

**NATIONAL ASSEMBLY SECRETARIAT
TENDER DOCUMENT**



Tender for:- **SUPPLY AND INSTALLATION OF OFFICE EQUIPMENT**

Procuring Agency:- National Assembly Secretariat

Instructions to bidders

1. National Assembly Secretariat invites sealed bids as per **single stage two envelope procedure** from partners/authorized dealers/well reputed firms and service provider dealing in business of Desktops, Laptops, Scanners and Printers, who are registered with Income tax departments and are based in Islamabad/Rawalpindi for supply of equipment on mutually agreed terms & conditions. The following documents form integral part of tender documents: -

- | | | |
|------|------------------------------|--------------|
| i. | General terms and conditions | Annexure I |
| ii. | Details/profile of the firm | Annexure II |
| iii. | Financial Bid | Annexure III |

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

- ii. Detailed profile of the company/firm including name, registered address, telephone/fax number (s), e-mail address and year of establishment, type of ownership, owner name, address, support staff available and contact numbers of the owners/partners etc and list of client with contact numbers.
- iii. Participating firm must provide Manufacturer's Authorization Letter from Principal in the name of tender undersigned. The undersigned will verify the genuineness of the authorization letter from the principal. If the letter is found fake, forged or altered in any way, a very strict action will be taken against the fraudulent bidder.
- iv. A copy of the National tax/Sales Tax registration certificate.
- v. Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.

- vi. Catalogues/Brochures of the products quoted supplies.
- vii. Supplier will be required to provide 3 Years onsite Warranty/ Guarantee for all the supplied items and a letter from OEM for the same.
- viii. OEM direct warranty support Model will be preferred, supporting Documents must be attached
- ix. Earnest money/Bid Security equivalent to 5% of the total quoted amount in form of Deposit at Call or Pay Order issued in favour of National Assembly Secretariat.

3. Interested Firms are requested to submit their offer in the specified Performa following **single stage two envelope procedure** i.e., submission of tender documents along with technical proposals and financial bid in separate envelope.

4. The bid containing Instructions to bidders, general terms and conditions (Annex I& Annex II) and Financial Bid (Annex III) duly filled in and signed for having accepted the General terms and conditions along with bid Security 5% of the total bid value in form of deposit at call or pay order in favor of the National Assembly Secretariat must be enclosed. The envelope containing the bid shall be superscripted as "**Bid for supply of Office Equipment (Item Name)**". The sealed bids must reach the office at the address on 14th June, 2024, at 11:00 a.m. The bids will be opened on the same day at the National Assembly Secretariat at 11:30 a.m. in the presence of the bidders authorized representative.

5. National Assembly Secretariat reserves the right to increase or decrease the quantity of Tender Items as well to accept or reject any or all the tenders as per Public Procurement Rules 2004.

6. Interested Firm must also submit the tender through EPADS forum of PPRA website.





General Terms & Conditions

1. Description of work.

Authorized partner/dealers and reputed Firms dealing in the business of Equipment specified below may quote their rates separately for supply and installation of equipment in the National Assembly Secretariat.

2. Scope of Wok

2.1 **Supply of following Equipment on demand basis with specifications:-**

1. Laptop:

Items	Technical Specification	Qty
Brand	Dell/HP/Lenovo or equivalent	50
Processor	13 th Generation Intel Core i7, Processor Speed up to 5.0 Ghz Turbo Boost (12 Mb Cache, 10-Cores)	
Chipset	Intel, Integrated	
RAM	16GB (2 X 8GB DDR-4 supports up to 64GB)	
Hard Drive	512 GB Solid State Drive (SSD) NVMe	
Display	15.6" (1920 x 1080) Diagonal FHD Non Touch Display	
Connectivity	Bluetooth with intel Wi-Fi 6 (2x2), Intel Ethernet LAN 10/100/1000 base-T Ethernet Port	
I/O Ports	2 x USB Type-A 3.0/3.1 or higher, 1 x Type C, 1 x Headphone / Microphone Jack, 1 x HDMI 1.4 or higher, Palm rest, Fingerprint	
Keyboard & Touch Pad	Standard backlit Keyboard with Touch Pad	
Audio	Build-in Speakers	
Camera	Built-in FHD Camera	
Battery	Minimum 3 Cell Battery	
Operating System	Pre-Installed Microsoft Windows 11 Professional (Licensed)	
Security	Finger Print reader	
MS Office	MS Office Home and Business 2019 or above (Licensed)	
Weight	Up to 02 Kg	

