



TENDER/ BIDDING DOCUMENT

Provision of IT Equipment, Office Machinery, Office Furniture and Office Stationery
for smooth running of official work at
National Compliance Center
Ministry of Commerce

Submission of Bids: 09th June, 2025 at 10:30 Am

Opening of Bids: 09th June, 2025 at 11:00 Am

NATIONAL COMPLIANCE CENTER - Ministry of Commerce
Administrative Officer (Admin, HR & Accounts)

3rd Floor, FPCCI Capital House, Sector G-8/1, Mauve Area,
Islamabad

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1. Instructions to Bidders

Bidders are advised to read the instruction to Bidders carefully:

- 1.1 All terms and condition mentioned in the bidding documents may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. Bids be liable to be rejected due to non-acceptance of any one or more conditions.
- 1.2 Bidding documents containing terms & conditions, method of procurement, technical specification, etc are available on <http://eprocure.gov.pk>. The same can also be downloaded from websites of MoC www.commerce.gov.pk and PPRA www.ppra.org.pk.
- 1.3 **Single stage-two envelopes procedure will be used for procurement.**
- 1.4 Submit your bids in two separate bids (i.e. **one copy of financial bid** and **one copy of technical bid**. The financial bid will include rates of items called for and the technical bid will **NOT** indicate the rates. Both the bids of bids are to be submitted electronically through EPADS.
- 1.5 The name of firm / supplier should be borne on active tax payer list and will submit a copy of Certificate of registration with the bids.
- 1.6 Prices shall be quoted in Pak Rupees.
- 1.7 The rates bided / quoted by the bidders shall be item-wise, including all Govt. taxes and should be final and will be valid for **180 days**.
- 1.8 **The bidders are required to submit a pay order / demand draft not less than mentioned in 5.1 of bid price as bank performance security / Guarantee. The bid security should be submitted with financials bids. However, a confirmation to this effect shall also be provided with technical bids.**
- 1.9 **The items/equipment will be supplied/ installed within time mentioned in 11 (Schedule Of Requirement) from the date of issuance of supply/ work order.**
- 1.10 Firm will be responsible for maintenance during warranty period without any additional charges.
- 1.11 The firms/ suppliers blacklisted by the Government are not eligible for participation in tender.
- 1.12 If for any reason, the office remains closed on the date of opening of tender, it will be opened on next working day.
- 1.13 Quantity of items can be increased/decreased keeping in view the requirement/ budget position.
- 1.14 The authority shall reserve the right to accept or reject the bid of one or all the bidders as per PPRA rules and this will not be challengeable.
- 1.15 Hardware will be accepted after successful completion of trial/ demo.
- 1.16 Financial bids are required to be submitted on the prescribed format.

2. Eligibility of Bidders

- 2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR etc).
- 2.2 Bidders under declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

- 2.3 Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.
- 2.4 The firms are required to provide an affidavit that firm / company is not blacklisted by any government entity.
- 2.5 Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

3. Bidding Procedure

- 3.1 The Bidding procedure shall be governed by the Public Procurement Rules-2004 issued and amended time to time, by the Public Procurement Regulatory Authority (PPRA).
- 3.2 Single stage – Two Envelop procedure” shall apply. The procedure prescribed in the Invitation for Bids is explained herein below:
The bid shall comprise a single package containing two separate bids. Each bi shall contain separately the Financial Bid and the Technical Bid;
- 3.3 The envelopes shall be marked as “**FINANCIAL BID**” and “**TECHNICAL BID**” in bold and legible letters to avoid confusion;
- 3.4 Initially, only the envelope marked as “**TECHNICAL BID**” shall be opened at the National Compliance Center-Ministry of Commerce, Islamabad on the specified date and time in the presence of the bidders or their authorized representatives, who may choose to be present.
- 3.5 The envelope marked as “**FINANCIAL BID**” shall be retained in the custody of Procuring Agency without being opened
- 3.6 The committee will evaluate the technical Bid as per required technical specifications and other terms & conditions and reject any Bid which shall not conform to the specified requirements.
- 3.7 The “**FINANCIAL BIDS**” of eligible and technically qualified bidders/ bids shall be opened publicly at a time, date and venue to be announced.
- 3.8 The Financial Bid of ineligible and/or technically nonresponsive bidders shall be returned un-opened.
- 3.9 In the Financial Bids the arithmetical errors shall be rectified on the following basis:-
a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
b) If he Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.
If there is a discrepancy between words and figures, the amount in words shall prevail.
- 3.10 The bid found to be the most advantageous shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience shall be selected.

