

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – I
(As Per Rule 47 of PP Rules, 2004)

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services and Goods.

- NAME OF THE ORGANIZATION/DEPTT. **NADRA HEADQUARTER ISLAMABAD**
- FEDERAL / PROVINCIAL GOVT. **FEDERAL**
- TITLE OF CONTRACT:- **Purchase of All In One Computers**
- TENDER NUMBER:- **16/2022 dated 2nd Feb, 2022**
- BRIEF DESCRIPTION OF CONTRACT **Purchase of All In One Computers**
- TENDER VALUE **7 MILLION**
- ENGINEER'S ESTIMATE
(for civil Works only) **N/A**
- CONTRACT PERIOD **3.5 Months**
- ESTIMATED COMPLETION PERIOD **3.5 Months**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL
PROCUREMENT PLAN? Yes /No **YES**
- **ADVERTISEMENT**
(Federal Agencies) (If yes give date and PPRA's tender number)
- (i) PPRA Website **Tender # 16/2022 dated 2nd February, 2022**
- (ii) Newspapers **Business Recorder karachi, Dated 4th Feb, 2022**
Dunya Islamabad, Dated 4th Feb, 2022
- TENDER OPENED ON (DATE & TIME) **24th FEB, 2022 at 1130 Hrs**
- NATURE OF PURCHASE **NATIONAL**

47/711

9 nadra 30922 - 9 4236

- EXTENSION IN DUE DATE (If any) **NO**
- NUMBER OF TENDER DOCUMENTS SOLD **02 NOS**
 1. M/s Premier Systems
 2. M/s Shahnawaz
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS (If yes enclose a copy). **YES**
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS (Please refer RFP copy attached) **YES**
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. _____
- c) TWO STAGE BIDDING PROCEDURE. _____
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE.____
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.) **NO**
- WHO IS THE APPROVING AUTHORITY____ **CHAIRMAN NADRA**
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. **N/A**
- NUMBER OF BIDS RECEIVED **01**
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER. **YES**
- WHETHER INTEGRITY PACT WAS SIGNED **No**

PUBLIC PROCUREMENT REGULATORY

AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – II

(As Per Rule 47 of PP Rules, 2004)

To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services & Goods.

- NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS
02 NO
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER: M/s Premier Systems PVT Ltd
F-8/3, Islamabad
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATED BID). **1st (LOWEST EVALUATED BID)**
- NEED ANALYSIS (Why the procurement was necessary?) **Purchase of All In One Computers**
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS **No**
- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS **YES**
- DATE OF SIGNING THE PURCHASE ORDER **29th March, 2022**
(Attach a copy of agreement)
- CONTRACT AWARD PRICE **Rs.6,864,375/-**
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS **YES**
(Attach copy of the bid evaluation report)
- ANY COMPLAINTS RECEIVED **NO**
- ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS **NO**
(If yes give details)
- DEVIATION FROM QUALIFICATION CRITERIA **NO**

(If yes give details)

➤ SPECIAL CONDITIONS, IF Any
(Give Brief Description)

NO

[F.No.2/1/2008PPRA-RA.III]

Note: Please don't Print This Page/Fax

Submission Date	2/2/2022
Receipt No	159665
Tender No	16/2022
Sector	Equipments
Tender Title	Purchase of All in One Computers
Tender Note	Purchase of All in One Computers
Description	<p>GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR NATIONAL DATABASE AND REGISTRATION AUTHORITY ISLAMABAD INVITATION OF BIDS FOR PURCHASE OF DESKTOP ALL-IN-ONE SYSTEM TENDER NO 16/2022 1. National Database And Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders (Authorized distributors / partners of OEM) registered with Income Tax and Sales Tax Departments, active on Active Tax Payers List (ATL) with 100% compliance of the FBR for following items:- S# Items Quantity 01 Desktop All-in-One Systems corei5 20 2. The bid documents contain detailed Specification, Instructions, Conditions and forms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1000/-. Payment of Tender document fee can be made through Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters. Account # 0004600051009601. 3. Rupees 250/-additional (courier charges) to be deposited, by the out stationed bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be send via Courier Services. Request for the same must reach at least 07 working days before closing date of Tender; else any delay liability cannot be claimed. 4. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company, rep must possess company employee card. 5. The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before 1100 hours on 24th February, 2022 Bids will be opened on the same day at 11:30 hours. This advertisement is also available on PPRA website at www.ppra.gov.pk. 6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004. Procurement Department NADRA HQ NADRA RHO Building (Ground Floor) Mauve Area G-10/4, Islamabad 44000. Telephone: 051-90392562 Fax No: 051-9108188</p>
Advertisement Date	2/2/2022
Closing Date	24/2/2022
Closing Time	11:00:00 AM
Opening Time	11:30:00 AM
Estimated Cost	
Tender Nature	National
Earnest Money	Rs.140,000/-

