

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

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TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments (FBR) and having their own offices/stock/manpower/expertise in the procurement of, works and services as required by the Cabinet Division, Government of Pakistan Islamabad, for the Financial Year-2024-25.

Name of Procuring Agency	Cabinet Division, Government of Pakistan, Islamabad.
Number of Tender(s)	03 (Three).
Title of Procurements	i. Photo Copier Machine ii. Printers iii. Split Air Conditioners / Standing Units
Contact Officer	Section Officer (General) Ph: 051-9201455.
Closing Time, Date & Place for receiving of bids.	Upto 11.00 hrs, 06-12-2024 , Room No.1048, Cabinet Block, Cabinet Division, Islamabad. The tender must be uploaded on E-PAD (PPRA) and Security amount of quoted price of the tender amount in shape of Bank Draft/Pay Order(in original) must be drop in Tender Box.
Time date & Place of publicly opening of bids.	11.30 hrs, 06-12-2024 , Cabinet Division, Cabinet Block, Islamabad.

2. That Rs.1,000,000/- (rupees one hundred thousand only) for each category bids Security of quoted price of the tender amount (excluding of all Government applicable Taxes at the time of submitting of bids) in shape of Bank Draft/Pay Order (refundable) in favour of Section Officer (Gen-I), Cabinet Division, Islamabad must be attached with each bid separately. All Government Rates & Taxes shall be applicable at the time of supply / work order in the quoted rates.

3. **Single Stage Two Envelop**" will be followed, firm should mark both the envelopes separately with the words **Technical Proposal** and **Financial Proposal**, and then seal the two envelopes in a single package and mention the category on top right corner of the envelop. Incomplete documents shall not be entertained.

4. Detail of specifications of above items including Terms & Conditions and quantities can be obtained from **Room No: 1048, 1st Floor, Cabinet Division** or can be downloaded from the Cabinet Division Website (www.cabinet.gov.pk) and PPRA Website (www.ppra.org.pk) on any working day during office hours by closing date & time (free of cost).

(Muhammad Aamir Qureshi)
Section Officer (General-I)
Ph: 051-9201455



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INSTRUCTION FOR BIDDERS

This tender document shall be used for submission of Competitive Bidding for the purchase of different items, and services of Cabinet Division, Islamabad. Interested bidders (manufactures/suppliers/authorized dealers) may obtain tender documents from Room No. 1048, 1st Floor, Cabinet Division or can be downloaded from the Cabinet Division websites (www.cabinet.gov.pk) and PPRA Website (www.ppra.org.pk). The most advantageous bid will be awarded contract as per PPRA rules, 2004. The detail evaluation criteria are attached herewith:

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION

- 1) The firm (s) intending to participate in the bidding process must be registered with the Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence to be attached). Further, they must be on the Active Tax Payers List of the Federal Board of Revenue.
- 2) The Firm(s) should have sufficient experience in the supply of items/goods to the well reputed Government/Private Sector Organizations.
- 3) The Firm/bidder must have professional Tax Certificate.
- 4) The bidders(s) should be required Bid Security in the form of Bank Draft for the each category **Rs.1,000,000** security deposit with their financial proposals.
- 5) Financial proposal(s) without security deposit will be rejected.
- 6) "Single Stage Two Envelope" procedure will be followed. The Bidder shall submit a Single Sealed Envelope containing for each above-mentioned category clearly marked in block letters on top right corner:
 - i. Sealed envelope marked as "Technical Proposal" containing duly completed Pre-qualification Performa, Company Profile, Bid Security, Bank Statement, Income Tax Returns, and previous experience in the related field (s) for the evaluation of pre-qualification/technical proposals.
 - ii. Sealed envelope marked as "Financial Proposal" for procurement of various goods and items. (Financial proposal for each category is to be submitted with technical proposal on the same day when the technical bids will be opened).
- 7) Bidders shall quote their rates in Pakistan Rupees without GST for each line item in the respective category.