4. Bidding Documents and Submission of bids

- 4.1 The items required, bidding procedures and bidding Documents, Terms and conditions, etc are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:

- 4.1.1 Instructions to Bidders (ITB)
- 4.1.2 Requirements
- 4.1.3 Technical Specifications
- 4.1.4 Evaluation Criteria
- 4.1.5 Bid Forms (including technical forms and financial forms)
- 4.1.6 Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract, and Integrity pact.
- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.
- 4.3 Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.
- 4.4 The Bidder should quote the prices of items according to the technical specifications as provided. The specifications of items, different from the required specifications, shall straightway be rejected.
- 4.5 The Bidder is required to bid a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- 4.6 No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- 4.7 An affidavit of non-blacklisting.
- 4.8 Prices shall be quoted in Pak Rupees.

5. Bid Security

5.1 The Bidder shall furnish, as part of its bid, a refundable bid security as per below details

Lot #	Item Description	PKR
1	IT Equipment	379,500.00
2	Office Machinery	211,500.00
3.	Office Furniture	56,500.00
4.	Office Stationery	33,925.00

The bid security is furnished for each lot in Pak Rupees in the shape of Pay Order / Demand Draft in favor of the HOC/PD of National Compliance Centre.

- 5.2 The Bid Security (in the shape of Pay Order/ Demand Draft) must be submitted in hard to the office before the technical bid opening sealed envelope. However, a confirmation to this effect shall also be provided with technical bids.
- 5.3 Unsuccessful bidder's Bid Security shall be returned after announcement of the successful bidders.
- 5.4 The successful Bidder's Bid Security shall be returned after expiry of warranty period of goods.
- 5.5 The bid Security shall be forfeited in following cases:

- If a Bidder withdraws its bid during the period of bid validity or
- In the case of a successful Bidder, if the Bidder fails to sign the contract or fails to supply goods.

6. Bid Validity

- 6.1 Bids shall remain valid for **180 days** after the date of opening of technical proposal.
- 6.2 Bid having validity for a shorter period shall be rejected.
- 6.3 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period.
- 6.4 However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

7. Evaluation of Bids

- 7.1 The “Technical Bids” shall be opened by the purchase committee publicly in the presence of the Bidders or their representatives who may choose to be present on the mentioned date and time.
- 7.2 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents.
- 7.3 The Technical Bids shall then be evaluated as per required technical specifications.
- 7.4 The Financial Bids of technically qualified (i.e. compliance to technical specifications and other terms & conditions) bidders shall be opened publically on a specified date, time and venue which shall be communicated to the bidders **at the time of opening of technical bids.**

8. Rejection of Bids

- 8.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.
- 8.2 Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in rejection of entire bid of the concerned bidder.
- 8.3 Conditional or incomplete bid/bids shall be rejected.
- 8.4 Tender specifications/requirements not conforming in general.
- 8.5 **Technical Bids** received without a confirmation of **bid security**, shall be rejected. In addition, firms submitting **bid security money** in the form of Bank Performance Guarantee shall also be liable for rejected.

9. Bid Evaluation Criteria

Technical evaluation will be done on the basis of following parameters for eligibility of the bidder/ bids:-

MANDATORY EVALUATION OF GOODS SUPPLIERS

S.NO	Criteria	DESCRIPTION	Yes / NO
1	Registration	Company Registration with any legal body	
2	NTN	Active National Tax Number of FBR	
3	Relevant Experience	Minimum 3 years' experience in supplying similar items (Attach Purchase Orders/Contracts)	
5	Warranty & Services	Warranty terms, After Sale Service	
6	Certifications & Affiliations	Authorized Dealership, Local Representation, etc.	
5	Bid Security / Earnest Money	5% Bid Security / Earnest Money	
7	Criteria of Non Blacklisting	Non blacklist from any government entity.	

