

Government of Pakistan
Capital Administration & Development Division
District Population Welfare Office

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F.No 2(12)/17-18/DPWO/Pt/223

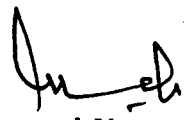
Islamabad, the 11th April, 2018

The Deputy Director,
Public Procurement Regulatory Authority (PPRA),
1st Floor, FBC Building, Near State Bank,
G-5/2, Islamabad.

SUBJECT: PURCHASE OF COMPUTER HARDWARE FOR DISTRICT POPULATION WELFARE OFFICE FOR THE FINANCIAL YEAR 2017-18.

I am directed to enclose herewith Tender Notice/Tender Form/ Tender Documents for the purchase of Computer Hardware (2017-18) for District Population Welfare Office, Islamabad. Funds are available in the relevant Head of Account to meet the expenditure.

2. In view of the above, it is therefore, requested that the advertisement may be uploaded by 13th April 2018 at the website of PPRA as per Public Procurement Rules, 2004, please.


(Muhammad Nasrullah)
ADPWO

Copy to:

✓ The Section Officer (Coord), CA&DD with the request to upload the Tender at the website www.cadd.gov.pk.


12/04/2018
S.O. (G)
Mr. Talat Saeed

12/4/18

Diary No. 269 Coord (CA&DD)
Dated. 12-4-18

Diary No. Coord (CA&DD)
Dated.



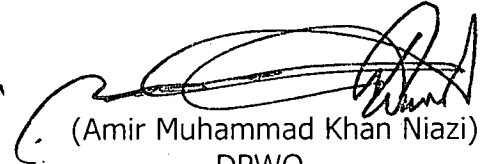
F.No 2(12)/17-18/DPWO/Pt
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TENDER NOTICE

District Population Welfare Office, CADD Government of Pakistan invites bids through "National Competitive Bidding" for the purchase of Computer Hardware as per details in the tender document available at websites of PPRA www.ppra.org.pk and CADD www.cadd.gov.pk. Interested bidders may download the tender document from the above mentioned web sites.

2. Single stage one envelope bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing of the bids. An amount of bid security (earnest money) @ 2% of the total bid value in the shape of pay order/bank draft/call deposit is required in the name of Drawing and Disbursing Officer, District Population Welfare Office, Islamabad. The tenders which are found deficient of the earnest money will not be considered.

3. Sealed bids should reach the office mentioned below by or before **10.30 AM** on **03rd May , 2018**. The bids received within the stipulated time and date will be opened by the Purchase Committee in the Committee Room of the District Population Welfare Office, CADD on the same day at **11.00 AM** in the presence of the bidders or their representatives.


(Amir Muhammad Khan Niazi)
DPWO

District Population Welfare Office,
G-9 Markaz, Qazafi Chowk, Islamabad.
Phone No. 9260285



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INSTRUCTIONS TO BIDDERS

This Tender Document shall be used for submission of bids through National Competitive Bidding for the purchase of Computer Hardware and for District Population Welfare Office Islamabad.

2. This document contains following.
- Terms and conditions for tender submission.
 - Tender Form with detail of the items, specifications and quantities.

TERMS & CONDITIONS FOR TENDER SUBMISSION

- Tender form is to be filled in carefully, preferably typed. Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom. Incomplete forms will not be accepted.
- Single stage one envelope bidding procedure specified in the Public Procurement rules, 2004 shall be followed for receiving and processing the bids. An amount of bid Security (earnest money) @ 2% of the total bid value in the shape of pay order/bank draft/ call deposit is required in the name of Drawing & Disbursing Officer, District Population Welfare Office Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- Only registered suppliers who are on active taxpayers lists (ATL) of FBR are eligible. Also payment to the registered supplier is linked with active taxpayer status as per FBR database. If any registered supplier is not in ATL, payment will be stopped till the supplier files his mandatory returns and appears on ATL of FBR.
- No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on a written request.
- The bid must indicate sound financial health status of the bidder, duly supported by any evidence like certificate from a reputed bank.
- The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.