- 8) All firms/bidders are directed to quote their rates only through E-PAD (PPRA). However original bid security must be submitted in hard form in the office of undersigned before **1100 hours on 06th December, 2024** and technical proposal will be opened on the same day at **1130 hours.**
- 9) The financial proposal should be without any over writings or cutting. Use of white fluid will not be accepted. Cabinet Division reserves the right not to consider the proposal having aforementioned deficiencies.
- 10) The Bids Opening Committees of Cabinet Division will open the Technical Proposals on **6th December, 2024 at 1130 hours.** In the committee room in the presence of the bidders or their authorized representatives, who may like to be present? Incomplete technical bids will be rejected.
- 11) Tender through fax/post will not be entertained.
- 12) The bidder must provide verifiable satisfactory performance certificate from the client (Govt/Semi Govt/ autonomous body) minimum 05 certificate.
- 13) The technical evaluation of the bids for Printers, Photo Copiers and Split Air Conditioners/Standing Units shall be carried out in accordance with criteria given at **Annexure-A.** All compliance certificate needs to be submitted with the technical bids along with all lists and other requirements with verifiable proofs.
- 14) The successful bidders will be declared, based on the **“Least Cost Based Selection”** Financial proposals of technical responsive bidders shall be open on the date and time communicated by the procuring agency. Criteria as mentioned in PPRA Rules.
- 15) The successful firm/suppliers will arrange transportation of goods/ items to the Cabinet Division on their own expenses.
- 16) Warranty/Guarantee of the item(s), wherever applicable, shall be provided by the successful bidders(s).
- 17) The successful bidders shall submit as attested/notarized affidavit on stamp paper mentioned the following:
 - i. That the firm will supply the quality goods as per approved standards/brand, at the approved rates, within the given time frame without any delay regardless of variation of rates of goods in the market and fluctuation of exchange rates.
 - ii. That the firm is not blacklisted by any Government, Semi-Government Autonomous of State-Owned Organizations.
 - iii. It is also certified that the information furnished here in and as per the document, submitted is true and correct and nothing has been concealed or tampered with.
- 18) The successful bidders shall nominate a “focal Person” with complete contact details to liaise with the Cabinet Division.
- 19) The firm will ensure supply of goods/items within the given time frame **not more than 15 days** from the date of purchase/supply order. In case of repeated failure to deliver the goods/items, the Cabinet Division reserves the right to forfeit the bid security or the performance guarantee, or both, as the case may be, and process the firm for blacklisting as per PPRA rules.



- 20) Before submitting the technical proposals, the firm/ supplier should check and evaluated those items where “**as per specimen/as per sample**” is mentioned in tender documents.
- 21) Payment of the bills will be made after deducting all government taxes/levies at source.
- 22) In case of inability to address problems by the focal person within the given time, the Cabinet Division may impose a penalty which may extend to **Rs.200,000/-**. The amount may be deducted from the bid security, performance guarantee or bill of the firm.
- 23) The result of the bid evaluation, in the form of a report will be announced within fifteen (15) days prior to the award of contract to the successful bidder through websites. In case of any complaint by any bidder, a Redressal Committee already constituted in the Cabinet Division will address the grievance(s) if any.
- 24) The Cabinet Division reserve the right to issue warnings in case of poor performance of the firm, and initiate the process for blacklisting as per PPRA rules and the bid security and performance guarantee of the firm may be forfeited.
- 25) The procuring Agency shall have the authority to cancel/ withdraw the work order at any stage of the procurement if the firm is found to be providing sub-standard items/goods or up to the mark as per Cabinet Division samples/specimens.
- 26) The Cabinet Division reserves the rights to accept or reject any or all bids in accordance with existing PPRA Rules.
- 27) No advance payment shall be made on any purchase.
- 28) The bid validity period is 90 days.

Bidder's Name/Signature/Stamp: _____

A handwritten signature in black ink, appearing to be 'S. S. S.', written over a horizontal line.