TECHNICAL EVALUATION OF GOODS SUPPLIERS

Lot # 1 IT Equipment

S.#	Item	Evaluation Criteria	Max Marks	Scoring Guide
1	High-End Desktop	a) GPU: Nvidia 3060/equivalent or better	20	Meets = 15; Better = 20
		b) Processor (Intel 14th Gen or better)	20	Meets = 15; Better = 20
		c) RAM: 32 GB DDR4	10	Meets = 10
		d) Storage: 1TB SSD + 4TB HDD	15	Meets = 15
		e) Power Supply: 1000W or better	10	Meets = 10
		f) Monitor: 27" 4K or better	15	4K = 12; Better (e.g., HDR/5K) = 15
		g) Build Quality & Cooling	10	Standard = 7; Premium = 10
	Total		100	≥ 75 for compliance
2	Standard Desktop	a) Processor (Intel Core i5 12th Gen)	20	Meets = 15; i7 or better = 20
		b) RAM (16 GB)	10	Meets = 10
		c) Storage (560 GB SSD + 1TB HDD)	20	Meets = 15; SSD > 560 GB = 20
		d) Monitor (24" LED)	10	Meets = 10
		e) Brand & Reliability	15	Mid-tier brand = 10; Premium = 15
		f) Warranty & Support	15	1 year = 10; 2+ years = 15
		g) Energy Efficiency Certification	10	Absent = 0; Present = 10
	Total		100	≥ 75 for compliance
3	Laptop	a) Processor (Core i5 12th Gen)	20	Meets = 15; Higher (i7) = 20
		b) RAM (16 GB)	15	Meets = 15
		c) Storage (512 GB SSD)	15	Meets = 12; >512 GB = 15
		d) Display (15.6")	10	Meets = 10
		e) OS Compatibility (Windows/Linux)	10	Either = 5; Dual-boot support = 10
		f) Build Quality & Weight	10	Plastic = 7; Metal body/Lightweight = 10
		g) Battery Life	10	>6 hours = 10

		h) Warranty & Support	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
4	Photocopier	a) Speed A4/A3: 38/18 PPM or above	20	Meets = 15; Higher speed = 20
		b) Functionality (Print, Scan, Copy)	20	Meets = 20
		c) Connectivity (Network, Wi-Fi)	15	Both present = 15
		d) Touch Screen Interface	10	Present = 10
		e) Paper Handling & Tray Capacity	10	Meets standard = 10
		f) After-Sales Service & Warranty	15	1 year = 10; 2+ years = 15
		g) Brand Reputation	10	Recognized brand = 10
		Total	100	≥ 75 for compliance
5	B/W Printer	a) Print Speed A4/A3 > 20 PPM	20	Meets = 15; Higher = 20
		b) Print Quality: 1200x1200 dpi	15	Meets = 15
		c) Multifunctional Features	20	All three (Print, Copy, Scan) = 20
		d) Connectivity (Ethernet, Wi-Fi, USB, NFC)	15	Meets = 15
		e) Duplex Printing	10	Present = 10
		f) Energy Efficient/Green Cert	10	Certified = 10
		g) Support/Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
6	Color Printer	a) Printer Type: Ricoh Color Laser	25	Ricoh or Equivalent = 25
		b) Scanner Functionality	15	Included = 15
		c) Color Quality & Resolution	20	High resolution = 20
		d) Connectivity (USB, Wi-Fi)	10	Present = 10
		e) Support & Maintenance	15	1 year = 10; 2+ years = 15
		f) Paper Size Handling & Output	15	A3 & A4 = 15
		Total	100	≥ 75 for compliance
7	Projector	a) Brightness (>4500 Lumens)	20	Meets = 15; >5000 = 20
		b) Resolution (1920 x 1200 or better)	20	Meets = 15; Higher = 20
		c) Connectivity (HDMI/VGA/USB)	15	Full range = 15
		d) Lamp Life & Warranty	15	>10,000 hours = 10; Warranty = 5
		e) Brand & Model Performance	15	Reputed = 15
		f) Portability & Mounting Options	15	Compact + Ceiling support = 15
		Total	100	≥ 75 for compliance
8	IP Telephone Exchange	a) Hardware Based System	20	Dedicated hardware = 20
		b) PRI Support	15	Present = 15
		c) SIP Set Support	15	Present = 15
		d) DID Support	10	Present = 10
		e) Scalability & Expandability	15	Upgradable = 15
		f) User Interface (Admin Panel)	10	Intuitive GUI = 10
		g) Warranty & Support	15	1 year = 10; 2+ years = 15
		Total	100	≥ 75 for compliance
9	SIP IP Phone Set	a) Compatibility with IP Exchange	20	Fully compatible = 20
		b) Display & Functionality	15	LCD + Basic = 10; Advanced (color/touch) = 15

	c) Build Quality	10	Durable = 10
	d) Power Options (PoE Supported)	15	PoE supported = 15
	e) Audio Quality & Echo Cancellation	15	HD voice = 15
	f) Warranty & After-Sales Support	10	1 year = 7; 2+ years = 10
	g) Brand & Certifications	15	Reputed brand = 15
	Total	100	≥ 75 for compliance

