

# Tender Document

## PROCUREMENT OF HARDWARE AND IT EQUIPMENT



**Please read tender document carefully while filling up rates, product specifications etc.**

<b>Financial Year</b>	<b>2024-2025</b>
<b>Total Pages</b>	<b>10</b>
<b>Detail of Pages</b>	<b>Page-2-4: General Instructions/Terms &amp; Conditions / Mandatory Requirements for Bidders. Page-5-10: Annex-A (Minimum Specifications for Procurement of Hardware and IT Equipment as per Serial No. 1-5)) Page 11: Annex-B (Document Check List) Page 12: Annex-C (Technical Evaluation Criteria)</b>

**INTELLECTUAL PROPERTY ORGANIZATION OF PAKISTAN  
REGIONAL OFFICE LAHORE**

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
COMMERCE DIVISION**

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR SUBMISSION OF BID</b>	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR. <b>(Documentary Proof Required)</b>
2.	Company profile with detail of contracts undertaken should be submitted.
3.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
4.	Bidder(s) must attach 5% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft in favor of Director General, IPO-Pakistan. Bid(s) with 5% Earnest Money <b>in the form of Cheques</b> shall not be accepted.
5.	No bidder will be allowed to submit its second or third offer with the same bid.
6.	Only those Bid(s) will be considered which would be submitted on the IPO-Pakistan Regional Office Lahore's tender documents Form.
7.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
8.	Quoted prices must include all taxes and charges including delivery, installation & configuration.
9.	Brand name & model of every quoted equipment should be mentioned.
10.	The bid shall be delivered in person or sent by the registered mail which should reach office of the Deputy Director (Admin), IPO-Pakistan Regional Office 11 Shahrah-e-aiwan-e-tajarat, Near China Chowk, Basement, Lahore Chamber of Commerce & Industry (LCCI), Lahore. on or before 1100 hours on after 20 days of advertisement.
11.	Bid should be submitted in sealed envelope having necessary information regarding tender notice and warning message "DO NOT OPEN BEFORE 1130 Hours on after 20 days of advertisement. No open, e-mailed or faxed bid will be accepted.
12.	Modification of bids after the deadline for submission of bids will not be allowed.
13.	Bid validity period will be 120 days
14.	A separate agreement shall be executed with successful bidder.
<b>BID OPENING PROCEDURE</b>	
15.	<b>Single stage- single envelope</b> procedure will be adopted to evaluate the offer(s).
16.	The IPO-Pakistan tender committee will open the bids at 1130 hours on after 20 days of advertisement in the presence of bidders /representatives at the address given below.
17.	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted.
18.	The specifications, standard and quality of the items mentioned in the document should be final and unchangeable, if any firm submits its offer with itself changing in the mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
19.	IPO-Pakistan Regional Office Lahore reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
20.	The tender will be awarded as per lowest evaluated/ most advantageous bidder as per PPRA Rules.

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21.	The successful bidder will provide specified goods/services within 2 weeks, after the issuance of purchase order.
22.	Periodic inspection, in respect of system and its auxiliaries must be carried out during the warranty period of the equipment procured.
23.	Warranty period of product including details should be specified.
24.	Payment will be made after complete delivery, installation, inspection and configuration of the equipment procured.
25.	In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Grievance Committee, IPO-Pakistan Regional Office Lahore whose decision shall be final and binding on both parties.
26.	Bidders indemnify IPO-Pakistan Regional Office Lahore against all third party claims of infringement of patent trademark, industrial design rights arising from use of the goods of any part thereof in Pakistan.
27.	All item(s) shall be inspected at IPO-Pakistan Regional Office 11 Shahrah-e-aiwan-e-tajarat, Near China Chowk, Basement, Lahore Chamber of Commerce & Industry (LCCI), Lahore.
28.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
<b>TERMS FOR PAYMENT</b>	
29.	All Payments shall be made through cross cheque in the Pak Rupees in the name of successful bidder(s).
30.	All applicable taxes will be deducted at source as per government rules at the time of payment.
31.	The bank guarantee equivalent to 10% of the amount of contract awarded shall remain held with the IPO-Pakistan Regional Office Lahore from the successful bidder(s) until the warranty period from the successful bidders expires.
32.	The amount of performance guarantee will be released after successful /satisfactory completion of the warranty period. In case of default/ inability the same amount will be forfeited in favour of IPO Pakistan Regional Office Lahore.
<b>MANDATORY REQUIREMENTS</b>	
33.	Location of offices/ service centers/branches must be in Lahore or its proximity <b>(Documentary Proof Required)</b> .
34.	At least five (05) years of relevant experience in supply of mentioned IT Equipment in government departments <b>(Document Proof Required)</b> .
35.	Must have completed 5 similar projects in terms of Supply, Installation and Commissioning of mentioned IT Equipment. <b>(Documentary Proof Required)</b> .
36.	An affidavit on Legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any Government / semi Government organization.
37.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
38.	The Bidder/supplier should be authorized distributor/reseller of the product in Pakistan <b>(Documentary Proof Required)</b> .
39.	If the storage device is to be replaced / repaired during warranty period, the bidder / supplier shall be bound to recover official data from the faulty storage device

