



# **“BIDDING DOCUMENT”**

**FOR**

**Procurement of Branded Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block.**

**NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD**

**Phone: 9103118, 9103116, 9022408**

## **Bidding document**

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### **BIDDING DOCUMENT**

**Tender for:** Procurement of Branded Desktop Computers, Laser jet Printers, Access Switches, and Networking of Additional Block.

**Procuring Agency:** National Assembly Secretariat.

### **INSTRUCTIONS TO BIDDERS**

1. National Assembly Secretariat invites sealed bids as per **Single Stage Two Envelope** procedure from Tier 1 / 2 partners, authorized dealers dealing in the business of branded computer equipment who are registered with Income Tax /Sales Tax Departments and are based in Islamabad/Rawalpindi for "Supply of Branded Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block." on mutually agreed terms & conditions. The following documents form integral part of Bidding Document: -

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|--|--------------|
| i. General terms & Conditions                | Annexure I   |
| ii. Details/profile of the Firm              | Annexure II  |
| iii. Financial Bid                           | Annexure III |
| iv. Bid Evaluation Criteria/Compliance Sheet | Annexure IV. |

2. The following documents should be furnished by the Firms/Bidders with the bid: -

- i. Detailed profile of the company/Firm including name, registered address, telephone/ fax number (s), e-mail address and year of establishment, type of ownership, Details of support staff and contact numbers of the owners/partners etc. as provided in Annex II.
- ii. Latest Authorization Letter from the principal (brand being quoted).
- iii. Tier 1 , 2 Partnership\ dealership Certificate
- iv. A copy of the National Tax/Sales Tax registration certificates.
- v. Undertaking on the letter head of the Firm that the Firm is not blacklisted by any Private or Govt. Department
- vi. AGPR Vendor Number
- vii. Catalogues/Brochures/Data sheets of the products/requisite supplies.
- viii. Bank Account details.
- ix. Financial Capabilities of Firm in the form of Tax Return for the last two years.

## Bidding document

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- x. Earnest money/Bid Security equivalent to 5% of the total quoted amount in form of Pay Order issued in favour of National Assembly Secretariat.
3. Interested Firms are requested to submit their bid in the specified Performa following single stage two envelope procedure i.e., submission of technical bids along with financial bid in separately sealed envelopes.
4. The Bidder will submit their sealed bids containing two separately sealed envelopes marked as "Technical Bid" and "Financial Bid". The envelop marked as "Technical Proposal" must contain all the documents mentioned in this bidding document e.g. Company Profile, Proposed BOQ, Data Sheets, Certificates, Covering Letter, Compliance sheet etc. while the envelop marked as "Financial Bid" must contain a clear BOQ with complete specifications and item wise prices with GST of the proposed equipment as required at Annex-III.
5. A Bid Security to be enclosed in a Separate Envelop, labeled as "BID SECURITY", and should be sealed. **It must be ensured that the bid security should not be in the envelops of Technical or Financial proposals.** In the Technical Proposal, the firm must confirm on Company's letter head that the Bid Security is submitted separately as per Tender Requirements. Financial Proposal along with **Bid Security** amounting to 5% of the total bid value in form of deposit at call or pay order in favor of National Assembly Secretariat. All applied taxes must be included in the provided rates.
6. The envelope containing the bid shall be superscripted as "Bid for Supply of Branded Desktop Computers, Laser jet Printers and Networking of Additional Block". The bids must reach the office at the address, time and date mentioned in the tender notice. The bids will be opened on the same day in the National Assembly Secretariat at 2.30 p.m. on 29<sup>th</sup> ~~October~~ <sup>December</sup>, 2020 in the presence of the bidders authorized representatives.
7. The National Assembly Secretariat may increase or decrease the quantity of equipment.
8. National Assembly Secretariat reserves the right to accept or reject any or all the bids as per Public Procurement Rules, 2004.
9. The bidder should quote prices in Pak Rupees inclusive of GST and Income Tax and will generate invoices accordingly and will be responsible to deposit GST to the Government as per FBR instructions and Government rules amended from time to time.

General Terms & Conditions

1. Description of work

Tier 1 or 2 partners/Authorized dealers dealing in business of Computer equipment for Supply of Branded Desktop Computers, Laser jet Printers, Access Switches, and Networking of Additional Block, its installation and commissioning at the National Assembly Secretariat.

2. Scope of Work

2.1 Supply of Branded Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block, its installation and commissioning as per following specifications and quantity:

Hardware	Required Specifications (Equivalent or better)	Quantity
Branded Access Switches (24/48 port Layer 3 Switch)	<ul style="list-style-type: none"> <li>• Fully Managed Layer 3 Switch</li> <li>• VRRP, OSPF protocol support</li> <li>• Stackable Switch</li> <li>• LLDP protocol support for configuring, discovering, and managing network infrastructure such as QoS, security policies,</li> <li>• VLAN assignments, inter-vlan communication</li> <li>• 128 Gbit/sec switching capacity</li> <li>• 24 x 10/100/1,000 Ethernet Ports, 4 x 10GE SFP+</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• 48 x 10/100/1,000 Ethernet Ports, 4 x 10GE SFP+</li> <li>• Hot-insertion/removal of stack members</li> <li>• In Service Software Upgrades for switch stacks</li> <li>• SDN open flow 1.3 support</li> <li>• Three-years Comprehensive warranty</li> </ul> <p><b>Warranty.</b> Valid Bidding Authorization Certificate, Partner certificate along with certified engineer of product. Quote separately price of 24 port and 48 port switches.</p>	20
Branded Desktop Computers	<ul style="list-style-type: none"> <li>• Branded desktop computers Processor i7-9700, 9<sup>th</sup> Generation, RAM 8GB (2X4GB), Storage 256GB SSD and 2666MHz/3.5-inch 1TB SATA 7.2k HDD, 7200 RPM Intel® Integrated Graphics, DVD-RW, Mouse Keyboard, 18.5" LED Monitor or better.</li> <li>• With Windows 10/Free OS( Quote Separate).</li> <li>• 3-year comprehensive warranty.</li> </ul>	50