



**TENDER FOR PROCUREMENT OF OFFICE EQUIPMENT & MACHINERY ITEMS (PRINTERS, DOCUMENT SCANNERS, PLAIN PAPER COPIER, FAX MACHINES, COPY PRINTER / DIGITAL DUPLICATORS, SET MAKING MACHINE (COLLATOR WITH ELECTRIC STAPLER) FOR THE NATIONAL ASSEMBLY SECRETARIAT**

1. The National Assembly Secretariat invites proposals for procurement of Office Equipment and Machinery items (Printers, Document Scanners, Plain Paper Copier, Fax Machines, Copy Printer / Digital Duplicators, Set Making Machine (collator with electric stapler) for the National Assembly Secretariat.
2. Proposals are invited from reputed companies/Firms/etc.;
  - a. Having valid incorporation certificate with SECP/Registrar of Firms etc., with minimum 5 years' experience.
  - b. Registered with Income Tax and Sales Tax Departments or on active tax payers list of FBR.
  - c. Not blacklisted by any government/semi-government/private entity.
  - d. Having dedicated technical workforce for maintenance of equipment.
  - e. Having a dedicated sales account manager to the National Assembly for the required IT Equipment/Machinery. Complete contact information of the person shall be provided by the operator.
3. Pre-bid meeting will be held on **21<sup>st</sup> August, 2023 at 12:30 hours** at the National Assembly Islamabad. Only one authorized representative will attend the pre-bid meeting as well as proposal opening event.
4. Procurement will be carried out by adopting the **"SINGLE STAGE - TWO ENVELOPES"** procedure. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the **"TECHNICAL PROPOSAL"** and the **"FINANCIAL PROPOSAL"**. The envelopes shall be marked as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** in bold and legible letters to avoid confusion. The Proposal complete in all respects, in accordance with the instructions provided in the Tender document, in sealed envelopes should reach on or before **28<sup>th</sup> August, 2023 at 11:00 hours** in National Assembly, Islamabad.
5. The technical proposals shall be opened on the same day (28<sup>th</sup> August, 2023) at **11:30 hours**, whereas the financial proposals of the technically qualified bidders shall be opened after finalization of technical evaluation. Other details are provided in the Tender Document.
6. Bidders are required to submit their proposals strictly in accordance to Instructions as per the Tender Document.
7. Proposals duly signed and stamped must be prepared in hard book binding form to deny the possibility of addition or removal of page(s).
8. Bid Security of **PKR:2,000,000/-** in shape of bank draft/pay order (Refundable) in favor of National Assembly Secretariat, Islamabad must be attached with technical proposal, failing which tender will not be accepted.
9. The most advantageous bid shall be accepted.
10. All the applicable taxes and duties etc., must be considered while preparing the financial proposals. All these taxes are required to be built-in in the quoted rates and GST to be mentioned separately.



11. Bidders who provide unsubstantiated and/or incorrect information are liable to legal action and/ or disqualification as per PPRA rules and regulations.
12. The Procuring Agency reserves the right to reject wholly or partially bids/proposals, increase/decrease quantity or cancel tender as per provision of PPRA Rules.
13. The rates mentioned in the Financial proposal shall remain valid up to 180 days from the acceptance of bids / award of contract.
14. Tender documents can be downloaded from the National Assembly Secretariat website ([www.na.gov.pk](http://www.na.gov.pk)) and PPRA's website ([www.ppra.gov.pk](http://www.ppra.gov.pk)) free of cost or the hard copy is available at the office of Section Officer (Admn), National Assembly Secretariat, Islamabad during working hours and working days on written request of firm's letterhead.

A handwritten signature in black ink, appearing to read 'Aggan Daher', written over a faint circular stamp.

Section Officer (Admin)  
National Assembly Secretariat,  
Constitution Ave, Islamabad,  
Phone: 051-9103214

Email: [aggan.daheri@pna.gov.pk](mailto:aggan.daheri@pna.gov.pk), Website: [www.na.gov.pk](http://www.na.gov.pk)



Document # \_\_\_\_\_



(TENDER DOCUMENT)

FOR

TENDER FOR PROCUREMENT OF OFFICE EQUIPMENT & MACHINERY  
ITEMS (PRINTERS, DOCUMENT SCANNERS, PLAIN PAPER COPIER, FAX  
MACHINES, COPY PRINTER / DIGITAL DUPLICATORS, SET MAKING  
MACHINE (COLLATOR WITH ELECTRIC STAPLER) FOR THE NATIONAL  
ASSEMBLY SECRETARIAT

National Assembly Secretariat,  
Constitution Ave,  
Islamabad, Islamabad Capital Territory  
Phone: 051-9206239



## 1. INVITATION TO THE BIDDERS

- 1.1. National Assembly Secretariat, hereafter referred to as "Procuring Agency", desires to seek bids from well-reputed, experienced firms/companies to provide procurement of Office Equipment and Machinery items for the National Assembly Secretariat as and when required during the current financial year, 2023-24. The present requirement is specified in the Annexure-A.
- 1.2. Bidding shall be conducted under Rule 36 (b) of PPRA Rules 2004 "Single stage - two envelope procedure" The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
- 1.3. Important terms and conditions to be adhered by all bidders are attached as Annex-C.
- 1.4. An Agreement will be signed with the successful bidder. Specimen Contract Agreement attached at Annex-F.
- 1.5. Successful applicant will be required to submit performance guarantee as mentioned in tender.
- 1.6. Queries related to the tender document shall be directed to the undersigned at least (05) working days ahead of the closing date.