Lot # 2 Office Machinery

S.#	Item	Evaluation Criteria	Max Marks	Scoring Guide
1	Wall Mounted Air Conditioner (2 Ton)	BTU (≥22000)	20	Meets = 15; Higher = 20
		DC Inverter	15	Yes = 15
		Long Air Throw	10	Yes = 10
		Wi-Fi Feature	10	Preferred = 10
		Energy Rating	20	5 Star = 20
		Brand Reputation	15	Renowned = 15
		Warranty & Support	10	1 year = 7; 2+ years = 10
	Total		100	≥ 75 for compliance
2	Floor Standing Air Conditioner (3 Ton)	BTU (≥36000)	20	Meets = 15; Higher = 20
		DC Inverter	15	Yes = 15
		Long Air Throw	10	Yes = 10
		Wi-Fi Feature	10	Preferred = 10
		Energy Rating	20	5 Star = 20
		Brand Reputation	15	Renowned = 15
		Warranty & Support	10	1 year = 7; 2+ years = 10
	Total		100	≥ 75 for compliance
3	Wall Mounted Air Conditioner (1.5 Ton)	BTU (≥12000)	20	Meets = 15; Higher = 20
		DC Inverter	15	Yes = 15
		Wi-Fi Feature	10	Preferred = 10
		Energy Rating	20	5 Star = 20
		Brand Reputation	15	Renowned = 15
		Warranty & Support	10	1 year = 7; 2+ years = 10
		Long Air Throw	10	Yes = 10
	Total		100	≥ 75 for compliance
4	Refrigerator (14 CFT)	Capacity	20	14 CFT = 20
		Brand	20	Renowned = 20
		Energy Efficiency	20	Certified = 20
		Cooling Performance	20	High = 20
		Warranty & Support	20	1 year = 15; 2+ years = 20
	Total		210	≥ 75 for compliance
5	Electric Water Dispenser	Hot & Cold Functionality	25	Both = 25
		Heating Power ≥ 500W	20	Meets = 20
		Cooling Power ≥ 100W	20	Meets = 20
		Energy Efficiency	15	Certified = 15
		Warranty & Support	20	1 year = 15; 2+ years = 20
	Total		330	≥ 75 for compliance
6	Microwave Oven	Capacity (≥30 Ltrs)	25	Meets = 20; Higher = 25

		Power ($\geq 1000\text{W}$)	20	Meets = 20
		Digital Controls	20	Yes = 20
		Brand	15	Renowned = 15
		Warranty & Support	20	1 year = 15; 2+ years = 20
	Total		450	≥ 75 for compliance
7	LED (60 Inches)	Screen Size ($\geq 60"$)	20	Meets = 20
		Resolution (4K UHD)	20	4K or better = 20
		Smart Features	20	Latest OS & Features = 20
		HDR Support	20	Yes = 20
		Brand & Warranty	20	1 year = 15; 2+ years = 20
	Total		570	≥ 75 for compliance
8	Insect Killer (Large Size)	Coverage Area	25	Large Room = 25
		UV Lamp Quality	20	Durable = 20
		Energy Efficiency	20	Certified = 20
		Safety Features	15	Auto shutoff, Grid = 15
		Warranty & Support	20	1 year = 15; 2+ years = 20
	Total		690	≥ 75 for compliance
9	Paper Shredder	Sheet Capacity (8–10)	20	8 = 15; 10 = 20
		Bin Capacity (≥ 15 L)	20	Meets = 20
		Auto Reverse Function	20	Yes = 20
		Auto Power Off	20	Yes = 20
		Warranty & Support	20	1 year = 15; 2+ years = 20
	Total		810	≥ 75 for compliance