	<b>(Confirmation on Company's letter head required).</b>
40.	The bidder will be bound to provide sufficient documentation (Broachers/ Data Sheets) by him to verify the compliance of offered product / solution with the technical specifications mentioned in the tender notice.
41.	The Bidder/supplier will be bound to provide the Licensed software with Media Kit (e.g. Windows and Office)
42.	Three years local warranty onsite with labor and parts should be provided. IPO Pakistan Regional Office Lahore reserves the right to reject the Bids with International warranty.
43.	Bidder must be authorized partner of OEM (Original Equipment Manufacturer) <b>(Documentary Proof Required)</b>
44.	Hardware must be registered in the name of IPO against an official email of IPO provided at the time of issuance of purchase order.
45.	Manufacturing Authorization Letter (MAL) must be required for participation in the bidding process <b>(Documentary Proof Required)</b>
46.	Bidder must have technical; support staff in order to resolve all kind of technical support issues and will bound to provide the solution onsite at IPO Regional Office Lahore.
<b>EVALUATION CRITERIA</b>	
47.	All bids shall be evaluated as per item standard/ specification on lowest rate as well as most advantageous bids along with following aspects: <ul style="list-style-type: none"> <li>i. Performance Profile</li> <li>ii. Relevant Experience</li> <li>iii. Financial Position of the Firm</li> <li>iv. Technical Staff</li> <li>v. Local Availability/ Accessibility</li> <li>vi. Delivery Time</li> <li>vii. Clients</li> </ul>

**(SIGNATURE & SEAL OF BIDDER)**

## Annex- "A"

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
1	<p><b>Next Generation Firewall (NGFW):</b> Supply of hardware, license, with three years hardware replacement warranty and support and training</p>	<p><b>Firewall Type:</b> Next Generation  <b>IPS Throughput:</b> 1.4 Gbps or more  <b>NGFW Throughput:</b> 1 Gbps or more  <b>Threat Protection Throughput:</b> 700 Mbps or more  <b>Firewall Throughput (Packet per Second):</b> 9 Mpps or more  <b>Concurrent Sessions (TCP):</b> 700,000 or more  <b>New Sessions / second (TCP):</b> 35,000 or more  <b>Firewall Policies:</b> 5,000 or more  <b>IPsec VPN Throughput (512 byte):</b> 6.5 Gbps or more  <b>Gateway-to-Gateway IPsec VPN Tunnels:</b> 200 or more  <b>Client-to-Gateway IPsec VPN Tunnels:</b> 500 or more  <b>SSL-VPN Throughput:</b> 900 Mbps or more  <b>SSL Inspection Throughput (IPS, avg. HTTPS):</b> 630 Mbps or more  <b>SSL Inspection CPS (IPS, avg. HTTPS):</b> 400 or more  <b>SSL Inspection Concurrent Session (IPS, avg. HTTPS):</b> 55,000 or more  <b>Application Control Throughput (HTTP 64K):</b> 1.8 Gbps or more  <b>High Availability Configurations:</b> Active-Active, Active-Passive,</p>	1			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
		Clustering <b>Software Defined – Wide Area Network (SD-WAN):</b> Built-in <b>Licenses and Services:</b> IPS Service; Anti-Malware Protection (AMP) including Antivirus, Mobile Malware, Botnet, Content Disarm and Reconstruction (CDR), Virus Outbreak Protection and Cloud Based Sandbox Service; URL Filtering Service; DNS Filtering Service; Video Filtering Service; Anti-Spam Service <b>Power Supply:</b> Single <b>Interfaces:</b> USB Port, Gigabit Ethernet RJ45 ports (10 or more) <b>Delivery Package must include: Installation, Configuration &amp; Commissioning Services</b> <b>Warranty:</b> Three (03) years manufacturer warranty for hardware replacement and support online and onsite.				

