less than six will be considered as one week). Thereafter, his supply order will be cancelled and his earnest money will be forfeited. However, MOPDR may issue supply order to the second lowest bidder subject to availability of sufficient budget and time.
- b. In case 2nd lowest bidder also failed to ship the equipment, work order shall be cancelled and deposited earnest money shall be forfeited.

14. 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 show 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.

15. Clarifications required if any

If further clarification is required regarding this tender, the intended bidder is advised to contact in writing to Mr. Muhammad Adnan, Accounts/ Admin Officer, "Research/ Feasibility Studies and Workshops" Project, Ministry of Planning, Development & Reform, P-Block, Pak Secretariat, Islamabad. The response to clarification will be send to the bidder.

16. 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. Ministry of Planning, Development & Reform reserves the right to increase/decrease the quantity of equipment or may withdraw the tender without assigning any reason thereof.

Bid Requirement:

STANDARD BIDDING DOCUMENT LAPTOPS			
DETAILED SPECIFICATION		Conformation to the Specification	
		Yes	No
Processor:	Latest generation Intel Core i7 Quad-core or latest generation with at least 6MB L2Cache		
Chipset:	Intel® Original chipset		
RAM:	DDR4-8GB (2400MHz) or higher		
Hard Disk:	256GB SSD PCI-e or higher		
Sound:	Two speakers (1W each or more)		
Communication:	802.11ac (dual band)		
Screen Size:	Minimum 13.3" with Backlit		
External Ports	Multi-Format Digital Media Card Reader for Secure Digital cards, 2 Super Speed USB 3.0 , 1 HDMI, 1 Headphone-out/microphone-in combo jack, HD Webcam		
Power:	45W/65W AC power adapter, 3-cell Li-Ion/56Wh battery		
Carrying Case:	Original Equipment Manufacturer recommended		
Warranty :	1 Year local		
Quantity Required: 03			
Rate quoted per unit (including taxes)			
Total Price			