Carrying Case	Carrying bag (Top-load or Bag-pack)	
Warranty	03 years standard OEM warranty	

2. Desktop PC with LED Screen (I):

Items	Technical Specification	Qty
Brand	Dell/HP/Lenovo or equivalent	50
Processor	Intel Core i7 (13 th Generation 4.9 GHz Turbo Boost, 25 MB cache, 12-Cores and 20 Threads)	
RAM	2 x 8GB DDR-5 supports up to 128GB	
Main Board	Intel Chipset	
Hard Drive	512 GB Solid State Drive (SSD) NVME	
I/O Parts	4x USB Type-A with 2 x USB Type-A 3.1/3.2 or higher. 1 x Headphone/Microphone Jack, RJ 45 Ethernet Port, thunderbolt/USB Type C, 1 x DP	
CD/DVD ROM	DVD/RW	
Connectivity	Networking: Intel Ethernet LAN 10/100/1000 and wireless connectivity (After market Dongle will also be acceptable)	
Mouse & Keyboard	Standard Wired Keyboard & Mouse of same brand	
Screen	19.5" LED Screen or Higher with 1x Power port, 1 x DP , 1 x VGA Port or Higher	
Operating System	Pre-Installed Microsoft Windows 11 Professional (Licensed)	
MS office	MS Office Home and Business 2019 or above (Licensed)	
Warranty (Pre support and next business day onsite service (DBS) Emerging)	03 Years standard OEM warranty	



3. Desktop PC with LED Screen (II):

Items	Technical Specification	Qty
Brand	Dell/HP or equivalent	03
Processor	Intel Core i7 (13 th Generation 4.9 GHz Turbo Boost, 25 MB cache, 12-Cores and 20 Threads)	
RAM	2 x 16GB DDR-5 supports up to 128GB	
Main Board	Intel Chipset	
Hard Drive	512 GB Solid State Drive (SSD) NVME and 1 TB Hard disk	
Graphics Card	4 GB or Higher	
Sound Card	Standard	
I/O Parts	4x USB Type-A with 2 x USB Type-A 3.1/3.2 or higher. 1x Headphone/Microphone Jack, 1x HDMI 1.4 (or of higher speed), 1x VGA, RJ 45 Ethernet Port, thunderbolt/USB Type C	
CD/DVD ROM	DVD/RW	
Connectivity	Networking: Intel Ethernet LAN 10/100/1000 and Wireless connectivity (After market Dongle will also be acceptable)	
Mouse & Keyboard	Standard Wired Keyboard & Mouse of same brand	
Screen	27" LED Screen (1920 x 1080 Full HD 1920 x 1080 at 60Hz In-plane switching) or higher	
Operating System	Pre-Installed Microsoft Windows 11 Professional (Licensed)	
MS Office	MS Office Home and Business 2019 or above (Licensed)	
Warranty (Pre support and next business day onsite service (DBS) Emerging)	03 Years standard OEM warranty	



3. Scanner

	Quantity
Type: Sheet feeder	
PPM: 40ppm or higher	
IPM: 80 ipm or higher	10
ADF Capacity: 50 Sheets	
Duplex ADF Scanning : Yes	
Color Scanning: Yes	
Duty Cycle: 4,000 pages or higher	
Scan Resolution: 1200 dpi or higher	
Output Resolution dpi: 1200 ppi	
Memory: 512 MB	
Connectivity: USB 3.0	
Bit depth: 24 bit (external), 48 bit (internal); 256	