Lot# 3 Office Furniture

S.#	Item	Criteria	Marks	Evaluation Criteria
1	Meeting Room Table	Dimensions (8x4.5 feet)	20	Meets = 15; Exact = 20
		Material Quality (Wood/Ply Class 1)	25	Class 1 = 20; Class 1 + Finish = 25
		Lamination & Finish	15	Standard = 10; Premium finish = 15
		Durability & Construction	20	Solid = 15; Reinforced/sturdy = 20
		Design & Aesthetics	10	Simple = 7; Modern/executive = 10
		Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
2	Meeting Room Executive Chairs	Ergonomic Design & Support	20	Basic = 15; Adjustable + lumbar = 20
		Material (PU/Leather/Fabric)	20	PU = 15; Leather/Fabric = 20
		Height & Adjustability	15	Fixed = 10; Hydraulic = 15
		Backrest Height	10	Medium (30") = 7; High (40") = 10
		Base Material (Steel)	10	Chrome = 7; Stainless Steel = 10
		Revolving & Swivel Features	10	Revolving only = 7; 360° Swivel = 10
		Warranty	15	1 year = 10; 2+ years = 15
		Total	100	≥ 75 for compliance
3	Meeting Room Normal Chairs	Frame Material (Steel)	25	Standard = 20; Chrome/Sturdy = 25
		Backrest Height	15	Low = 10; Medium (16–20") = 15
		Comfort & Ergonomics	20	Basic = 15; Ergonomic = 20

		Finish/Coating	15	Painted = 10; Powder/Chrome Coated = 15
		Durability	15	Standard = 10; Heavy-duty = 15
		Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
4	Office Table with side rack	Table Size (5x2.5 ft)	15	Smaller = 10; Exact = 15
		Side Rack Dimensions (42x30x18)	15	Approx. = 10; Exact = 15
		Drawer Quality & Locks	20	Basic = 15; Lockable, Smooth Glide = 20
		Material (Wood/Ply Class 1)	20	Meets = 15; Premium/Polished = 20
		Finish & Durability	15	Standard = 10; Scratch/Water resistant = 15
		Design & Utility	10	Basic = 7; Modern/Compact = 10
		Warranty	5	1 year = 3; 2+ years = 5
		Total	100	≥ 75 for compliance
5	Visiting Chairs	Material (Steel frame)	15	Meets = 10; Chrome/Anti-rust = 15
		Cushioning/Foam Density	15	Below 40 = 10; 40–50 density = 15
		Upholstery (Fabric/Leatherette/Steel)	15	Basic = 10; Premium/Perforated = 15
		Ergonomics & Seat Size	20	Partial = 15; All dimensions = 20
		Aesthetics & Finish	10	Painted = 7; Chrome/Polished = 10
		Durability & Load Bearing	15	Standard = 10; Reinforced = 15
		Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
6	Small Table	Dimensions	20	Approx. = 15; Exact = 20
		Material Quality	25	Standard = 20; Class 1 Polished = 25
		Build Quality	20	Basic = 15; Reinforced durable = 20
		Design & Finish	15	Simple = 10; Polished/Modern = 15
		Durability & Maintenance	10	Standard = 7; Scratch resistant = 10
		Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance
7	Digital Locker	Dimensions (2x1.5x1.5 ft)	20	Meets = 15; Exact = 20
		Material (Steel Body)	20	Thin gauge = 15; Heavy gauge = 20
		Lock Type	25	Digital basic = 20; Digital + Key override = 25
		Build & Finish	15	Basic = 10; Powder coated/sturdy = 15
		Security Features	10	Basic = 7; Anti-theft/Bolt = 10
		Warranty	10	1 year = 7; 2+ years = 10
		Total	100	≥ 75 for compliance

Lot # 4 Office Stationery

S. No	Item Description	Evaluation Parameters	Max Marks	Criteria	Scoring Method
1	Drafting Pad with Leather Cover (Govt. Logo)	Leather quality, Logo Print Clarity, Stitching, Paper Quality	100	Standard = 75; Premium = 100	Standard = 20; Premium = 25
2	Document File (Box)	Durability, Capacity, Lock Mechanism	100	Standard plastic = 75; Reinforced design = 100	Basic = 20; High = 25