  
Section Officer (Admin)

National Assembly Secretariat,

Constitution Ave, Islamabad,

Phone: 051-9103214

Email : [aggan.daheri@pna.gov.pk](mailto:aggan.daheri@pna.gov.pk) , Website : [www.na.gov.pk](http://www.na.gov.pk)



## 2. INSTRUCTIONS TO THE BIDDERS

### 2.1. Scope of Work

- A. Bidders are required to follow the required specification as detailed in the Annex-A. The present requirement is mentioned in Annexure-A. The quantity over and above the present requirement of articles, as mentioned in Annexure-A as and when required during the current financial year, 2023-24.

### 2.2. Eligible Bidders

The bidder, who has provided the following documents and meets the mandatory criteria, shall be declared eligible for technical evaluation, subject to fulfillment of the requirements as detailed in Annex-A of this Tender document.

The following documents, duly verified, shall be submitted along with the tender documents. The documents for the verification of mandatory criteria are;

1. Valid Company Registration Certificate Registrar of Firms etc.,
2. Copy of Income Tax and Sales Tax Registration.
3. Audited Profit & Loss (Income Statement) showing Sale volume of company of at least Rs. 20 million in the last 2 years.
4. Office details at Islamabad / Rawalpindi, and other cities (if applicable) with Phone Numbers / Addresses / Emails.
5. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above duly attested by Notary Public that the firm is not black listed by any Government / Semi Government department as per Specimen at Annex-D.
6. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that the firm would supply / install and maintain Brand New/ Original equipment for the National Assembly Secretariat. Non-compliance to the same may result in immediate termination of supply / work order leading to forfeiture of earnest money / performance security and blacklisting of firms as per Specimen at Annex-E.
7. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that the firm licensing history with the concerned regulatory authority/ (ies) should be clean during the last three (03) years and none of the licenses ever been canceled / terminated/withdrawn by the authority/(ies).



8. Affidavit on Judicial / Stamp Paper of Rs.100 or above duly attested by Notary Public that the firm attached documents / certificates are genuine.

### 2.3. COST OF TENDERING

The bidder shall bear all costs / expenses associated with the preparation and submission of Tender documents and the Procuring Agency shall not be responsible or liable for those costs / expenses.

### 2.4. CLARIFICATIONS OF TENDERING DOCUMENTS

A prospective bidder requiring any clarification(s) may notify the Procuring Agency or an Officer authorized on its behalf in writing. The Procuring Agency or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximately 05 working days or more) to the deadline set for the submission of bids. Copies of response by the Procuring Agency to such clarification will be forwarded to prospective bidders (if not already clarified in the tender document or deemed necessary for the bidders).

### 2.5. AMENDMENT OF TENDER DOCUMENT

- a. At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an addendum.
- b. Any addendum thus issued shall form an eternal part of the tender document. To afford bidder's a reasonable time frame in which to take an addendum into account in preparing their bids, the Procuring Agency may at its discretion extend the deadline for submission of bids.

### 2.6. LANGUAGE OF DOCUMENTS

- a. Bid Documents and related correspondence will always be in the English language.
- b. The bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initialed/signed and shall bear the official seal of the person(s) authorized to sign/endorse.
- c. All the relevant technical literature in English Language should be attached with the bid.
- d. The bidding document shall also be signed and stamped by the bidder along with his bid.



## 2.7. PRICE

The quoted prices shall be:

- a. Prices shall be quoted in Pak Rupees on Delivered Duty Paid (DDP) site basis.
- b. the price shall be inclusive of all installation material (if any).
- c. best and final, and clearly written/typed without any ambiguity.
- d. inclusive of all the applicable government taxes, duties, freight etc.
- e. entered against each item in the specifications mentioned in Bill of Quantity (BOQ). Any item against which no rate or price is entered and left blank by the bidder shall be deemed to be included in Bid at Nil rate.
- a. inclusive of all the government taxes, as per prevailing taxation rates.
- b. valid for 180 days.
- c. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer/price if required.