4. Printer

	Quantity
Print Speed: 40 PPM or higher	
Processor: 1200 MHz or higher	
Resolution: 1200 dpi or higher	40
Memory: 256 MB RAM or higher	
Auto Duplex Printing Paper Handling: Legal, A4, A5, Envelop & letter size 2 Paper trays	
Network Ready RJ45 port + Wifi compatibility	
Duty cycle 80,000 prints per month or higher	
Interface: USB 2 or higher, Ethernet: 10/100/1000 base-Tx.	
Accessories: USB cable & other accessories	





General Terms & Conditions

- 3.1 The firm shall supply & install the items at the National Assembly Secretariat at its own cost.
- 3.2 Warranty period of items must be mentioned in quotations which should not be less than Three year for all Equipment with parts and labor.
- 3.3 The firm should be registered with Income Tax & Sales Tax Departments.
- 3.4 The firm should have never been blacklisted by any government organization or any other organization.
- 3.5 The incomplete or conditional tenders would not be accepted and is liable to be rejected.
- 3.6 The selected Firm will have to ensure fast & timely delivery of the requisite equipment to the National Assembly Secretariat within 10 days positively or earlier after issuance of purchase order.
- 3.7 Equipment must be supplied within specified time of the receipt of letter of award/supply order
- 3.8 In case the selected Firm fails to deliver the required equipment in time or is unable to supply the equipment as per specifications, the letter of award / contract shall be terminated and Earnest money/bid security of the Firm shall be forfeited.
- 3.9 The bid along with the written consent of the bidder for acceptance of award of contract will be binding.
- 3.10 All government applicable taxes, etc will apply.
- 3.11 The successful Firm shall be issued a letter of award/purchase order, which on acceptance by the firm in writing, shall constitute to be a formal contract.

4. Tender Price Quote

- 4.1 Provision for all taxes including (GST), shall be included in tender price.
- 4.2 No revision of rates will be admissible during the period of contract.
- 4.3 The quoted model must be available on company's website in active state. Any type of refurbish or used machine will not only acceptable but also leads to legal procedure against the vendor.
- 4.4 Quote the price of consumable items having validity minimum 3 years.
- 4.7 Rate should be quoted in Pak Rupees.



5.

Tender Security

- 5.1 The Firm shall furnish Earnest money/Bid Security amounting to 5% of the total bid value (refundable) after the expiry of Warranty period in form of Call Deposit or Pay Order issued by a scheduled bank in favour of the National Assembly Secretariat along with their bid.
- 5.2 Any bid not accompanied by an acceptable earnest money/bid security shall be rejected by the National Assembly Secretariat as non-responsive.
- 5.3 The earnest money/bid security of un-successful bidders will be returned as promptly as possible.
- 5.4 The Earnest money/bid security of the successful bidder will be returned on successful completion of the warranty period. The Selected Firm may be asked to submit performance upto 10% of their bid value after the award.

6.

Submission of Tenders

- 6.1 The bid shall contain Instructions to bidders, (Annex I & II) dully filled in and signed for having accepted the General, Special terms and conditions, Financial Bid (Annex III) & Earnest Money/Bid Security amounting to 5% of the total bid value in form of Deposit at Call or pay order in favour of National Assembly Secretariat. The envelope containing bid shall be superscripted as "Bid for Supply of Office Equipment. The Bid must reach the office at the address, time and date given in tender notice.

7.

Tender Opening and Evaluation

- 7.1 The National Assembly Secretariat will open the tenders in the presence of the Firms representatives who choose to attend on date, time and venue mentioned in tender notice.
- 7.2 Tender for which an acceptable notice of withdrawal has been received, shall not be opened.
- 7.3 The National Assembly will examine Firm bids to determine whether the requisite Earnest money/tender security has been furnished. Whether documents have properly been signed and completed. At

tender opening the National Assembly Secretariat will announce the tender name, written notifications and withdrawal, if any, quoted rates for requisite equipment.

