

**GOVERNMENT OF PAKISTAN  
PLANNING AND DEVELOPMENT DIVISION  
(Jawaid Azfar Computer Centre)**

## **TENDER DOCUMENT**

**TENDER DOCUMENT FOR THE PURCHASE OF COMPUTERS**

**, LASER PRINTERS**

**AND SYMANTEC ANTIVIRUS**

**Detailed specifications and terms and conditions are also available  
on the web sites**

**[www.planningcommission.gov.pk](http://www.planningcommission.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).**

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**SUBJECT: TENDER DOCUMENT FOR THE PURCHASE COMPUTERS,  
 LASER PRINTERS AND SYMANTEC ANTIVIRUS**

Planning and Development Division intends to purchase 30, Foreign/local Brand Computers, 15 HP Laser printers 2015/2015D and Software Symantec Antivirus Enterprise Edition 10.2 – with multimedia kit. The detailed specifications are as follows.

**Standard proforma for bidding of Personal Computer (Tower)**

		Yes	No
<b>Model</b>	Foreign/Local Brand		
<b>Processor</b>	Intel® Core 2 Duo Processor (Model E6420) 2.13 GHz, 4MB Cache 1066 MHz		
<b>Chipset</b>	Intel® Mother Board		
<b>RAM</b>	1GB DDR2 667 MHz		
<b>Hard Disk</b>	250 GB SATA (Seagate)		
<b>Optical Drive</b>	Combo Drive Latest		
<b>VGA /Sound</b>	Integrated		
<b>LAN Card</b>	10/100/1000 Ethernet Card		
<b>Expansion slats</b>	Minimum 3 PCI with 1 PCI Express		
<b>Monitor</b>	LCD 17" (View Sonic/LG/Brand specific)		
<b>Keyboard</b>	Standard Multimedia/Brand specific		
<b>Mouse</b>	PS/2 Optical (scroll)		
<b>Casing</b>	ATX Tower Dual Fan 24pin Intel certified With front USB support		
<b>Software</b>	Pre-loaded Windows XP Professional with Service Pack 2 , MS Office Professional and Latest Antivirus Software		
<b>Warranty</b>	3 Years Limited		

Price with GST Rs: \_\_\_\_\_

Name of bidder \_\_\_\_\_

**Standard proforma for bidding of Printer HP 2015/2015D**

		<b>Yes</b>	<b>No</b>
Model			
Print Speed, black (best quality mode)	Up to 27 ppm		
Monthly Volume	Up to 15000 pages		
Print Technology	HP FastRes 1200		
Resolution Technology	Up to 1200 x 1200 dpi		
Paper Handling, Input	250-sheet input tray, 50-sheet multi-purpose tray		
Paper Handling, Output	Standard		
Printer Memory	32 MB		
Hard Disk	400 MHz		
Print Languages	Standard		
Connectivity	1 USB, Standard		
Print Drivers	Standard		
Warranty	One year with parts and labour		

**Price with GST Rs:** \_\_\_\_\_

**Name of bidder** \_\_\_\_\_

**Standard proforma for bidding of Symantec Antivirus**

		<b>Yes</b>	<b>No</b>
Product	Symantec Antivirus Enterprise Edition Ver. (10.2) For 200 Users with Multimedia Kit.67		

**Price with GST Rs:** \_\_\_\_\_

**Name of bidder** \_\_\_\_\_

# **TERMS & CONDITIONS**

## **1. DATE AND TIME OF RECEIPT OF TENDER**

Bid documents duly completed should reach this office before half an hour of opening of the tender on 29-09-2007. Bids shall be opened on the same date at 2:00 pm in the presence of bidders. Bids received after the closing date and time, will not be entertained. No telegraphic or faxed bid will be accepted.

## **2-EARNEST MONEY**

- i) Bidder will attach a bank guarantee/call deposit/bank draft equivalent to 5% of the total value of the bid, refundable in favor of Director General (JACC) on completion of warranty period of equipment.

## **3-PRICES**

- i. Bidders are required to quote all prices ex-Islamabad in Pak Rupees inclusive of government taxes charge octroi, GST etc. and free delivery at specified site in Islamabad. All delivered items should be duties and tax paid.
- ii. The quotation should remain valid for at least 60 days from the last date of submitting the bid.

## **4-SCHEDULE OF PAYMENT**

No advance payment shall be made against the purchase of equipment. Bill for payment shall be sent to AGPR after the delivery of equipment on site.

## **5-TECHNICAL DOCUMENTS**

- i. The bidder shall submit original Bill of Entry and Packing List received from the vendor at the time of delivering the equipment.

- ii. All the information provided in the bid should also be adequately supported by relevant documents and technical brochures. Bidder may attach documents highlighting the competitive edge and unique features of their proposals.
- iii. Any specification or condition mentioned in tender document, if not found in bid document, shall give the right to Planning and Development Division to consider it as “condition not being met/fulfilled”.

#### **6-EQUIPMENT**

- i. The equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer.
- ii. The equipment should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Govt. and towards this end, copies of the shipping documents will need to be deposited in Accounts Section.

#### **7-DELIVERY PERIOD**

- i. The supplier will be required to deliver the equipment within 2 to 3 weeks time from the date of issue of Purchase order.

#### **8.EVALUATION CRITERIA**

Contract will be amended on the basis of lowest cost from among the parties meeting the specified specifications.

## **9. DISQUALIFICATIONS**

Offers are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document i.e.,

- i. Technical details/brochures and literature pertaining to the offered items are not attached.
- ii. Tenders are submitted without the required earnest money.
- iii. Offers are received after specified date and time.
- iv. Specification and other requirements are not properly adhered to or manufacturer's brochures show specifications different from those given in the tender.
- v. Authorized dealership certificate from the principal is not attached.
- vi. GST/NTN certificate is not attached.
- vii. Any other major discrepancy found in the proposal.

## **10-RIGHTS RESERVED**

P&D Division, 'P' Block, Pak Secretariat, Islamabad reserves the right to accept or reject any or all the bids or increase or decrease the quantity of equipment without assigning any reason thereof.

## TENDER NOTICE

Sealed Tenders are invited from Sales Tax Registered well established firms having their offices in Islamabad for purchase of following items

- |    |                     |        |
|----|---------------------|--------|
| 1. | Computers           | 30 Nos |
| 2. | HP Laser Printers   | 15 Nos |
| 3. | Software Anti virus | 01 No  |

Detail of items, terms & conditions can be obtained from the websites of Planning Commission [www.planningcommission.gov.pk](http://www.planningcommission.gov.pk) & Public Procurement Regulatory Authority PPRA [www.ppra.org.pk](http://www.ppra.org.pk). Last date for submission of bids on prescribed format is 29-09-2007

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**(Rana Muhammad Aslam)**

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