## 2.8. BID SECURITY / EARNEST MONEY

- a. The bidder shall furnish a bid security/ earnest money equivalent to PKR 2,000,000/- in the form of a Bank/Demand Draft, Pay Order in favor of National Assembly Secretariat, Islamabad.
- b. Bid documents submitted without bid security shall stand rejected.
- c. The Bid securities/earnest money of Bidders shall be returned as and when the Bidder is eliminated, at any stage, from the tendering process.
- d. The term validity of the bid security shall be the same as the term for the bid Price.
- e. The bid security of the successful bidder will be returned on provision of 10% Performance guarantee of the total amount and after supply/installation which will be refunded on expiry of the contract only.
- f. The bid security/earnest money may be forfeited/confiscated:
  - i) If a bidder withdraws his bid during the period of bid validity.
  - ii) If the bid has overwriting, errors or mistakes in the bid price.
  - iii) If he fails to furnish the required security deposit.
  - iv) If the bidder fails to meet the requirements in the scope of work and Annex-A of the Tender document
  - v) If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/affidavits etc.

## 2.9. VALIDITY OF BIDS

All bids shall remain valid for 180 days from the date of submission of bid.



**2.10. CLARIFICATIONS / CORRECTIONS OF BID**

- a. To assist in the examination, evaluation and comparison of the bids; the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- b. In case of any clarification required by the bidder, the same may be clarified in the pre-bid meeting.
- c. Arithmetical errors will be rectified on the following basis:
  - i) If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition/totaling that can be corrected.
  - ii) If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

**2.11. RESPONSIVENESS OF BIDS**

- a. The valid bid security / earnest is submitted.
- b. The bid is valid till the required period.
- c. The bid prices of firm during its validity and inclusive of all taxes, duties etc.
- d. Compliance to all important terms and conditions of this tender document on specified formats.
- e. The bidder is eligible for tendering and possesses the requisite experience.
- f. The bid does not deviate from the technical requirements.
- g. The bidder submitted all mandatory/requisite documents as mentioned in the tender document.
- h. The bid is generally in order etc.

**2.12. DEADLINE FOR SUBMISSION OF BID DOCUMENTS**

- a. The bids shall be delivered in person or sent by Registered mail / Courier service, which should reach the office of the Section Officer (Admin), National Assembly Secretariat, Islamabad, on or before 11:00 am on the **28<sup>th</sup> August, 2023** or as specified in the advertisement / web sites of PPRA / Procuring Agency.



- b. Bidding shall be conducted under Rule 36 (b) of PPRA Rules 2004 "Single stage - two envelope procedure" The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
- c. Bids should be submitted in sealed.
- d. Opened, e-mailed or faxed bids will not be accepted.
- e. Any bid received by the Procuring Agency after the date and time of tender opening will be returned as unopened to the sender / bidder.

**2.13. OPENING OF BID**

- a. The Procuring Agency's relevant committee will open all bids at 11.30 hrs, on the **28<sup>th</sup> August, 2023** in the presence of bidder's representatives who choose to be present at the National Assembly Secretariat.
- b. The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- c. The Procuring Agency reserves the right to reject any one or all, wholly / partially bids/proposals as per PPRA rules.



### 3. EVALUATION OF BIDS

- a. A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by any correction of the non-conformity.
- b. The Procurement Committee of the Procuring Agency will evaluate the submitted bids.
- c. The Submitted bids will be examined in detail whether the bidder complies with the technical specifications as provided in this tender document and meets the mandatory requirements. For this purpose, the bidder's data will be compared with the tender document eligibility and technical requirements along with visits to bidder facilities/offices for physical inspection (if required).
- d. It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation/stipulation shall be taken by the bidder.
- e. Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidder.

**f. Evaluation of Technical Proposals:**

The Procurement committee of the Procuring Agency shall evaluate the Technical Proposals on the basis of their responsiveness to the mandatory requirements and required equipment specifications mentioned in the tender document. A Proposal shall be rejected if it does not fulfill mandatory requirements or fails to comply with required equipment specifications.

**g. Evaluation of Financial Proposals:**

(i) In accordance with PPRA Rules to qualify for financial evaluation, the bidders must provide all mandatory requirements along with requested equipment requirements and other conditions of the tender.

(ii) A bidder who's bid is technically qualified and who offers the most advantageous bid will be qualified for award of the contract.

(iii) The bid quoted prices will be compared with the prevalent market prices. The **abnormally low or abnormally high rates**, if provided, will be compared with the specifications of items to ensure quality of the bid items offered by the bidders.



**h. Award of Contract:**

- a. The contract will be awarded to the bidder that has been determined to be eligible as per the mandatory requirement, provides required equipment as per specifications and is most advantageous bid.
- b. The selected bidders will have to furnish a performance guarantee @ 10% of total bid price valid for the period mentioned in tender.
- c. The Procuring Agency reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.



#### 4. MANDATORY REQUIREMENTS AND TECHNICAL EVALUATION CRITERIA

##### a. MANDATORY REQUIREMENTS

All responsive Bids/Proposals submitted by bidders/firms fulfilling the following mandatory criteria will be eligible for Technical Evaluation. Those bidders/firms who fail to meet either of the following mandatory criteria shall be disqualified at this stage and their submitted proposals shall not be considered for technical evaluation.