Mandatory Eligibility Criteria
To be attached with Technical proposal

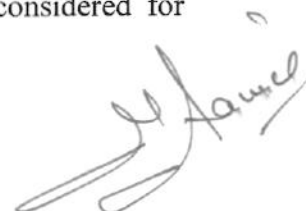
Preliminary scrutiny (initial screening) of technical bids will be accepted on the basis of following parameters which are pre-requisites. **Non-compliance of any of the following mandatory clause shall disqualify the bidder straight away.**

Sr.	Description	Max Marks	Obtained Marks
1.	Firm must have valid and STR certificate and active tax Payer List (ATL) (Mandatory marks, failing which the bidder will be disqualify)	10	
2.	Proof of Registration with valid Registration of Firms/Professional Tax Certificate (Mandatory marks, failing which the bidder will be disqualify)	10	
3.	Last two years Returns (income Tax & Sales Tax) (Mandatory marks, failing which the bidder will be disqualify)	10	
4.	Bank statement Balance more than 20 million as on after 30 th June, 2024 (Mandatory marks, failing which the bidder will be disqualify)	10	
5.	Valid Registered Office in Rawalpindi/Islamabad (Mandatory marks, failing which the bidder will be disqualify)	10	
6.	Experience of working with more than 5 client over 5 years (Rawalpindi/Islamabad based organizations) (Mandatory marks) , Experience of more than Five years = 10 marks Experience of less than Five years = 05 marks	10	
7.	Certificate on Stamp Paper not received warning for delayed/substandard items	10	
8.	Annual turnover more than 20 million Turnover less than 20 million = zero marks	10	
9.	Man power Staff More than 5 persons = 10 marks Staff less than 5 persons = 0 marks	10	
10.	Satisfactory performance certificate/supply order/purchase order from the client (govt.semi govt, autonomous body). More than 05 certificate / supply order = 10 marks Less than 05 Certificate / supply orders= 05 marks	10	
	Total Marks	100	

Marks Secured: _____

Status: _____

- i. Sr. No. 1,2,3,4,5 & 6 are mandatory.
- ii. The total marks allocated for the technical evaluation of the Bid are 100 Marks.
- iii. If the technical bid achieve 70% Marks, the bid will be considered technically responsive. The bid scoring less than 70% marks will not be considered for financial bid opening.



FORM OF BID

(To be attached with Financial Bid)

- a. Name of the Firm: _____
- b. Sales Tax Registration Number (copy attached): _____
- c. National Tax Number (copy attached) _____
- d. Description of the work for which tender is being submitted: _____

- e. Previous Experience of work: _____
- f. Amount of Bid Security: _____
- g. Number and date of Pay order attached: _____
- h. Cost of tender: (if applicable) _____
- i. Cost per unit (if applicable) _____

CERTIFICATE

Certificate that I have read and understood terms and conditions of the tender and will fulfill them in letter and spirit.

Authorized Signature/Stamp

Date: _____

A handwritten signature in black ink, appearing to read 'S. Hameed', is written over the date line.

UNDERTAKING BY THE BIDDER
(on Rs.100 Stamp Paper)

It is certified that the bidder / Firm _____ has never been barred or blacklisted by any Government/Public Organization and that he Firm will be liable to any legal action (including blacklisting of the firm) for furnishing false information/documents.

2. It is certified that the firm will supply the quality goods as per approved standard at the approved rated within given time frame (not more than 15 days) without any delay regardless of variation of rates of goods in the market and fluctuation of exchange rates.

3. It is also certified that the information furnished here in and as per the documents submitted is true and correct and nothing has been concealed or tampered rates.

4. I/We have gone through all the conditions of tender/biding documents and am/are liable to any legal action (including blacklisting of the firm) for furnishing false information documents.

SIGNATURE/

STAMP OF THE FIRM

Date: _____

A handwritten signature in black ink, appearing to be 'S. S. S.', is written over the stamp area.

TENDER DOCUMENTS FOR FY-2024-25
PRINTER ALONG WITH QUANTITY REQUIRED

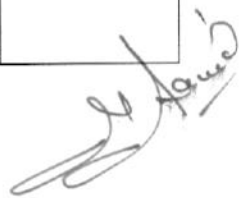
S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
	<p><u>PRINTER</u> Multifunction Color Laser Printer (Print, Copy, Scan, Fax) Print Technology Laser Printing Technology Print Speed Minimum 30 pages per minute (ppm) Print Resolution Print Resolution: Up to 1200 x 1200 dpi Connectivity Wired, Wireless, WI-Fi Direct, USB 2.0/3.0 Paper Handling</p> <ul style="list-style-type: none"> • Standard Paper Capacity: 250-sheets • Optional paper tray: Additional 250-sheets • Automatic Duplex (Two-sided) printing • Maximum Paper Size: A4, Letter, Legal <p>Copying Features</p> <ul style="list-style-type: none"> • Copy Speed: Up to 20-30 ppm • Auto Document Feeder (ADF) <p>Scanning Features</p> <ul style="list-style-type: none"> • Scan Resolution: Up to 1200 x 1200 dpi • File Formats Supported: PDF, JPEG, TIFF, PNG • Color Scanning: Full color support • Scan-to-email, scan-to-USB, scan-to-network folder option <p>Faxing Features</p> <ul style="list-style-type: none"> • Fax Modem Speed: 33.6 kbps • Fax Resolution: Up to 300 x 300 dpi <p>Warranty & Support 1-year warranty with on-site support</p>	12			