3	Scissor (Large Size)	Blade Sharpness, Grip Comfort, Durability	100	Meets = 75; Stainless steel + ergonomic = 100	Neat = 25
4	Paper Cutter	Blade sharpness, Lock, Handle Comfort	100	Basic = 75; Safety lock & grip = 100	Branded = 25; Local = 20
5	Sticky Note (Small + Flag Box)	Adhesion, Paper Quality, Color Range	100	Basic = 75; Multi-color & good adhesion = 100	≥75 for compliance
6	Paper A4 (80g)	GSM Accuracy, Brightness, Whiteness	100	Meets = 75; Premium paper = 100	Standard = 30; Rigid/Premium = 40
7	Paper A4 (70g)	GSM Accuracy, Smoothness	100	Meets = 75; Jam-free certified = 100	Present = 30; Not present = 15
8	Plastic Folder (Transparent)	Material Quality, Thickness, Flexibility	100	Basic = 75; Tear-resistant = 100	Standard = 25; High = 30
9	Separator Set	Color Quality, Strength, Tabs Quality	100	Basic = 75; Thick card tabs = 100	≥75 for compliance
10	Ball Point (Box)	Ink Flow, Grip, Longevity	100	Normal = 75; Branded = 100	Stainless = 40; Carbon = 30
11	Gel Pen (Box)	Ink Quality, Smudge-free, Comfort	100	Generic = 75; Smooth branded = 100	Ergonomic = 30; Basic = 20
12	Masking Tape 1"	Adhesive Strength, Length	100	Meets = 75; Long roll + high stick = 100	Branded = 30; Local = 20
13	Masking Tape 2"	Adhesive Strength, Durability	100	Meets = 75; Industrial quality = 100	≥75 for compliance
14	Masking Tape 3"	Adhesive Strength, Durability	100	Meets = 75; Industrial quality = 100	...
15	Scotch Tape 1"	Transparency, Adhesion	100	Standard = 75; Branded 3M = 100	Standard = 30; Premium = 40
16	Scotch Tape 3"	Transparency, Adhesion	100	Standard = 75; Branded 3M = 100	Fits = 30
17	Duct Tape 2"	Strength, Waterproofing, Adhesion	100	Standard = 75; Heavy-duty = 100	Standard size = 30
18	Permanent Marker (70,90)	Ink Quality, Longevity, Tip Durability	100	Generic = 75; Branded (e.g., Dollar) = 100	≥75 for compliance
19	Push/Thumb Pin (Box)	Sharpness, Pin Strength, Box Quality	100	Basic = 75; Durable head/pin = 100	
20	Binder Clips (All Sizes)	Grip, Metal Strength, Finish	100	Generic = 75; Stainless spring = 100	
21	Calculator (Simple)	Display, Functionality, Battery life	100	Basic = 75; Branded = 100	
22	Whiteboard with Adjustable Stand	Surface Quality, Mobility, Durability	100	Standard = 75; Magnetic + foldable = 100	
23	Notice Board	Frame Quality, Surface Texture	100	Basic = 75; Cork or velvet frame = 100	
24	Stapler Machine (Small)	Staple Capacity, Spring Mechanism	100	Local = 75; Branded metal = 100	

25	Stapler Machine (Large)	Capacity (200 sheets), Durability	100	Meets = 75; Smooth operation = 100	
26	Punch Machine (Large)	Capacity, Accuracy, Build	100	Standard = 75; Branded = 100	
27	Stapler Pin (Small + Large)	Quality, Coating, Sharpness	100	Generic = 75; Rust-proof = 100	
28	Mirror Board 2x3 ft	Surface Clarity, Frame	100	Standard = 75; Durable mounting = 100	
29	Glue Stick (Box)	Adhesion, Non-toxicity, Longevity	100	Standard = 75; Branded = 100	
30	Pencil (Box)	Lead Quality, Sharpening Ease	100	Standard = 75; Branded HB/2B = 100	
31	Flip Chart	Paper Thickness, Binding, Stand Compatibility	100	Basic = 75; Thick premium sheets = 100	

Each lot will be evaluated separately and awarded the most advantageous vendor.

10. Special Conditions of Contract

The following Special Conditions shall supplement the General Conditions of contract/ work order / PO. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of contract/ work order / PO.

10.1 Inspection and Tests

- a. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- b. The Committee will carry out detailed physical examination of stocks and can reject any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any additional charges.

