



GOVERNMENT OF PAKISTAN  
NATIONAL COMPLIANCE CENTER  
MINISTRY OF COMMERCE



## TENDER NOTICE

### For IT Equipment, Office Machinery, Office Furniture and Office Stationery Supply

National Compliance Center - Ministry of Commerce, Government of Pakistan invites bids through e-Pakistan Acquisition & Disposal system <http://eprocure.gov.pk> on “Single Stage – Two Envelope” method from the eligible firms/ suppliers borne on active tax payer list of FBR for the for supply/ installation of following goods and equipment at NCC Office, Islamabad:

| Lot # | Item Description  |
|-------|-------------------|
| 1.    | IT Equipment      |
| 2     | Office Machinery  |
| 3.    | Office Furniture  |
| 4.    | Office Stationery |

2. The Complete Tendering process shall be carried out through EPADS.
3. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk). The same can also be downloaded from websites of Ministry of Commerce [www.commerce.gov.pk](http://www.commerce.gov.pk) and PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
4. Bidders are requested to register on Public Procurement Regularity Authority (PPRA) EPADS system to participate in bidding process.
5. The electronic bids, must be submitted by using EPADS after the publication of this tender notice, no later than 10:30 AM on the **9<sup>th</sup> June, 2025**. Electronic Bids will be opened on the same day at 11:00 AM by the Purchase Committee in the presence of the bidders or their authorized representatives who may choose to attend.
6. In case Government announces any public holiday, Proposals/Bids through EPAD system will be publicly opened/decrypted on next working day on same time. Financial bids of technically qualified bidders will be opened later, at a date and time to be notified.

**Imran Ullah**

**Administrative Officer – Admin, HR and Accounts**

National Compliance Center – Ministry of Commerce

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## **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: 09<sup>th</sup> June, 2025 at 10:30 Am**

**Opening of Bids: 09<sup>th</sup> June, 2025 at 11:00 Am**

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

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

## Table of Contents

|     |  |    |
|-----|--|----|
| 1.  | Instructions to Bidders .....                            | 3  |
| 2.  | Eligibility of Bidders .....                             | 3  |
| 3.  | Bidding Procedure .....                                  | 4  |
| 4.  | Bidding Documents and Submission of bids .....           | 4  |
| 5.  | Bid Security .....                                       | 5  |
| 6.  | Bid Validity .....                                       | 6  |
| 7.  | Evaluation of Bids .....                                 | 6  |
| 8.  | Rejection of Bids .....                                  | 6  |
| 9.  | Bid Evaluation Criteria .....                            | 6  |
| 10. | Special Conditions of Contract .....                     | 13 |
| 10  | Redressal of Grievances and Settlement of Disputes ..... | 14 |
| 11  | Schedule of Requirements .....                           | 14 |
| 12  | Penalties for Late deliveries .....                      | 14 |
| 13  | Withdrawal of Bid .....                                  | 14 |
| 14  | Technical Specifications .....                           | 15 |
| 15  | Performa for Financial bids .....                        | 17 |

## **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](http://www.commerce.gov.pk) and PPRA [www.ppra.org.pk](http://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<br>(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   | <b>High-End Desktop</b> | 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               |
|     | <b>Total</b>            |  | <b>100</b> | <b>≥ 75 for compliance</b>               |
| 2   | <b>Standard Desktop</b> | 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                 |
|     | <b>Total</b>            |  | <b>100</b> | <b>≥ 75 for compliance</b>               |
| 3   | <b>Laptop</b>           | 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                     |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>4</b> | <b>Photocopier</b>           | 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                         |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>5</b> | <b>B/W Printer</b>           | 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                     |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>6</b> | <b>Color Printer</b>         | 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                                  |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>7</b> | <b>Projector</b>             | 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                |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>8</b> | <b>IP Telephone Exchange</b> | 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                    |
|          |                              | <b>Total</b>                                | <b>100</b> | <b>≥ 75 for compliance</b>                    |
| <b>9</b> | <b>SIP IP Phone Set</b>      | 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         |
|  | <b>Total</b>                         | <b>100</b> | <b>≥ 75 for compliance</b> |

**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  |
|     | <b>Total</b>                           |                          | <b>100</b> | <b>≥ 75 for compliance</b> |
| 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  |
|     | <b>Total</b>                           |                          | <b>100</b> | <b>≥ 75 for compliance</b> |
| 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                   |
|     | <b>Total</b>                           |                          | <b>100</b> | <b>≥ 75 for compliance</b> |
| 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 |
|     | <b>Total</b>                           |                          | <b>210</b> | <b>≥ 75 for compliance</b> |
| 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 |
|     | <b>Total</b>                           |                          | <b>330</b> | <b>≥ 75 for compliance</b> |
| 6   | Microwave Oven                         | Capacity (≥30 Ltrs)      | 25         | Meets = 20; Higher = 25    |

|   |                            |                             |            |  |
|---|----------------------------|-----------------------------|------------|--|
|   |                            | Power ( $\geq 1000W$ )      | 20         | Meets = 20                                 |
|   |                            | Digital Controls            | 20         | Yes = 20                                   |
|   |                            | Brand                       | 15         | Renowned = 15                              |
|   |                            | Warranty & Support          | 20         | 1 year = 15; 2+ years = 20                 |
|   | <b>Total</b>               |                             | <b>450</b> | <b><math>\geq 75</math> for compliance</b> |
| 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                 |
|   | <b>Total</b>               |                             | <b>570</b> | <b><math>\geq 75</math> for compliance</b> |
| 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                 |
|   | <b>Total</b>               |                             | <b>690</b> | <b><math>\geq 75</math> for compliance</b> |
| 9 | Paper Shredder             | Sheet Capacity (8–10)       | 20         | 8 = 15; 10 = 20                            |
|   |                            | Bin Capacity ( $\geq 15$ 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                 |
|   | <b>Total</b>               |                             | <b>810</b> | <b><math>\geq 75</math> for compliance</b> |

#### 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                  |
|     |                               | <b>Total</b>                        | <b>100</b> | <b><math>\geq 75</math> for compliance</b> |
| 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                 |
|     |                               | <b>Total</b>                        | <b>100</b> | <b><math>\geq 75</math> for compliance</b> |
| 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                       |
|   |                             | <b>Total</b>                          | <b>100</b> | <b>≥ 75 for compliance</b>                      |
| 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                        |
|   |                             | <b>Total</b>                          | <b>100</b> | <b>≥ 75 for compliance</b>                      |
| 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                       |
|   |                             | <b>Total</b>                          | <b>100</b> | <b>≥ 75 for compliance</b>                      |
| 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                       |
|   |                             | <b>Total</b>                          | <b>100</b> | <b>≥ 75 for compliance</b>                      |
| 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                       |
|   |                             | <b>Total</b>                          | <b>100</b> | <b>≥ 75 for compliance</b>                      |

#### 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 <sup>th</sup> 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          | <b>Printer Type:</b> Multifunctional (Print, Copy and Scan) <b>Speed</b> A4/A3: above 20 PPM, <b>Print Quality:</b> Up to 1200 x 1200 dpi, <b>Connectivity:</b> 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, <b>foam with leatherette / fabric upholstery or perforated steel, Electrostatic powder coating / Chrome-plated</b> for rust resistance, • <b>High-density foam (40-50 density)</b> for comfort (if cushioned)<br>• Seat Depth: <b>16-18 inches</b><br>• Seat Width: <b>18-22 inches</b><br>• Backrest Height: <b>16-20 inches</b> | 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 |   |     |                              |     |                     |                             |