

**Terms and Conditions & Bidding Instructions**

Ministry of Commerce invites from the well reputable, authorized dealers/representatives/agents having properly established offices in Islamabad for supply, installation and licensing of following IT related machinery & equipments for financial year 2019-20 as per detailed specification attached as **(ANNEX-A)**:-

- (i) An enterprise level firewall for protection of Ministry's IT infrastructure at A Block Building, Pak Secretariat, Islamabad including installation and three years licensing (UTM Bundle) including operation & maintenance. The firm must be **gold or silver partner of Principal**
- (ii) The vendor must have Manufacturing Authorized Letter (MAL) from the Principle
- (iii) A branded laser Printer black & White for printing of A3 size paper
- (iv) Branded laser printers automatic duplex printing black & while (Quantity 5-10)
- (v) Branded desktop computer systems 9th generation (Quantity 5-10)
- (vi) Branded laptops 9<sup>th</sup> generation (Quantity 3-5)
- (vii) The quantity of items mentioned at Serial No IV to VI above can be increase/decrease depending on availability of budget

**TERMS AND CONDITIONS:**

- (i) The participating authorized dealers/representatives/agents must provide proof of registration with Sales Tax Department and quote their National Tax Number, General Sales Tax Numbers duly issued by the Income Tax/Sales Tax Department.
- (ii) The firm/supplier/agent/distributor must be authorized representative/distributor of the manufacturer who can provide 3 years licensing of firewall with 24x7 support office at Islamabad.
- (iii) The preference will be given to those firms who have supplied firewalls to other Government Organizations and are working satisfactory.
- (iv) Rates are required to be submitted in Pak Rupees inclusive of all applicable taxes.
- (V) Blacklisted firms and those are not on active tax payer list of FBR, are not eligible to participate in bidding process.
- (vi) Cost of installation, licensing, after sale service and allied charges shall be included in the quoted price.
- (vii) All documents and earnest money shall be attached with technical bid.

- (viii) Single stage two envelopes procedure will be adopted under Rule 36(b) of PPRA Rules-2004.

**MANDATORY REQUIRED DOCUMENTS**

2. The bidders shall provide copies of following mandatory documents to become eligible in technical bid and to compete in financial bid:

- i. Company profile
- ii. One year bank Statement or auditor certified annual accounts report or annual income tax return of the firm as appropriate,
- iii. Copies of NTN and STRN Certificate,
- iv. Proof of on active tax payer list of FBR,
- v. Original Affidavit on legal paper that firm/company has not been blacklisted by any Government/Semi Government Organization of Pakistan.
- vi. Earnest money equal to 2% of bid amount in favor of Drawing & Disbursing Officer, Ministry of Commerce, Islamabad in shape of demand draft, banker cheque or pay order. Personal or company cheques are unacceptable.
- vii. Copy of valid authorized dealership/sole distributor or agent of Principle manufacturer or supplier
- viii. Past experience/supply orders if any in the relevant field not older then five years
- ix. Any other document which support firms bid

**OTHER BIDDING INSTURCTIONS**

- (i) Technical and financial bids are required to be submitted in separate envelopes clearly mark as **Technical or Financial** bid. Companies declared successful in technical bid will be eligible to compete in financial bid.
- (ii) Points based criteria will be adopted. The firm having maximum mandatory documents will have maximum chances to be become eligible in technical bid and will be eligible to compete in financial bid.
- (iii) The earnest money of unsuccessful bidders will be returned after evaluation of all bids and announcement of bids results.
- (iv) Ministry of Commerce reserves the right to accept or reject any or all bids under PPRA Rule-33.

3. Bids should reached to undersigned in Ministry of Commerce Room No. 427, Block 'A', Pak. Secretariat, Islamabad within 15 days of publication date of the advertisement and will be received by 11.30. The bids will be opened on same day at 1200 noon. In case of 15<sup>th</sup> day is official or weekly holiday the next working day and time shall accordingly be considered as submission and opening of bids day. In case of questions or concerns please contact the undersigned.

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Section Officer (GA)  
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