Bidder's Signature _____

- vii. National Tax No. and G.S.T Registration Number must be indicated by each bidder.
- viii. The rates quoted by the firm must be latest and should include all service charges in the form of rate running contract and be effective/operative throughout the financial year 2017-18. In case particular item is not quoted, it should be written as not quoted.
- ix. **Bid validity period till 30-06-2018 be clearly mentioned in the bid.**
- x. The bidder will have to submit an affidavit on stamp paper of Rs. 50/- that their firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xi. If any item is found to be substandard, defective and does not meet the prescribed specifications, the same will not be accepted in any circumstances and action will be taken against the supplier, which may range from blacklisting of the bidder for future participation in the procurement process and forfeiture of bid security.
- xii. The contract award will be given to the lowest evaluated bidder. The bids shall be evaluated by the Purchase Committee whose decision will be treated as final.
- xiii. The result of the bid evaluation, in the form of a report will be announced ten (10) days prior to the award of contract to the successful bidder and will be placed on the website of PPRA.
- xiv. Bidders are requested to quote their best and final prices and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xv. The Purchase Committee also reserves the right to decrease or increase the quantity of items or drop any item from the purchase list.
- xvi. The interested manufacturer/ authorized dealers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvii. Income tax/any other tax will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/ Government of Pakistan.
- xviii. The successful manufacturer/ authorized dealers/ suppliers shall have to complete the supply within 20 days of receipt of the Supply Order. In case the supply is not delivered within stipulated period a penalty @ 0.1% per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.

Bidder's Signature _____

- xix. Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded to 2nd evaluated bidder.
- xx. Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the Office.
- xxi. A committee comprising Medical officer Incharge RHS "A" Centre FGSB and Medical Officer Incharge RHS "A" MCH, Aabpara Islamabad shall address complaints of bidders that may occur prior to the entry into force of all procurement contract or any other issue evolved during the procurement process as expressed in PPRA Rule 48.
- xxii. Any lapse in fulfilling above requirements or any other stipulated conditions in the tender shall render the bid liable for rejection.
- xxiii. Sealed bids should reach the office mentioned below **by or before 10:30 AM on 3rd May, 2018**. The bids received within the stipulated time and date will be opened by the Procurement Committee in the Committee Room of District Population Welfare Office, Islamabad on **the same day at 11:00 AM** in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

3. I/We have read and agree with the above mentioned terms and conditions.

4.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

Note: This Tender Document (Terms & Condition part) will be signed and attached with the Tender Form (bid) by the bidders.



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TENDER FORM FOR PURCHASE OF COMPUTER HARDWARE

Name of Firm: _____ 2. Mailing Address _____
Phone No: _____ 4. Fax No: _____
E-mail: _____ 6. GST No: _____
Income Tax No. _____ 8. Status of Bidder (Manufacture/Authorized Agent)
Price Quoted: _____

Name of item	QTY	Rate/Unit (Rs.)	GST (Rs.)	Total Rate/Unit(Rs) (C4+C5)	Total Price of Item(Rs) (C3XC6)	Remarks
2	3	4	5	6	7	8
Laptop Intel Core i-7 07 th Generation (HP or equivalent) 2.7 Ghz processor turbo boost Min 1 TB SATA Storage 12 GB DDR Genuine Windows 10 and licensed antivirus with one year warranty 03	03					
Heavy Duty Printer (HP or equivalent) Speed : 1 st page out 7.5 sec Resolution: Black 1200x1200 DPI Monthly Duty Cycle: upto 175000 Print Technology : Laser Processor 1.2 Ghz	01					
Laser Jet Printer (HP P1102 or Equivalent)	03					
Branded Computer System (HP or Equivalent) Intel core i-7 Processor : Min 3.9 Ghz 8 GB DDR Graphic Card Intel DVD/RW With genuine windows 10 and licensed antivirus with one year warranty	05					

(Contd... next Page)

Signature: _____

Name: _____

Designation: _____

Date: _____

Attachments:

- i). Earnest money draft (Yes/No)
- ii). Affidavit for non black listing (Yes/No)
- iii). Bid Validity (Yes/No)
- iv). Signed terms & conditions (Yes/No)

Note: Bid shall be signed by the bidder / authorized person for bidder.