*This office can change the quantity of procurement without any prior notice.

TENDER DOCUMENTS FOR FY-2024-25
PHOTOCOPIER ALONGWITH QUANTITY REQUIRED

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
	<p><u>PHOTOCOPIER</u> Digital Copier/Printer/Scanner Print Technology Laser Printing Technology Print Speed Copy/Print Speed: 50-60 pages per minute (ppm) Print Resolution Up to 1200 dpi or above. Built In SPDF Connectivity Ethernet Lan & USB 2.0/3.0 Paper Handling</p> <ul style="list-style-type: none"> • 02 Paper Tray Capacity: upto 2,000 sheets • Paper Sizes: A4, A3, Legal & Letter • Paper Feed: Automatic Document Feeder (ADF) with capacity of 50-100 sheets <p>Copying & Scanning Features</p> <ul style="list-style-type: none"> • Scan Resolution: 600 x 600 dpi • File Formats Supported: PDF, TIFF, JPEG • Scan Speed: Up to 50-60 ppm • Duplex scanning & scan-to-network folder • Sorting, zoom and enlargement <p>User Interface Control Panel: Touchscreen LCD Maintenance & Support Monthly Duty Cycle: 100,000 to 300,000 pages/month Consumables and Printing Supplies Toner/Ink Cartridge: High yield, capable of printing 15,000 - 40,000 pages per cartridge Trolley Heavy-duty mobility trolley for easy movement within office environments Warranty & Support 1-year warranty with on-site support</p>	08			

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TENDER DOCUMENTS FOR FY-2024-25
SPLIT AIR CONDITIONERS ALONG WITH QUANTITY REQUIRED

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
	<p><u>SPLIT AIR CONDITIONER</u> General Features Cooling and Heating Capacity: 1.5 Ton (18,000 BTU) Energy Efficiency Inverter technology for energy savings Voltage 220V – 240V, 50Hz Refrigerant Type R410A (Eco-friendly, lower global warming potential) Performance Features</p> <ul style="list-style-type: none"> • Inverter Technology • Cooling and Heating Mode • Auto-Restart • Auto Swing <p>Accessories</p> <ul style="list-style-type: none"> • Copper Piping (as per requirement) • Electrical Wires and Cables • Drainage Pipe • Mounting Bracket • Outdoor Unit Stand • Ducting • Fasteners and Mounting Hardware • Insulation Tape • Remote Control and Battery <p>Warranty & Support 1-year warranty with on-site support</p>	18			

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TENDER DOCUMENTS FOR FY-2024-25
SPLIT/STANDING UNITS AIR CONDITIONERS
ALONG WITH QUANTITY REQUIRED

S#	Name of Items	Quantity	Price / Rate of per unit/per piece	GST 18%	Grand Total
01	<p><u>SPLIT-STANDING AIR CONDITIONER</u></p> <p>General Features Cooling and Heating Capacity: 1.5 Ton (18,000 BTU) Energy Efficiency Inverter technology for energy savings Voltage 220V – 240V, 50Hz Refrigerant Type R410A (Eco-friendly, lower global warming potential) Performance Features</p> <ul style="list-style-type: none"> • Inverter Technology • Cooling and Heating Mode • Auto-Restart • Auto Swing <p>Accessories</p> <ul style="list-style-type: none"> • Copper Piping (as per requirement) • Electrical Wires and Cables • Drainage Pipe • Mounting Bracket • Outdoor Unit Stand • Ducting • Fasteners and Mounting Hardware • Insulation Tape • Remote Control and Battery <p>Warranty & Support 1-year warranty with on-site support</p>	04			

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