8. **Tender Validity**

- 8.1 Tender shall remain valid and open for acceptance upto 180 days after the date of tender opening.
- 8.2 In exceptional cases prior to expiry of tender validity period, the National Assembly Secretariat may ask the Firms for a specified extension in the period of validity. The request and response thereto shall be made in writing. A Firm agreeing to the request will neither be required nor permitted to modify his tender.

9. **Format and Singing of the Tenders**

- 9.1 Each page of tender documents shall be duly signed and stamped by the Firm before making submission.
- 9.2 Each Firm may submit only one tender.
- 9.3 No Firm shall participate in the tender of another for the same contract in any relationship whatever.
- 9.4 Bidders shall indicate all information required vide Annexure II & III.

10. **Mode of Payment**

- 10.1 Payment will be made after the receipt of the requisite supplies and invoices.
- 10.2 No advance payment will be made for any kind of procurement.

11. **Award of Contract**

- 11.1 The National Assembly Secretariat may award the contract to the Firm whose tender has been determined to be substantially responsive.
- 11.2 The letter of award shall constitute to be a formal contract if accepted by the firm.

12. **National Assembly Secretariat Right to accept or Reject any or all Tenders.**

12.1 The National Assembly Secretariat reserves the right to accept or reject any or all tenders or any part of the bidder at any time prior to award of contract as per Public Procurement Rules 2004.

13. **Signing of Agreement**

13.1 In case the letter of award is accepted by the firm, it shall return to the National Assembly Secretariat. Duly signed and stamped copy of the acceptance letter along with a cover letter on firm's letter head, which shall constitute to be a formal contract agreement between the two parties.

13.2 Within 7 days of receipt of the letter of award, the successful tender shall sign and return the letter of award through a cover letter addressed to the National Assembly Secretariat.

14. **Subletting**

14.1 The successful tender shall not sublet the contract.

15. **Suspension and Termination**

15.1 The National Assembly Secretariat may suspend the performance of any or all of the agreed terms and conditions by giving one week's notice in writing to the Firm.

15.2 In case of any dispute, the decision of the National Assembly Secretariat shall be final.

15.3 The application of these conditions shall be governed by the laws of Pakistan.



TECHNICAL BID FORM

1. Name of the contactor/firm: _____
 2. Firm Status
 - (i) Individual Owner _____
 - (ii) Firm Partnership _____
 - (iii) Company registered _____
 3. Date of Establishment: _____
 4. Address of tailoring/shoe shop & stitching unit: _____

 5. Owner / Proprietor / MD / CE Name: _____
 6. Experience: _____
 7. CNIC No.: _____
 8. Mailing Address: _____

 9. Contact No(s): _____
 10. Cell No(s): _____
 10. Email Address: _____
 11. NTN No.: _____ Vendor No. _____
 12. GST No.: _____
 13. Bank Name & Account No: _____
- (for which statement is enclosed)
14. Clients client list if any as well as evidences of all contracts.

Sr. No.	Client Name & Address

Sign/ Stamp
Owner/Bidder/Company



Annexure IIIFINANCIAL BID

Equipment (Brand & Model)	Rates (exclusive all taxes)	Rates (Including all taxes)	Quantity	Total Amount (including all taxes)
Lap Top	Rs. per unit	Rs. per unit		Rs.
Desktop (Cat-1)	Rs. per unit	Rs. per unit		Rs.
Desktop (Cat-II)	Rs. per unit	Rs. per unit		Rs.
Printer	Rs. per unit	Rs. per unit		Rs.
Scanner	Rs. per unit	Rs. per unit		Rs.

UNDERTAKING

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal / stamp

Dated

Place



 [Download pictures from here](#)