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
2	Branded Laptop HP Probook or Equivalent	<p><b>Generation and Processor Type:</b> 13th Generation (or later) Core i7</p> <p><b>Processor Frequency:</b> 1.7 GHz base frequency, Max Turbo frequency up to 5.0 GHz</p> <p><b>Processor Cache:</b> 12MB L3 or more</p> <p><b>RAM:</b> 32GB DDR4</p> <p><b>Storage/HDD:</b> 1TB SSD</p> <p><b>Display (Diagonal):</b> 15.6" FHD</p> <p><b>Ports and Connectors:</b> Super Speed USB Type-A (2 ports); Super Speed USB Type-C (2 ports); Stereo Headphone / Microphone combo (1 port); RJ-45 (1 port); HDMI (1 port); AC Power (1 port);</p> <p><b>Wireless Technologies:</b> Wi-Fi 6 or later; Bluetooth 5.3 or later</p> <p><b>Keyboard:</b> Spill-resistant backlit keypad with numeric keys</p> <p><b>Camera:</b> 720p HD or better</p> <p><b>Operating System:</b> Windows 11 Professional 64 Bit (OEM Licensed) or later</p> <p><b>Office:</b> Microsoft Office 2021 Professional Plus (OEM Licensed) or later</p> <p><b>Local Warranty:</b> 03 years Parts &amp; Labor, Onsite</p> <p><b>Carry Case/Bag:</b> Branded</p>	4			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
3	Laser Monochrome Printer HP or equivalent	<b>Print Technology:</b> Laser <b>Supported Page Size:</b> A5/ A4 / Letter / Legal <b>Duplex:</b> Yes <b>Mobile Printing Capability:</b> Yes <b>Wireless Printing Capability:</b> Yes <b>Processor Speed:</b> 1200MHz or better <b>Memory:</b> 256MB or more <b>Print Speed (Simplex Printing):</b> 40ppm or better <b>First page out:</b> 6.3 sec or better <b>Monthly Duty Cycle:</b> 80,000 pages or more <b>Recommended Monthly Print Volume:</b> 750 – 4000 pages or more <b>Print Resolution:</b> up to 1,200 x 1,200 dpi or better <b>Connectivity:</b> Hi-Speed USB 2.0; Gigabit Ethernet 10/100/1000Base-T Network; 802.11b/g/n Wi-Fi; <b>OS Compatibility:</b> Windows 11; Windows 10; Android; iOS; Mac OS <b>Local Warranty:</b> 3 years onsite , labor and parts	3			



Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
4	Sheetfed Document Scanner Canon or equivalent	<p><b>Automatic Document Feeder (ADF):</b> Yes  <b>Duplex Scanning:</b> Yes  <b>Scanning Sensor Technology:</b> CIS  <b>Optical Resolution:</b> up to 600dpi or better  <b>Scanning Speed (Simplex) @300dpi:</b> 45ppm or more (Black &amp; White); 20ppm or more (Color)  <b>ADF Capacity:</b> 60 sheets (A4, Letter, Legal) or more  <b>Long Document:</b> up to 3000mm or more  <b>Scanner Advanced Features:</b> Automatic Page Size Detection, Deskew, Colour Dropout (RGB), Colour Enhancement (RGB), Auto Colour Detection, Shadow Cropping, Adjustable gamma settings, Skip Blank Page, Folio Mode, Batch Separation with white blank sheet or patchcode, Moiré Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Background Smoothing, Double Feed Release, Double Feed Detection, 256 level gray scale, Passport Scanning  <b>Paper Weight:</b> 27-209g/m<sup>2</sup>  <b>Daily Duty Cycle:</b> up to 4000 scans with bundled software  <b>Connectivity:</b> High Speed USB 2.0 or later  <b>OS Support:</b> Windows  <b>Local Warranty:</b> 3 years onsite , labor and parts</p>	3			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
5	Branded PC, HP or equivalent	<b>Form Factor:</b> Tower <b>Generation and Processor Type:</b> 12th Generation (or later) Core i5 <b>Processor Frequency:</b> 2.5 GHz base frequency or more, Max Turbo frequency up to 4.4 GHz or more <b>Processor Cache:</b> 18MB or more <b>RAM:</b> 16GB or more <b>Storage/HDD:</b> 1TB SATA HDD with 256GB SSD (as boot drive) or more <b>Display:</b> 19.5" LED Monitor <b>Optical Disk Drive:</b> DVDRW <b>Ports and Connectors:</b> Super Speed USB Type-A; Super Speed USB Type-C; Stereo Headphone / Microphone combo; Ethernet (RJ-45) Integrated 10/100/1000M GbE LAN; HDMI; Display Port; <b>Keyboard and Mouse:</b> Branded <b>Operating System:</b> Windows 11 Professional 64 Bit (OEM Licensed) or later <b>Office:</b> Microsoft Office 2021 Professional Plus (OEM Licensed) or later <b>Local Warranty:</b> 03 years Parts & Labor, Onsite	5			

(SIGNATURE & SEAL OF BIDDER)

## Annex- "C"

### TECHNICAL EVALUATION CRITERIA FOR PURCHASE OF IT-EQUIPMENT

<b>Criteria</b>	<b>Max. Marks</b>
Performance Profile: Performance Certificates from Major Clients (Ministries/ Divisions/Departments, Organization) to whom services provided (02 Mark for each year)	20
Experience of the company years (02 Mark for each year)	20
Financial Position of the Firm	20
Technical Staff	20
Delivery time	10
Clients	10
<b>Total</b>	<b>100</b>
Minimum score to pass for financial evaluation	70

(SIGNATURE & SEAL OF BIDDER)