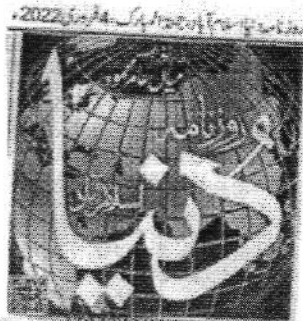
Bid Validity	Should Remain Valid at least Three Months
Bidding/Tender Document Cost	Rs. 1000/- Non Refundable
Remarks	
Attach Document	
Person to be Contacted	Hassan Mirza
Designation	Director Procurement
Tel No.	051-9108360
Address	Ground Floor Procurement Department Regional HQ Building Mauve Area G10/4, Islamabad

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PID STATEMENT OF MEDIA RELEASED TO DAILY NEWSPAPERS

(PID ISLAMABAD 02-01-2022| HQ NADRA)

Name of Client	Agency	Size	Publication Date	Caption	Region	Name of Newspapers/Periodicals
NADRA PID(I) 5335/21	PID	15x3	04-02-2022	Tender # 16	Khi/Isb	1. Business Recorder, Khi 2. Dunya, Isb



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY
ISLAMABAD

INVITATION OF BIDS FOR PURCHASE OF DESKTOP ALL-IN-ONE SYSTEM

TENDER NO 16/2022

1. National Database and Registration Authority (NADRA) Ministry of Interior Government of Pakistan invites sealed bids from eligible bidders (registered members of CRM) registered with Income Tax and Sales Tax Department, active on Active Tax Payers List (ATPL) with 100% compliance of the FBR, for the following terms:-

Sl	Item	Quantity
01	Desktop All-in-One System (with)	10

2. The bid documents contain detailed Specifications, Instructions, Conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on bidder's official letter head addressed to the Head of Department (NADRA Procurement & Issues) at given address & upon payment of a non-refundable fee of Rs.10000. Payment of Tender documents fee can be made through **Bank Transfer Slip in Bank HBL - Account Title: NADRA Procurement, Account # 8844000010000001**.

3. Except 25% additional invoice charges to be deposited by the bid submitted tenders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be sent via Courier Services. Express for the same must reach at least 07 working days before closing date of Tender; else any delay liability cannot be claimed.

4. All the vendors are requested to provide support for issuance of tender documents on company letter head including signature of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company, rep must present company employee card.

5. The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before 11:00 hours on 14th February, 2022. Bids will be opened on the same day at 11:30 hours. This advertisement is also available on FPIA website at www.fpi.gov.pk.

6. NADRA reserves the right to reject all the bids in per Rule 23 of OPA 2016.

Procurement Department (NADRA HQ)
NADRA BHO Building (Ground Floor)
Mazra Area G-1/24, Islamabad 44000
Telephone: 011-60192862 Fax No: 601-9168188



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NATIONAL DATABASE AND
REGISTRATION AUTHORITY ISLAMABAD



INVITATION OF BIDS FOR PURCHASE OF DESKTOP ALL-IN-ONE SYSTEM

TENDER NO 16/2022

1. National Database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders (Authorized distributors / partners of OEM) registered with Income Tax and Sales Tax Departments, active on Active Tax Payers List (ATL) with 100% compliance of the FBR for following items:-

Lot#	Items	Quantity
01	Desktop All-in-One Systems core i5	20

2. The bid documents contain detailed Specification, Instructions, Conditions and forms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1000/- Payment of Tender document fee can be made through **Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters, Account # 0004800051009601.**

3. Rupees 250/- additional (courier charges) to be deposited, by the out stationed bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be send via Courier Services. Request for the same must reach at least 07 working days before closing date of Tender, else any delay liability cannot be claimed.

4. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company rep. must possess company employee card.