S. No	Description	Criteria
1	Bidder's company/firm may produce certificate of incorporation / registration with SECP showing that company/firm is in the business for at least last five (05) years	Mandatory
2	Bidder's company/firm may produce FBR's Certificate of Income Tax and Sales Tax Registration or Active Tax Payer status	Mandatory
3	Bidder should provide an undertaking on legal paper stating that "the bidder's company is not blacklisted by any Government entity in Pakistan for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices and also not involved in any kind of lawsuits either current or pending."	Mandatory
4	Bidder shall provide a dedicated sales account manager to the National Assembly for the required IT Equipment/Machinery. Complete contact information of the person shall be provided by the operator.	Mandatory
5	Bidder should have its own dedicated technical workforce for maintenance of Equipment/Machinery. (List of Technical persons with their complete names, designations and numbers)	Mandatory

##### b. TECHNICAL EVALUATION CRITERIA

All responsive and eligible Bids/Proposals submitted by bidders/firms fulfilling all the mandatory criteria laid down in the tender document shall be considered for Technical Evaluation. Proposals submitted will be evaluated against the requirements mentioned in Annex-A. The bidder will be responsible to present/display any item to the procuring agency if asked for sample, in such case the item(s) will have to be presented at the site of procuring agency on the bidders cost. The Technical Evaluation of responsive and eligible bids/proposals for PLAIN PAPER COPIER and HEAVY DUTY COPY PRINTER / DIGITAL DUPLICATOR shall be carried out using the following criteria:

S.No	Item	Score	Criteria	Proof	Response of
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					Bidder	
					YES	NO
1	Service Provider licensing history with the concerned regulatory authority/ (ies) should be clean during the last three (03) years and none of the licenses ever been canceled / terminated/withdrawn by the authority/(ies).	20	Full Score if available. Zero score otherwise	Affidavit on stamp paper required.		
2	Service Provider to submit at least 5 references with point of contact where the service provider delivered the Equipment/Machinery solution	15	Full Score if available. Zero score otherwise	References of Clients/PO/ Work orders		
3	Bidder should provide audited Profit & Loss (Income Statement) showing Sale volume of company of at least Rs. 20 million in last 2 years	15	Full Score if available. Zero score otherwise	Attested Profit and Loss (Income Statement)		
4	Company should have positive net profit after tax for the last three years	20	Full Score if available. Zero score otherwise	Audit Reports		
5	Proposal provides 24x7x365 helpdesk and TAC support available with the operator/bidder	30	Full Score if available. Zero score otherwise	(Affidavit on stamp paper required)		
<b>Total</b>		<b>100</b>				

MINIMUM SCORE FOR TECHNICAL QUALIFICATION=70%

#### 5. AWARD CRITERIA & PROCURING AGENCY'S RIGHT

- a. The contract will be awarded to the bidder that is determined to be eligible as per the mandatory requirement, provides required equipment as per specifications based on the technical and financial evaluation as a most advantageous bid.



- b. The Procuring Agency reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.

**6. PROCESS TO BE CONFIDENTIAL**

- a. No bidder shall contact the Procuring Agency on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- b. Any effort by a bidder to influence the Procuring Agency in the evaluation, comparison or selection decision may result in the rejection of its bid.

**7. BID SECURITY/EARNEST MONEY**

All bidders shall quote their rates along with PKR 2,000,000/- Bid Security / Earnest Money in the form of a Pay Order / Demand Draft as per this Tender Document requirement / obligations.

**8. FIRM'S RESPONSIBILITIES**

- a. The successful bidder shall supply/install/deploy the equipment for the National Assembly Secretariat in accordance with the supply / work order at the National Assembly Secretariat Islamabad.
- b. The firm shall not subcontract the supply / work order.
- c. The firm shall fulfill the scope of work specified in the tender document
- d. The firm shall fulfill the requirements and comply with all instructions given in the tender document and its annexures.

**9. PERFORMANCE GUARANTEE**

- a. The selected bidder will have to furnish a performance guarantee @ 10% of total bid price valid for 03 years for Office Equipment and Machinery items within 28 days after the issuance of work order/award.
- b. If the successful bidder fails to submit the performance guarantee within the stipulated time, 01 week of additional time will be given to vendor (after providing valid reasons for delay & with approval of Procuring Agency).
- c. If the successful bidder still fails to provide Performance Guarantee, its Work Order/Award will be cancelled & its Bid Security will be confiscated.



