

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION

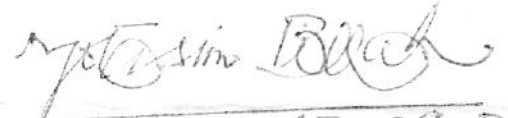
\*\*\*\*\*

TENDER NOTICE

Sealed tender is invited from Government's registered firms having complete set up in Islamabad/Rawalpindi for supply of Printers, Scanners and Computer Systems for Establishment Division during Current Financial Year 2017-18.

Terms/conditions for participating in the tender can be obtained from the undersigned (free of cost) during office hours and are also available on official websites of Establishment Division ([www.establishment.gov.pk](http://www.establishment.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

Interested parties may send their quotations in sealed cover to section Officer (General), Room No. 1094-1095, Establishment Division, Cabinet Block, Islamabad upto 02-10-2017 by 11:00 Hours, which will be opened in the Committee Room of Establishment Division, Cabinet Block, Islamabad on the same date at 11:30 AM Hours in the presence of bidders or their authorized representatives, who may wish to attend.



12-09-2017  
(Mohammad Motasim Billah)  
Section Officer (General)

ED 135-210 W

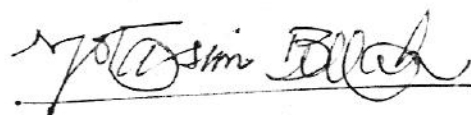
## TERMS AND CONDITIONS

1. Bids are invited for "procurement of IT Equipment's (Computer System, Scanners, Printers) through single stage one envelop method.
2. The Establishment Division shall accept the lowest evaluated bid and reserves the right to award the contract to best suited bid. The minimum requirement is 10 which can be increased/decreased as well. The IT Equipment's should be original brand/company guarantee.
3. The amount of the bid and earnest money @ 5 % of the bid price shall be required to be deposited with bids in shape of either pay order, demand draft, in favor of Section Officer (General), Establishment Division. Bids not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.
4. The language of the bid is English and alternative language shall not be considered.
5. Amendments or alterations/cutting etc., in the bids must be attested in full by the bidders.
6. Prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
7. All terms & conditions of PPRA Rules 2004 will apply. In the event of non-acceptance of offer no intimation will be given to the individual bidder.
8. Discounts (if any) offered by the bidder shall be part of the bid.
9. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Establishment Division would be final and binding on all matters relating to this tender.
10. The interested firms should have regular place of business, Telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 years and proof of company as legal entity.
11. The proof of firm/company existence as legal entity and an affidavit that the company is not black listed by any Government must be presented with the bids.
12. The equipment provided must be duty paid in respect of all applied duties and taxes, along with applicable warranty.
13. The quantities required may increase/decrease according to Establishment Division requirement before award of contract. **After award of contract/purchase order, the quantity can be increased up to 15% of the original quantity. The bidder thus successful would be bound to provide the repeat order within period of three months.**
14. Bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained / received.
15. Sealed tenders may be dropped in the tender drop box placed at 1<sup>st</sup> Floor, Room No. 1095, Establishment Division (Main), Cabinet Block, Islamabad. Clarification if any on the technical requirement may be obtained from above mentioned Room.
16. Earnest Money of successful tenders will alone be retained and that of the rest will be returned.
17. Place of opening of Bids is: **Committee Room, Establishment Division.**
18. The envelopes shall bear the following additional identification marks:
  - Bid for: "PROCUREMENT OF IT Equipment's ( Computer Systems, Scanners & Printers)"
  - Firm Name: XYZ Firm
  - Attention: 1<sup>st</sup> Floor, Room No. 1095, General Section, Establishment Division (Main), Cabinet Block, Islamabad.

19. The deadline for the submission of bids is:

02 October, 2017

1100 Hrs

A handwritten signature in black ink, appearing to read 'Mohammad Motasim Billah', written over a horizontal line.

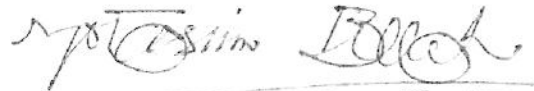
(Mohammad Motasim Billah)  
Section Officer (General)

ANNUAL TENDER FOR CURRENT FINANCIAL YEAR 2017-18

SPECIFICATION OF "PROCUREMENT OF IT EQUIPMENTS

(COMPUTER SYSTEM, SCANNERS, PRINTERS)

S.NO.	Item	Qty	Remarks
1.	PCs with LED Screen with licensed operating system.	As per Demand	(Full System) Dell Core i7 Optiplex 6 <sup>th</sup> Generation 8GB Ram 1 TB HDD DVD Writer 19" LED
2.	Laserjet Printers	As per Demand	HP Laserjet 1102 or equivalent
3.	Color Deskjet Printers	As per Demand	Hp printer 1025 or Higher
4.	Heavy Duty color Laserjet Printers	As per Demand	Hp printer Update Model
5.	Scanners	As per Demand	Kodak Standard Document Scanners (Having speed of 25 Pages per minute.
6.	Heavy Duty Scanners	As per Demand	Having speed of 40 pages per minute
7.	Stand AC	02	02 Ton Stand AC (DAIKIN/ACSON Company) with installation in Committee Room of Establishment Division.
8.	LED 19"	As per Demand	19" LED Branded Dell



12-09-2017

(Mohammad Motasim Billah)  
Section Officer (General)