5. The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before 1100 hours on 24th February, 2022. Bids will be opened on the same day at 11:30 hours. This advertisement is also available on PPRA website at www.ppra.gov.pk. 6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

Procurement Department NADRA HQ
NADRA RHO Building (Ground Floor)
Maive Area G-10/4, Islamabad 44000.
Telephone: 051-90392562 Fax No: 051-9108188


PID (I) No. 5335/21


Technical Evaluation For Procurement of 20x All-In-One Computer Systems of the following Vendor against the NADRA Tender # 16/2022


Specification	Description	Premier Systems (pvt)ltd	
		Comply	Not Comply
Type	All-In-One Desktop Computers	Yes	
Processor	10 th Generation Intel @ Core i5 or equivalent	Yes	
Memory	8GB DDR4 or higher	Yes	
Operating System	Microsoft Windows 10 (or 11) Professional 64-Bit English OEM pre-installed	Yes	
Memory speed	1600 MHz SDRAM	Yes	
Storage	512GB NVMe (SSD) or higher	Yes	
Connectivity	Integrated 100/1000 G/bit Ethernet Card	Yes	
Display	23 - 23.9" FHD (1920 x 1080) IPS Non-Touch Anti-Glare display	Yes	
Accessories	Multimedia English wireless keyboard and mouse	Yes	
Ports	At least 3x USB 3.0 or higher, 1 x HDMI	Yes	
Stands & Mounts	Height Adjustable Stand (Raise, Pivot, Swivel and Tilt) with cable management	Yes	
Warranty / Service	Standard 3-year Warranty	Yes	
Delivery time after issuance of PO			16 to 20 weeks


Note :

In view of the above mentioned technical evaluation and bid documents provided by M/s Premier systems (Pvt) Ltd is technically qualified.


 Mr. Faisal Mehboob Paracha
 (Assistant Director)
 CNIC Production


 Mr. Haroon Hafees Ahmed
 (Deputy Director)
 Tech Dte


 Mr. Asim Iqbal
 (Assistant Director)
 HOD


 Mr. Khalid Mehmood Qadir
 (Deputy Director)
 CNIC Production



GOVERNMENT OF PAKISTAN, MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
RHO ISLAMABAD BUILDING, MAUVE AREA, G-10/4 ISLAMABAD
Tele- 90392865 Fax - 9108188

Purchase Order No: NADRA/Proc/CNIC/7227

29th March, 2022

To: M/s Premier Systems (Pvt) Ltd
1st Floor, Rehmat Plaza, Abbasi Market, Sector F-8/3,
Islamabad, Ph 051-2263517-20, 0321-8555 432

I am directed to confirm an order for purchase of Desktop All-in-One Systems Corei5 as per your bid # PSL/ISB/MW/NADRA/146-b dated 2nd February, 2022 against tender # 16/2022:-

Part #	Description	Qty	Unit Price	Total Price	5% GST	Total Price
All-In-One PCs ; 10th Gen Core i5 Dell OptiPlex 7490 All-in-One						
Type	Intel Core i5-11500 (6 Cores/12MB/12T/2.7GHz to 4.6GHz/65W), Windows 10 Pro (Includes Windows 11 Pro License) English, 8GB (1x8GB) DDR4 non ECC memory, M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive, 1 RJ-45 Ethernet port – Gigabit, 23.8" FHD 1920x1080 WVA Non-Touch Anti-Glare, Camera, Integrated Graphics, Bronze 160w PSU, OptiPlex All-in-One Height Adjustable Stand, All-in-One, Dell Pro Wireless Keyboard and Mouse - KM5221W - English – Black. Side : 1 USB 3.2 Gen 1 port with power Share 1 USB 3.2 Gen 2x2 Type-C port (Gen 2x1 Type-C when configured with 10th Generation Intel processors), 1 Universal audio port Rear : 1 RJ-45 Ethernet port, 2 USB 3.2 Gen 2 ports 2 USB 3.2 Gen 2 ports with Smart Power On 1 Line-out audio port, 1 DP++ 1.4a/HDCP 2.3 port, 1 HDMI-IN—HDMI 1.4 port, 1 HDMI-OUT—HDMI 2.0 port, Warranty / Service Basic Onsite Service 36 Months-ACDTS	20	326,875	6,537,500/-	326,875/-	6,864,375/-
Total:- (Rupees Six Million Eight Hundred Sixty Four Thousand Three Hundred Seventy Five only)						6,864,375/-