### 10. DELIVERY TIME / COMPLETION SCHEDULE

1. The bidder shall deliver / install, configure and operationalize the required Office Equipment and Machinery items for the National Assembly Secretariat as per demand within **30 working days** from the date of issuance of supply / work order, and submit Bill along with all relevant documents.
2. **Late delivery / delay in Completion of Work:**  
If the successful bidder fails to supply / install the requisite system within the time for completion, the successful bidder's liability to the Purchasing Agency for such failure shall be to pay @ 0.5% per week subject to a maximum of 10% of the total bid value for which he fails to complete the works.

### 11. WARRANTY

- (i) The Contractor warrants that the goods supplied and installed under the Tender are brand new, un-used, and incorporate all the latest improvements in design and materials unless provided otherwise in the Tender.
- (ii) All faulty parts of the defective Office Equipment and Machinery items which are covered under warranty shall be replaced with brand new/genuine parts.
- (iii) The successful bidder shall be required to provide minimum warranty as mentioned in the specifications.
- (iv) All Technical issues/ replacement/ services/ spare parts without incurring any additional cost.
- (v) Service level targets shall be as per below table:

Category of issue	Response time by vendor upon receipt of complaint	Required Response time on site	Backup Provision	Targeted Repairing Time
Hardware Repair / Maintenance	Immediate	08 Working Hours	24 Hours	15 Calendar Days

- (vi) The Contractor should meet the following for repair / maintenance claim:

Item	Delivery
Office Equipment and Machinery items	Repair/Warranty replacement shall be completed within fifteen (15) Calendar days from written claim/notification. Faulty unit(s) once repaired will be replaced and equipment will be returned to the buffer stock.



- (vii) PKR: 4,000/- penalty per breach in service deadlines will be charged from the Contractor in case of not meeting deadlines.

## 12. TERMS OF PAYMENT

- a. Relevant payment of the supply / work order shall only be payable to the firm upon successful delivery / sample inspection / installation / testing / commissioning of the System as per supply / work order duly supported by the final Acceptance Certificate(s) from Purchasing Agency.
- b. Sample Inspection of 10% of the delivered quantity will be carried out in the presence of a technical representative of the Contractor and one person designated by the purchasing agency.
- c. All the payment shall be made through a crossed cheque in the Pak Rupees
- d. Taxes will be deducted as per government rules at the time of payment.
- e. The Payments shall be done according to the following payment Schedule:

S #	Deliverables	% of Total Payment
1	Completion of Delivery, Deployment, Installation, configuration and testing of Equipment	100%
<b>Total</b>		<b>100%</b>

## 13. DEFAULT BY THE FIRM/SUCCESSFUL BIDDER

- a. If the firm fails to supply / install the required system / refuses or fails to comply with a valid instruction of the Procuring Agency, the Procuring Agency may give notice and stating the DEFAULT.
- b. If the firm has not taken all practicable steps to remedy the default within 07 working days (gazetted holidays or circumstances under this tender documents are excluded) after receipt of Procuring Agency notice, Procuring Agency may cancel the order within next 07 x days (gazetted holidays or circumstances under this tender documents are excluded).
- c. If the firm, even thereafter, does not comply with the valid instructions of the Procuring Agency, the performance security / earnest money will be confiscated, leading further towards Blacklisting of the Firm.



#### 14. FORCE MAJEURE

- a. Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the Purchasing Agency or of the Firm i.e, Earthquake, Flood, or any other Severe Climatic circumstances. Non availability of equipment or spares for the National Assembly Secretariat or any other event leads towards clear negligence of the Firm shall not constitute Force Majeure.
- b. If by reasons of Force Majeure, the required system cannot be delivered, installed / configured by the due delivery date, then the delivery date may be extended appropriately by the Purchasing Agency keeping in view all the circumstances and requirements.
- c. The firm shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- d. If a Force Majeure situation arises, the Firm shall, by written notice served on the Purchasing Agency, indicate such condition and the cause thereof. Unless otherwise directed by the Purchasing Agency in writing, the firm shall continue to perform under the supply / work order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### 15. CONTINUITY OF SERVICE

- a. The successful bidder shall ensure the continuity of services to all the specified users by the Procuring Agency throughout the duration of contract.
- b. The successful bidder will provide effective guidance with respect to the maintenance / use of the IT Equipment for the National Assembly Secretariat, its allied modules as may reasonably be requested by the Procuring Agency to relevant technical staff for the complete operation of the IT Equipment for the National Assembly Secretariat, and its related modules etc. at Procuring Agency premises.
- c. The successful bidder firm will provide any support services necessary to ensure the Procuring Agency's continued use of the IT Equipment for the National Assembly Secretariat.