10.2 Packing

Packing & accessories: All the items to be provided in proper company packing with brochures and CDs especially IT and electrical equipment.

10.3 Transportation, Delivery and Installation requirements

- a. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- b. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- c. All the appliances will be professionally installed as per the manufacturer recommended procedure at the designated places in the office.

10.4 Warranty

- a. The warranty period of the supplied goods shall be standard/ one year from date of delivery and installation of the supplies at the purchaser's premises.
- b. On-site support services will be provided and defects will be corrected within 24 hours.

10.5 Payments

- A pre-receipted bill along with GST invoice be forwarded in triplicate to this office for payment in due course of time.
- In case the item (s) provided is found to be of an inferior quality, it will not be accepted.
- Payment to the successful bidder/Supplier will be made subject to:
 - a. Satisfactory delivery, inspection, testing and configuration/ installation of items.
 - b. Upon submission of required documents.
 - c. On submission of invoice for payment.
 - d. 100% payments will be made after successful testing and commission through cross cheque.

10 Redressal of Grievances and Settlement of Disputes

- 11.1 The grievances if any will be redressed as per PPRA rule.
- 11.2 In the case of any dispute concerning the interpretation and/or application of this contract / work order/ PO shall be settled through arbitration.
- 11.3 **The Project Director or his nominee shall act as sole arbitrator.** The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

11 Schedule of Requirements

The equipment shall be **delivered and installed** in accordance with the following schedule of requirements:-

Lot.#	Milestone	Time Period
1.	IT Equipment	Within one week from date of issuance of work order / purchase order / signing of contract.
2.	Office Machinery	Within one week from date of issuance of work order / purchase order / signing of contract.
3.	Office Furniture	Within two week from date of issuance of work order / purchase order / signing of contract
4.	Office Stationery	Within two weeks from date of issuance of work order / purchase order / signing of contract.

12 Penalties for Late deliveries

The office equipment supplies shall be delivered in accordance with the purchase orders/ work order/ terms & conditions. In case of late delivery, penalty @ 1% per day up to maximum of 10% of the total contract value will be applied.

13 Withdrawal of Bid

- 11.4 The firm cannot withdraw the bid before issuance of work/ purchase order/ signing of contract and within validity period of bids.

11.5 If firm withdraws its bid within validity period, the competent authority may place firm under embargo for a period which may be extended upto one year.

11.6 Moreover, the bid security money of firm will be confiscated. Any change in original bidding/ tender conditions would also be construed as withdrawal of bid in addition to forfeiture of bid security money.

14 Technical Specifications

Note: All the quoted equipment / Items should be branded and of recognized/ renowned brands.

Lot # 1 IT Equipment

S.#	Item and Specification		Qty
1.	Desktop	Nvidia 3060/equivalent/better graphic card, Intel (14th Gen) or better Processor, 32 GB DDR4 RAM, 1TB SSD, 4TB SATA HDD, 1000 Watt or better Power supply, 27" 4K or better Monitor	1
2.	Desktop	Intel Core i5, (12th Gen), 16 GB RAM, 560GB SSD, 1 TB SATA HDD, 24" LED Monitor	6
3.	Laptop	Core i5 (12 th Gen), 16 GB Ram, 512GB SSD, 15.6 Inch Display, Windows/Linux,	12
4.	Photocopier	Speed A4/A3: 38/18 PPM or above Black & white Multifunctional (Printer, Scanner, Photocopier), Connectivity: Network & Wifi, Touch Screen	1
5	Printer - B/W	Printer Type: Multifunctional (Print, Copy and Scan) Speed A4/A3: above 20 PPM, Print Quality: Up to 1200 x 1200 dpi, Connectivity: Built-in Ethernet, Wi-Fi, Hi speed USB, and NFC touch-to-print, Automatic Duplexer	1
6.	Printer - Color	Color Laser Jet Printer with scanner	1
7.	Multimedia (Projector)	Brightness: Above 4500 Lumens, Resolution: at last (1920 x 1200)	2
8.	Telephone Exchange	Hardware based IP exchange with provision for PRI, support for telephone SIP sets, DID,	1
9.	Telephone Set	SIP IP set	20