TERMS AND CONDITIONS

- Delivery Period: **14 Weeks**
- Place of Delivery: NADRA Central Store, Plot # 331/332, St # 4, I-9/3 Islamabad.
- Above rates are inclusive of all applicable taxes.
- Inspection / Acceptability: As per acceptance by User/QC Department. If the supplied item is rejected by User/QC Department, Vendor shall provide the replacement within the above mentioned delivery period or 4 weeks, whichever comes later, otherwise LD will be imposed as per the relevant clause.
- Liquidated Damages (LD): If vendor fails to deliver the items as per above delivery time, LD charges @ 0.5% per day subject to a maximum of 10% of the total value of the delayed items will be charged.
- If vendor fails to deliver even after the lapse of 20 days after the expiry of delivery period, NADRA reserves the right to cancel the Purchase Order and confiscate the bid security of the vendor.
- Bid Security shall be retained as assurance of delivery and will be released after the successful completion of the delivery. Vendor shall be liable to ensure the validity of bid security till its release.
- 95% Payment of the vendor shall be released after successful completion of services upon submission of invoice, successful QC / acceptance of user department upon submission of Bills & Sale tax invoice.
- 5% payment shall be retained as assurance of performance till the completion of support period and will be released on the provision of acceptance certificate by user department upon submission of invoice. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any Scheduled Bank of Pakistan under URGD 758. Bank Guarantee will be released after the expiry of warranty period upon submission of request from vendor and provision of NOC by user department.
- In case of any poor performance from vendor, NADRA reserve the right to issue poor performance certificate to vendor and may restrict the vendor from participating in future tenders of NADRA after issuance of three poor performance certificates to bidder.
- Any type of corrupt or fraudulent practices of vendor shall lead to the blacklisting of the vendor.
- In case of cancellation of the PO, vendor/supplier shall not be eligible to claim and NADRA shall not be liable to pay any payments, costs or expenses what so ever incurred by the vendor / supplier against this PO.
- Strict compliance of all terms and conditions as per tender # 16/2022.
- Warranty: 3 years as per tender RFP.
- In case of any variation in this purchase order a variation order will be issued after the mutual consent of both parties.

EPO: 2977 RFQ: 2769

Req: 8124

OK

Natha
Head of Department
NADRA HQ Procurement
(Naveed A Channa)

For User Department (CNIC Prod) min sheet NADRA/Prod/Admn/73 dated 27 Jan, 2022: In case of any ambiguity / query related to purchase order, please inform proc department. So that same can be responded properly
Acceptance: I have read the above instructions while receiving the purchase order & agree to abide by all the terms & conditions mentioned here in above the purchase order. Name & Authorized Signature: *M. Nadeem*

24-2-22

All 10 DME computers

16/22

1) ✓ Premier 4/2/22

2) Shaheenah PVT 11-2/22

Muneeb

Abdul Basit

0311666 8917

8182315

03-2-22

0340-4647193

61510031

10-2-22

AS



PPRA TENDER NO:- 16/2022



Issue Date of Tender ----- February 2022

NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA

TENDER DOCUMENTS

For

**PURCHASE OF DESKTOP ALL-IN-ONE
SYSTEM**

NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA

**NADRA
PAKISTAN**



TENDER NO. 16/2022
GOVERNMENT OF PAKISTAN
HEADQUARTER NATIONAL DATABASE AND
REGISTRATION AUTHORITY (NADRA)
(RHO) BUILDING G-10/4, MAUVE AREA



TENDER FORM

Note: (a) Contractors must fill in all the details as required in the form.
 (b) Print in black ink use capital letters and ✓ appropriate boxes.

FORM NUMBER

M/s _____

COMPANY NAME AND TAX NO

Company Name:-																				

National Tax Card No:-				-																
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SALES TAX REGISTRATION NO AND REGISTRATION DATE.

Sales Tax Registration No:-																				
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Date of Registration:-				-																
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OWNER'S NAME AND CNIC NO.

Owner's Name's:-																				

Owner's National Identity Card No:-																				
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COMPANY'S BUSINESS ADDRESS.

Country:-	_____	City:-	_____
Street No :-	_____	House No:-	_____
Post Office :-	_____	Ward No:-	_____
Tehsil/Sub:-	_____	District:-	_____
Province:-	_____	Division:-	_____
Telephone #:-	_____	Fax No:-	_____



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY
ISLAMABAD



INVITATION OF BIDS FOR PURCHASE OF DESKTOP ALL-IN-ONE SYSTEM

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S#	Items	Quantity
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2 The bid documents contain detailed Specification, Instructions, Conditions and forms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1000/-. Payment of Tender document fee can be made through **Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters. Account # 0004600051009601.**

3 Rupees 250/-additional (courier charges) to be deposited, by the out stationed bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be send via Courier Services. Request for the same must reach at least 07 working days before closing date of Tender; else any delay liability cannot be claimed.