Annexure - A

**SCOPE OF WORK****A) REQUIRED SPECIFICATIONS FOR OFFICE EQUIPMENT AND MACHINERY:****(Procurement requirements)****1. LASERJET PRINTERS HP OR EQUIVALENT**

Items	Technical Specification	Qty
Function	Print (Black & White)	30
Print Technology	Laser	
Processor Speed	1.2 GHz Min	
Connectivity	Ethernet (LAN) port, WIFI	
Printing Speed	40ppm or above	
Print Resolution	1200 x 1200 dpi or better	
Print	Automatic two-sided printing	
No of Paper Trays	Minimum 2	
Print Sizes	A4, letter, executive, legal, custom	
Mobile Printing	AirPrint™; Google Cloud Print 2.0; Mopria-certified; Mobile Apps	
Duty Cycle (Monthly)	Up to 80,000 pages (A4) or above	
System Compatibility	Microsoft Windows 7/8, Windows 10 pro 32/64 Bit	
Warranty	01 year OEM/Manufacturer warranty (parts and services)	

**Note:** Purchasing agency may increase or decrease quantity of items.

**2. BRANDED HIGH SPEED DOCUMENT SCANNER**

Items	Technical Specification	Qty
Document Feeding	Flatbed with ADF	05
Scanning Resolution	Optical 600 dpi	
Scan Speed	a) Flatbed: 05 seconds or less for A4 B/W b) Simplex: 25 ppm or higher c) Duplex: 50 ipm or higher or better	



Document Size	Letter, legal, A4, A3
Scan Type	Simplex & Duplex
Scan Mode	Black & White (B/W) and Colour
Interface	USB 2.0 or higher
Scan Technology	ADF; Flatbed; Contact Image Sensor (CIS), Optical Character Recognition
Daily Scan	1500 pages or above
Compatibility	Operating Systems: Windows 10/11, Windows Server; macOS; Linux
Scan File Format	For text and image pages: PDF, JPEG, PNG, BMP, TIF, Text(TXT), Rich Text(RTF), SEARCHABLE PDF, PDF/A, Word(DOC), Word(DOCX), Excel(XLS), Excel(XLSX), CSV
Warranty	01 year OEM/Manufacturer warranty (parts and services)

**Note:** Purchasing agency may increase or decrease quantity of items.

### 3. BRANDED PLAIN PAPER COPIER

Items	Technical Specification	Qty
Branded Plain Paper copier	Print Output: Mono Print Technology: Laser Connectivity: Ethernet, NFC, USB 2.0, WIFI Print Speed: 30 ppm or above Paper Size: A3, A4, A5 Duplex Printing: Yes Single pass DADF UPTO 200 Sheets Must or above Processor: 1.5 GHz or Above RAM: 2 GB or above System Storage: 50 GB SSD/HHD or above Counter: 1-9999 or equivalent Paper Capacity: 250 Sheets or above Printing Resolution 1200 x 1200 <u>Note:</u> Specify price for consumables like toner Cartridge, drum etc. with standard capacity of each consumable e.g. toner yield etc. w.r.t. A4 size paper and prices of the	15



	same locked for two years after delivery. (for calculation of per paper cost) <u>Warranty:</u> 01 year Manufacturer Warranty (parts and services)	
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**Note:** Purchasing agency may increase or decrease quantity of items.

#### 4. FAX MACHINE WITH INTEGRATED HANDSET

Items	Technical Specification	Qty
Fax Machine with Integrated Handset	Printing Method: Monochrome Laser Print Speed: On A4/letter 16 ppm (pages per minute) or above Print Resolution: Up to 600 x 600 dpi Fax Resolution: Up to 200 x 400 dpi or above Memory capacity: 500 pages or more Standard Interface: USB 2.0 Group Dial / destinations: 120 dials/destinations or more Sequential broadcast: 130 destinations or more Other features: LCD Display, Fax forwarding, Dual Access, Remote Reception, PC Fax, Automatic recognition of fax and telephone reception, Speaker Phone, Caller ID with log. <u>Warranty:</u> 01 year Manufacturer Warranty (parts and services)	10

**Note:** Purchasing agency may increase or decrease quantity of items.

#### 5. HEAVY DUTY COPY PRINTER / DIGITAL DUPLICATOR

Items	Technical Specification	Qty
Heavy Duty Copy Printers / Digital Duplicator	Print Speed 100 PPM (A4) or above Print Resolution: 1200 dpi x 1200 dpi or above Two sided scanning with Scan Resolution (for copy): 600 dpi x 600 dpi or above Print paper weight: 64 gsm to 210 gsm or	02



	<p>above</p> <p>Print Paper Size: A3, 100MM x 148 mm to 320 mm x 432 mm or large</p> <p>Connectivity: Ethernet, NFC, USB 2.0, WIFI</p> <p>Agree to ink an SLA at the expiry of one-year free support.</p> <p>Direct print option with supported file types DF, EPS, TIFF/JPEG, and XPS</p> <p><u>Note:</u> Specify price for consumables like toner Cartridge, drum etc. with standard capacity of each consumable e.g. toner yield etc. w.r.t. A4 size paper and prices of the same locked for two years after delivery. (for calculation of per paper cost)</p> <p><u>Warranty:</u> Minimum 01 year Manufacturer Warranty (parts and services)</p>	
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Note: Purchasing agency may increase or decrease quantity of items.