Lot # 2 Office Machinery

S.#	Item and Specification		Qty
1.	Air Conditioner (wall mounted)	2 Ton, at least 22000 BTU, DC Invertor, long air throw, Wifi preferred. Energy 5 star rating.	7
2.	Floor Standing Air Conditioner	3 Ton, at least 36000 BTU, DC Invertor, long air throw, Wifi preferred. Energy 5 star rating.	1
3.	Air Conditioner (wall mounted)	1.5 Ton, at least 12000 BTU, DC Invertor, Wifi preferred. Energy 5 star rating	3
4.	Refrigerator	14CFT (Renowned brands)	1
5.	Electric Water Dispenser	Hot and cold dispenser with at Heating power of 500W and cooling power 100W at least	1
6.	Microwave Oven	At least 30 Ltrs, 1000W Digital	1
7.	LED	60 Inches, 4K Smart UHD, HDR, with Latest smart features.	1
8.	Insect killer	Flying Insect Killer Machine Large Size	3
9.	Paper Thrasher	Sheet Capacity: 8-10 Sheet, Bin Capacity: at least 15 LTR, Auto Reverse Functions, Auto Power off	1

Lot # 3 Office Furniture

S.#	Item and Specification		Qty
1.	Meeting Room Table	8 x 4.5 Feet, thick laminated (Wooden / Wooden Ply sheet Class 1 Quality)	1
2.	Meeting Room Executive Chairs	Revolving, Steel made, polyurethane leather / Genuine leather / High-quality fabric, with High-back (30-40 inches) up with hydraulic base, good quality with adjustable arrangements, Ergonomic Support,	6
3.	Meeting Room Normal Chairs	Steel made with medium back up.	6
4.	Office Table with side rack	5 x 2.5 Feet, thick laminated, 2-3 drawers with locks (Wooden / wooden Ply sheet Class 1 Quality), Side rack sliding size 42x30x18 Inch, durable good material with polish.	1
5.	Visiting Chairs	Steel made, foam with leatherette / fabric upholstery or perforated steel, Electrostatic powder coating / Chrome-plated for rust resistance, • High-density foam (40-50 density) for comfort (if cushioned) • Seat Depth: 16-18 inches • Seat Width: 18-22 inches • Backrest Height: 16-20 inches	6
6.	Small Table	Size: 2 x 1.5 Feet, Guest Serving (Wooden / Wooden Ply sheet Class 1 Quality)	4
7.	Digital Locker	Size: 2 x 1.5 x 1.5 Feet, Steel Made with digital lock.	1

Lot # 4 Stationery

S.#	Item & Specification	QTY
1	Drafting pad with leather cover (With Government of Pakistan Logo)	50
2	Document File (Box)	100
3	Scissor (Larges Size)	5
4	Paper Cutter	20
5	Sticky Note - Small + Large Flag (Box)	50
6	Paper A4 (80 Gram)	25
7	Paper A4 (70 Gram)	25
8	Plastic Folder (Transparent)	100
9	Separator Set	50
10	Ball Point (Box)	50
11	Gel Pen (Box)	10
12	Masking Tape 1"	10
13	Masking Tape 2"	20
14	Masking Tape 3"	10
15	Scotch Tape 1"	10
16	Scotch Tape 3"	10
17	Duct tape 2"	30
18	Permanent Marker 70,90 (Blue + Black Green + Red) Box	20
19	Push / Thump Pin (box)	20
20	Binder Clips 25mm, 32mm, 41mm, 51mm	100
21	Calulator (Simple)	10

22	White Board with Adjustable Stand (2 x3 Feet)	1
23	Notice Board	20
24	Stapler Machine (Small)	1
25	Stapler Machine (Large Size Heavy Duty) – up to 200 Sheet	1
26	Punch Machine (large Heavy Duty) - up to 200 Sheet	10
27	Stapler Pin (Small + Large) – Box	30
28	Mirror (Transparent) board Size: 2x3 Feet	6
29	Glue Stick (box)	20
30	Pencil (box)	10
31	Flip Chart	100

15 Performa for Financial bids

Lot # 1 IT Equipment

S.#	Item Offered with model / brand and Specs	QTY	Unit Price without GST (PKR)	GST	Unit Price With GST	Total Amount with GST (PKR)
1.						
2						
Total						

Lot # 2 Office Electrical Appliances

S.#	Item Offered with model / brand and Specs	QTY	Unit Price without GST (PKR)	GST	Unit Price With GST	Total Amount with GST (PKR)
1.						
2						
Total						