4 All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company, rep must possess company employee card.

5 The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before **1100** hours on **24th February, 2022** Bids will be opened on the same day at **11:30** hours. This advertisement is also available on PPRA website at www.ppra.gov.pk.

6 NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

**Procurement Department NADRA HQ
NADRA RHO Building (Ground Floor)
Maue Area G-10/4, Islamabad 44000.
Telephone: 051-90392562 Fax No: 051-9108188**

TERMS AND CONDITIONS FOR BID AND BIDDERS

1. **Tender Identification Number.** TENDER No. 16/2022.
2. **Procurement Agency.** Headquarters National Database and Registration Authority Islamabad
3. **Last Date & Time for Submission of Bid.** 24th Feb, 2022 at 1100 Hours (PST).

Note: All bids submitted after the time prescribed shall be rejected and returned without being opened (Reference PPRA 2004 Rule 28-2).

4. **Bid Opening Date & Time.** 24th Feb, 2022 at 1130 Hours (PST).
5. **Bid Submission and Opening Address.**

Procurement Department NADRA HQ,
RHO Building (Ground Floor),
Mauve Area G-10/4, Islamabad.

6. **Procedure of Tender**
 - a. Single Stage Two Envelope Procedure.
 - b. The bids sealing and submission (of envelopes) must comply the prescribed procedures as defined in PP Rules 2004 (Rule # 36).
 - c. It is to be ensured that Bid Security must not be sealed with the Technical Bid.

7. **Bid Submission.**

The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.

Note: Bidders are required to state, in their proposal, the name, title, contact number, fax number and e-mail address of the bidders authorized representative for all communications until the process has been completed.

NADRA will not be responsible for any costs or expenses incurred by bidders in connection with the preparation and submission of bids.

8. **Bid Opening Process / Method.**

In the first instance, only technical proposal will be opened in the presence of the bidders who chose to participate in the tender opening process. The names of the participating bidders will be read aloud/announced. Technical bids will then be forwarded to the technical evaluation board for technical evaluation. After the completion of the Technical Evaluation the financial proposal and bid security of only qualifying bidders will be opened and the bid prices will be read aloud/announced. The date and time of the financial bid opening will be communicated to bidders. The financial proposals and bid security of firms not meeting the required specifications/criteria will be returned unopened.

9. **Bid Security.**

The amount of the bid and bid security shall be in Pak Rupees. The bidders are required to deposit **Bid Security (refundable) Rs.140,000/-** in the shape of **pay order, call deposit, bankers cheque or demand draft** issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority. Bid security shall be sealed with the financial bid or in an envelope separate from Technical and Financial bids. Bid security shall not be sealed with the technical bid. **Bids not accompanied by original bid security will not be entertained.**

- a. Bid security of successful bidders will alone be retained till the completion of delivery and will be released after the successful completion of the delivery.
- b. The representative of the bidder shall bring an authority/nomination letter on company's letterhead for attending the financial bid opening.

10. **Bid Validity Period.** 90 days from the date of opening of Tender.
11. **Rejection of Bid.**
 - a. Bids not sealed as per the instructions in the bidding documents.
 - b. Bid security has not been submitted as per the relevant clause.
 - c. Incomplete, conditional or optional bids will be rejected forthwith.
 - d. Bids offering multiple options will be rejected.
 - e. Bids received after due date & time will not be accepted.
 - f. Bids failing to meet the eligibility / evaluation criteria.
 - g. Any noncompliance to the terms and conditions of bidding documents.
 - h. Firm is authorized Distributer / Partners by the OEM.
12. **Bidder's Eligibility Criteria.**
 - a. Bidders must fulfill all the requirements as per the eligibility criteria provided in these bidding documents.
 - b. The respective details are mentioned in Undertaking for bidders and the same shall be provided on judicial stamp paper of Rs.20/- (minimum).
 - c. Non-compliance by the bidders will lead to disqualification and their bids will not be considered for further process.
13. **Bid Supporting Documents.**
 - a. Original Bidding document as issued by NADRA, duly signed and stamped by the bidder.
 - b. Bid security (refundable) **as defined in point (9) Rs.140,000/-** in form of a pay order / Demand Draft / Call Deposit / Banker Cheque issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority.
 - c. Company Profile including proof of existence in particular business.
 - d. All other documentations as detailed in Undertaking for Bidders.
14. **Compliance Instructions.**
 - a. Quoted rates shall include all applicable GoP taxes.
 - b. No cutting / overwriting of the offered prices will be accepted.
 - c. Strict Compliance of bidding documents, given Specifications and eligibility / qualification criteria.
15. **Maximum Time of Delivery.**
 - a. **16-20 Weeks**
 - b. Delivery period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least **2 weeks** prior to the expiry of delivery period otherwise the request for extension will not be accepted.
 - c. If any of the supplied items / equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.