#### 6. SET MAKING MACHINE (COLLATOR WITH ELECTRIC STAPLER)

Items	Technical Specification	Qty
Set Making Machine (Collator) with Electric Stapler (Heavy Duty)	<p>To be able to collate up to 60 sets per minute or more.</p> <p>Number of Bins: min. 10</p> <p>Paper bin size up to 350 sheets or above</p> <p>Able to handle various types of paper sheets</p> <p>Operation: Electric with No-jam technology</p> <p>Agree to ink an SLA at the expiry of one-year free support.</p> <p><u>Warranty:</u> 01 year Manufacturer Warranty (parts and services)</p>	01

Note: Purchasing agency may increase or decrease quantity of items.

ANNEX - B

FORM OF FINANCIAL BID

According to the Clause 30, sub-clause (2) of PPARA Rules, 2004, the following shall be observed while submitting the financial bids:

"For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank Secretariat on that day."

A. Hardware including Installation and Configuration:

S.No	Item	Units	Qty	Unit Price	Total Amount without Tax	Admissible Tax as per law	Total Amount with Tax
1	PRINTER	Nos.	30				
2	HIGH SPEED DOCUMENT SCANNER	Nos.	05				
3	BRANDED PLAIN PAPER COPIER	Nos.	15				
3A	(CONSUMEABLE 1 E.G TONER/DRUM WITH NUMBER OF PAGES)	NOS.	1				



3B	(CONSUMEABLE 2 E.G TONER/DRUM WITH NUMBERS OF PAGES)	NOS.	1				
4	FAX MACHINE WITH INTEGRATED HANDSET	Nos.	10				
5	HEAVY DUTY COPY PRINTERS / DIGITAL DUPLICATOR	Nos.	2				
5A	(CONSUMEABLE 1 E.G TONER/DRUM WITH NUMBER OF PAGES)	NOS.	1				
5B	(CONSUMEABLE 2 E.G TONER/DRUM WITH NUMBERS OF PAGES)	NOS.	1				
6	SET MAKING MACHINE (COLLATOR) WITH ELECTRICAL STAPLER (HEAVY DUTY)	Nos.	1				
7	Total (A) in Figure / Number						
8	Income Tax percentage admissible as per law						
9	Sale Tax percentage admissible as per law						

**B. Bid Total (A)**

Bidders/Firms shall fill the following

1	Total (A) WITHOUT TAX in WORDS	
2	Total (A) TAX AMOUNT in WORDS	
3	Total (A) WITH TAX in WORDS	

Total (A) shall be used for financial bid evaluation.

Must be filled by the Bidder and every page shall be signed by authorized person along with the company/firm seal / stamp:

Name of Authorized Person: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC # \_\_\_\_\_

Contact Numbers: (Landline: \_\_\_\_\_, Mobile: \_\_\_\_\_)

Address: \_\_\_\_\_

THE BIDDERS AGREE THAT ANY INFORMATION SUBMITTED BY THE BIDDERS SHALL BE FINAL AND THAT THE BIDDERS SHALL BE RESPONSIBLE FOR ANY ERRORS AND OMISSIONS ANYWHERE IN THE PROPOSAL AND SHALL HAVE NO RIGHT FOR SUBSEQUENT CORRECTION/JUSTIFICATION.

SIGNATURES \_\_\_\_\_ STAMP / SEAL \_\_\_\_\_





## ANNEX-C

## COMPLIANCE CERTIFICATE

1. **General or special Conditions:** The Bidders certify that the following have been submitted in their proposal in response to the tender:
  - 1.1. Valid Company Registration Certificate with SECP or Registrar of Firms etc., having in the business for last 05 years.
  - 1.2. Copy of Income Tax / Sales Tax Registration.
  - 1.3. Audited Profit & Loss (Income Statement) showing Sale volume of company of at least Rs. 20 Million in the last 2 years.
  - 1.4. Office details at Islamabad / Rawalpindi with Phone Numbers / Addresses /emails.
  - 1.5. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above duly attested by Notary Public that the firm is not black listed by any government / semi government Department as per Specimen at Annex-D.
  - 1.6. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that in case of firm's non-performance / non-compliance to the contract, it may result in immediate termination of supply / work order/ contract leading to forfeiture of earnest money, performance security and blacklisting of firms as per Specimen at Annex-E.
  - 1.7. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that the company/firm history with the concerned regulatory authority/ (ies) should be clean during the last three (03) years and none of the licenses ever been canceled / terminated/withdrawn by the authority/(ies).
2. The firms/bidders declare on its company letterhead dully signed and stamped that they will be bound to make delivery/supply and install the item(s) as per specification at the National Assembly Secretariat mentioned at Annex-A.
3. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.
4. The firm will be bound to supply, deliver and install the item(s) within specified time.
5. The National Assembly Secretariat reserves the right to accept or reject any or all bids as per PPRA rules.