- d. In case the firm fails to deliver the equipment even after the lapse of 30 days after the expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

16. Payments.

- a. **95% payment** shall be made to the supplier on provision of acceptance certificate / successful QC check of the equipment and on production of following documents:-
- I. Delivery Challan (In duplicate).
 - II. Firm bill (In duplicate).
 - III. Sale tax invoice (In duplicate).
 - IV. Warrantee/Guarantee form (in duplicate) for each equipment
 - V. Valid Professional Tax & Income Tax exemption Certificate (If applicable).
- b. **5% Payment** shall be retained as assurance of performance till the completion of warranty/defects liability (whichever is applicable) period and will be released on submission of invoice (in duplicate) by the vendor and provision of acceptance certificate by NADRA user department. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any Scheduled Bank of Pakistan under URGD 758. The bank guarantee will be released after the expiry of warranty/defects liability (whichever is applicable) period upon submission of invoice/request from vendor and provision of NOC/Acceptance Certificate by the NADRA User Dept.

17. Bidder's Queries.

Any queries by the Bidders must reach to NADRA Procurement department, at the already mentioned address, at least three (3) working days before the deadline of the bid submission, otherwise NADRA will not be liable to respond.

POINT OF CONTACT. (E-mails)

To: Imran.hashim@nadra.gov.pk

Cc: Hassan.mirza@nadra.gov.pk

18. Performance of Bidder.

In case of any poor performance from selected bidder, NADRA reserves the right to issue Poor Performance Certificate to bidder and to confiscate the retention money/bid security/performance bond (whichever is applicable) of the bidder. Bidder receiving three poor performance certificates may be barred from participation in future procurements of NADRA.

19. Liquidated Damages (LD).

In case of any delay in delivery LD @ 0.5% of the total value of the delayed item, per day, up to a maximum of 10% of the total value of the delayed item shall be charged.

20. Corrupt or Fraudulent Practices by Bidder.

Any type of corrupt or fraudulent practices or provision of any false information by the bidder will lead to disqualification/ blacklisting/ legal proceeding against the bidder regardless of the price and quality of the product.

21. General Terms and Conditions.

- a. In case the selected bidders do not accept the Purchase Order/Contract, their bid security will be confiscated and a poor performance certificate will be issued to vendor.

- b. In case there is a difference between the unit price and total price for any items quoted in the bid, the unit price of that/those items shall prevail and decision of NADRA in this regard shall be final.
- c. Total Prices must conform to the individual prices of all the items quoted and supplied.
- d. Items Supplied must conform and commensurate to the prices as per the size i.e. Small /Medium / Large.
- e. Items Supplied must be of Fresh production and new stock.
- f. In case, one or more bidders, quote the same unit/total price for one or more item(s), then those bidder(s) shall be required to submit bids again (for those specific item(s)), as per normal procedure.
- g. Partial Delivery and Partial Payment is not allowed.
- h. **Participating vendors are requested to avoid from all overt & covert activities that shall create any doubt that leads towards ambiguity in the tendering process and tender opening session.**
- i. Remaining terms & conditions as per RFP & BOQ.