Terms and conditions must be signed and attached with the Tender document if agreed upon.

Name of Firm/ Workshop: **M/S**.....

Name of Owner.....

Mailing Address with Phone .....

Signature / Seal of the bidder.....



ANNEX-D

(Must be Printed on Rs. 100/- or Above Stamp Paper)

NON-BLACKLISTING DECLARATION

CERTIFIED THAT M/s ..... HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN.

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC



## ANNEX-E

(Must be Printed on Rs. 100/- or Above Stamp Paper)

## UNDERTAKING / CERTIFICATE

WE HEREBY UNDERTAKE THAT THE FIRM SHALL NOT SUPPLY RECONDITIONED/SUB-STANDARD/RE-FURBISHED/USED ITEM(S) AND THAT THE OFFICE EQUIPMENT / MACHINERY ITEMS AND THEIR ALL ASSOCIATED PARTS, INSTALLATION MATERIAL, CABLES AND OTHER ACCESSORIES, WHATSOEVER, SHALL BE BRAND NEW IN ALL ASPECTS AND WILL ENSURE THAT THE REPAIR OF ANY PART SHALL NOT BE ACCEPTED UNDER WARRANTY. SAME SHALL BE REPLACED WITH BRAND NEW ORIGINAL /GENUINE PART, IF REQUIRED. IF THE PROCUREMENT FOR THE NATIONAL ASSEMBLY SECRETARIAT DO NOT FULFILL THE REQUIREMENTS LAID DOWN IN THE TENDER DOCUMENT AT ANY STAGE AFTER THE AWARD, THE SUPPLY / WORK ORDER OF THE FIRM WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND WILL NOT MAKE ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE AND BID SECURITY GIVEN BY THE FIRM WILL ALSO BE CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/s \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

BIDDER'S SEAL

ATTESTED BY NOTARY PUBLIC



## ANNEX-F

**FORM OF CONTRACT FOR PROCUREMENT OF OFFICE EQUIPMENT AND  
MACHINERY ITEMS FOR NATIONAL ASSEMBLY SECRETARIAT**

1. This Contract Agreement is made at Islamabad on ..... the ..... day of ..... of the year Two Thousand and Twenty Three (2023), ..... a company registered under the Companies Ordinance 1984, with its Head Office....., hereinafter referred to as the " \_\_\_\_\_ " (the first party) which term shall mean and include its Heirs, Agents, Executors, Successors and Assigns

AND

THE NATIONAL ASSEMBLY SECRETARIAT located at, Islamabad through its Representative, hereinafter referred to as the Procuring Agency (the second party).

2. And whereas during the contract period M/s.....will provide services to the Procuring Agency; by providing technical support to the Procuring Agency at their own expenditure / risk.

3. NOW IT IS HEREBY AGREED AS FOLLOWS

- a. That repair/maintenance services provided by M/s.....to the Procuring Agency according to this contract agreement, must be rendered at the said premises, as per clauses mutually agreed by both the parties **Annex-A**.
- b. This agreement shall take effect on and from ..... and shall remain in force for a period of ..... i.e., .....2023 to ..... for Office Equipment and Machinery items.
- c. M/S..... shall be responsible for responding to the technical queries on the request of the Procuring Agency during the duration of the contract and carry out customization as may be required.
- d. M/S..... shall be responsible for any delay in provision of the **PROCUREMENT OF OFFICE EQUIPMENT AND MACHINERY ITEMS FOR THE NATIONAL ASSEMBLY SECRETARIAT** and as such be liable for penalties laid down in the contract document and reproduced as follows: "If the successful bidder fails to supply / install the requisite system within the time for completion, the successful bidder's liability to the Procuring Agency for such failure shall be to pay @ 0.5% per week subject to a maximum of 10% of the total bid value for which he fails to complete the works. "



- e. Technical staff of M/s. .... are bound to visit the National Assembly Secretariat once in a month or as and when required (on call basis) to ensure efficient working of the OFFICE EQUIPMENT AND MACHINERY ITEMS FOR THE NATIONAL ASSEMBLY SECRETARIAT at their own expense.
  - f. Both the parties agreed to do each and everything that is necessary to ensure that the terms of this agreement stands implemented.
  - g. Other terms & conditions as per scope of work mentioned in Annex-A.
4. In witness whereof the parties have here as under put their hands and signature under their seal in token of their having accepted the terms and conditions of this contract and executed the same in presence of the following witnesses.

Signed By

(..... .....)  Deputy Secretary (Admin) National Assembly Secretariat, Islamabad	(.....)  M/s..... CNIC # .....
WITNESSES	
1. (.....) CNIC # ..... National Assembly Secretariat, Islamabad	1. (.....) CNIC#..... M/s.....
2. (.....) CNIC # ..... National Assembly Secretariat, Islamabad	2. (.....) CNIC#..... M/s.....