Eligibility / Qualification Criteria

<u>S. No</u>	<u>Requirement</u>	<u>Yes / No</u>
1	Firm has a Valid NTN Registration certificates	
2	Firm has a Valid GST Registration certificates	
3	Firm must be on active Tax payer list (Income and sales Tax) at FBR	
4	Copy of CNIC of the owner.	
5	Bid price valid for 90 days.	
6	Firm is authorized by the OEM	
7	Submission of undertaking on legal, valid and attested stamp paper of Rs.100/- that the firm is not blacklisted with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. (Format attached)	
8	Past Relevant Experience of minimum 2 years of similar nature (year ending 2020 and year ending 2021).	
9	Copy of Bank Deposit Slip for the purchasing of Bidding Documents	

Note:

- **Failure to provide the required information mentioned above will lead to DISQUALIFICATION**

SPECIFICATIONS OF DESKTOP ALL-IN-ONE SYSTEMS

(QTY-20)

Type:	All-In-One Desktop Computers
Processor:	10 th Generation Intel ® Core i5 or equivalent
Operating System:	Microsoft Windows 10 (or 11) Professional 64-Bit English OEM pre-installed
Memory:	8GB DDR4 or higher
Hard Drive:	512GB NVMe (SSD) or higher
Connectivity:	Gigabit Ethernet
Display:	23 – 23.9” FHD (1920 x 1080) IPS Non-Touch Anti-Glare display
Stands & Mounts:	Height Adjustable Stand (Raise, Pivot, Swivel and Tilt) with cable management
Accessories:	Multimedia English wireless keyboard and mouse
Ports:	At least 3x USB 3.0 or higher, 1 x HDMI
Warranty / Service:	Standard 3-years Warranty
Note:	No part of the Desktop should reach End of Support (EOS) until at least by expiry of the warranty.

Undertaking for Bidders

It is solemnly, confirmed that the undertaking is submitted in respect of Tender # 07/2022

a. Declaration

It is to certify that I have read, clearly understood and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate. If at any stage the information/documentation provided, found to be false & fake, then my firm & I/We shall be held accountable as per PPRA Rule 2004 & our bid shall be rejected.

b. Statement for Non –Black Listing

I, _____ s/o Mr. _____, Designation of M/s _____ holding CNIC # _____ hereby confirms that our firm/company is not blacklisted by any Ministry / Division / Department of the Government / Semi government / Autonomous body of Federal Government of Pakistan.

Financial Bid Format

Sr. No	Item/ Description	UOM (Unit of measurement)	Quantity	Unit Price (Rs)	Tax Rate/ Exemption (16% or 17% etc.)	Unit Price with Tax (Rs)	Total Price (including Tax) (Rs.)
<i>Figure</i>	<i>Name, Brand, Model (other info if necessary)</i>	<i>Each, No., Sqft etc</i>	<i>Figure</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>
Total Price : (Amount in words)							Total figure be round off

- **Delivery Time**
- **Validity (Min 90 days)**
- **Warranty Period**
- **NTN & GST No**
- **Sign, Stamp & Date**

Note:

- 1) In case there is a difference between the unit price and the total price of any item(s) quoted in the bid, unit price of that item(s) shall be considered.

Note For Vendors

All vendors are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Procurement Department or to the end user in return for the acceptance certificate. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against acceptance certificate, immediately inform **HOD (Procurement)** on the following e-mails. NADRA will protect the personal and confidential information of the Vendor, in this regard:

hassan.mirza@nadra.gov.pk

If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained.



National Database and Registration Authority (NADRA)
Headquarters Islamabad
PROCUREMENT DEPARTMENT
NADRA HEADQUARTERS
PAYMENT RECEIPT
Tender No. 16 / 2022
(Bidder Copy)



The undersigned has received a Bank Deposit Slip bearing # _____ dated _____ of Rs. 1000/- (Rupees one thousand only) deposited in Bank HBL (Foreign Office Branch) Account Title – NADRA Headquarters. Account # 0004600051009601 in respect of tender fee for tender # _____ from:-

M/s _____ Phone # _____ Mobile # _____

Bid issuance Register Record:

Sr. No: _____ **Dated:** _____ **Signature of Issuer:** _____

STAMP

PROCUREMENT DEPARTMENT
NADRA HEADQUARTERS
PAYMENT RECEIPT
Tender No. 16/2022
(Office Copy)

The undersigned has received a Bank Deposit Slip bearing # _____ dated _____ of Rs. 1000/- (Rupees one thousand only) deposited in Bank HBL (Foreign Office Branch) Account Title – NADRA Headquarters. Account # 0004600051009601 in respect of tender fee for tender # _____ from:-

M/s _____ Phone # _____ Mobile # _____

Bid issuance Register Record:

Sr. No: _____ **Dated:** _____ **Signature of Issuer:** _____

STAMP