

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**TENDER FOR IT EQUIPMENT FOR PIPS RESOURCE CENTRE/ SATELLITE  
OFFICE AT PROVINCIAL ASSEMBLY OF SINDH, KARACHI**

Company Seal:

Company Rep's Signature.....  
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**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**  
**TENDER NOTICE**  
**FOR IT STATIONARY FOR PIPS RESOURCE CENTRE/ SATELLITE OFFICE**  
**ESTABLISHED AT PROVINCIAL ASSEMBLY OF SINDH, KARACHI**

Pakistan Institute for Parliamentary Services (PIPS) invites sealed tenders from reputed firms/vendors to procure the IT and Office Equipment for the PIPS Resource Centre/ Satellite Office established at Provincial Assembly of Sindh, Karachi. Single stage-two envelope bidding procedure will be followed. Tender documents including list of required items along with their specifications may be downloaded free of cost from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.pips.gov.pk](http://www.pips.gov.pk). Bids must be supported with experience in the relevant field and client list. Only those firms will be included in the competitive bidding process that have proven track record in the relevant field and are financially strong. The items must be delivered at PIPS Resource Center/Satellite Office established at Provincial Assembly of Sindh, Karachi. An earnest money equivalent to **3%** (refundable) of the total value of bid in shape of Bank Draft in favour of PIPS, Islamabad must be provided. No tender would be entertained without earnest money. Bids must reach the office of the Director (Admin), PIPS by December 20, 2018 at 11:00 am and will be opened on the same day at 11:30 am by the Procurement Committee on the address given below.

**CONDITIONS FOR TENDERS:**

1. Tender documents may be obtained from the Admin Wing of PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad during office hours.
2. Single stage two envelope bidding procedure will be adopted. Tender documents including list of required IT Stationery Items and Specs/Model may be downloaded free of cost from [www.ppra.org.pk](http://www.ppra.org.pk) and [www.pips.gov.pk](http://www.pips.gov.pk).
3. Tender must be supported with experience in the relevant field and client list. Only those firms will be included in the competitive bidding process that have proven track record in the IT Business and should be financially strong.
4. The IT Stationery Items must **be delivered at PIPS Resource Centre/ Satellite Office established at Provincial Assembly of Sindh, Karachi.**
5. An earnest money equivalent to **3%** (refundable) of the total amount in shape of Bank Draft in favour of PIPS Islamabad must be provided. No tender would be entertained without earnest money.
6. Tenders must reach the office of undersigned by **December 20, 2018 at 11:00 am** and will be opened on the same day at 11:30 am by the Procurement Committee on the address given below.
7. The prices of tender shall be applicable up to 30<sup>th</sup> June, 2019.

8. The firms should be reputed having registered with Income Tax and Sales Tax Departments registration with proper shop and telephone facility.
9. Firm will be bound to supply/deliver the goods to PIPS Resource Centre located at Provincial Assembly of Sindh, Karachi using their own transport/ resources.
10. Samples of equipment may be examined at office of the undersigned during office hours.

**(Mir Shai Mazar Baloch)**  
*Director (Admin)*  
Phone: 051-9091111/510

**Pakistan Institute for Parliamentary Services**  
[Admin Wing]

**Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the provision of supply of IT Stationery items in accordance with the description of items at Appendix "A".

**1. Prospective Bidders Should Particularly Note That:**

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The Purchaser does not take any responsibility for collecting the bids from any agency.
- c. Authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- d. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- e. Bids should be submitted on the basis of free delivery up to PIPS premises including all charges i.e. packing, freight, courier charges etc.
- f. Bidders are requested to quote rates for all IT Stationery items as tender of one firm may be accepted on the basis of overall lowest evaluated expenditure.
- g. Successful bidder must have to provide the samples of ordered items if required by the purchase committee before actual delivery. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- h. Bids against this tender are invited on **Single Stage -Two Envelope Procedure**,
- i. Signed Copy of this bidding document must be submitted along with Bid.

*Director (Admin)*  
**PIPS, Islamabad**

Company Seal:

Company Rep's Signature.....

## **Part B:**

### **Instruction To Bidders (ITB):**

1. **Delivery of Bids:** The Proposal is to be submitted as under:-
  - a. The Proposal indicating the quoted price in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **20<sup>th</sup> December, 2018 at 11:00 a.m.** at the following address:

**Director (Administration),  
Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, Sector F-5/2,  
Islamabad.**

3. **Tender Opening:**

Tender will be opened on **20<sup>th</sup> December, 2018, 11:30 am.** Only legitimate / authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier's Proposal and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.

4. **Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

5. **Prices:**

- a. The prices should be quoted FOR Karachi basis. Price will be mentioned separately both in words and figures.
- b. The price validity period must be 1 year from the date of opening of Financial Proposal.

6. **Taxes:**

All prevalent Govt. Taxes will be applicable.

7. **Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**8. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**9. Cost of Bidding:**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**10. Time Limits:**

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order.

**11. Terms of Payment:**

100% payment will be made within 30 days after the delivery of the supplies.

**12. Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

**13. Photocopies of relevant Documents:**

Photocopies of following documents will be provided / attached with Proposal:-  
Income Tax No. to be mentioned on the Proposal and copy of Registration Certificate issued by Sales Tax Department.

**14. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.

**15. Earnest Money / Bid Security:**

The Proposal must be accompanied with **3%** of the total amount in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

**16. Return of Earnest Money:**

Earnest money to the bidders will be returned on acceptance of lowest acceptable bid.

**18. Rights Reserved:**

PIPS reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

**19. Extension in Contract:**

The contract period may be extended subject to the mutual consent of both the parties.

Company Seal:

Company Rep's Signature.....  
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Appendix A”

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Company Rep’s Signature.....  
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<b>Provincial Assembly Sindh, PRC Requirements of IT Equipments</b>			
<b>S.No</b>	<b>Name</b>	<b>Quantity</b>	<b>Prices</b>
1	All-in-One PC HP or Equivalent	3	
2	Scanner HP or Equivalent	1	
3	Black and White Laser Printer HP or Equivalent	1	
4	Switch 24 Port Cisco or Equivalent	1	
5	Multimedia Projector Sony or Equivalent	1	
6	Projector Screen	1	

<b>Other Items</b>			
1	Fax Machine Gestetner/Richo 3320L or equivalent	1	
2	Photocopier Gestetner/Richo MP2501 SP or equivalent	1	
3	Telephone Set Panasonic or equivalent	1	
4	UPS 10KVA APC or equivalent	1	
5	TV with wall mount bracket Sony 40" LED TV or equivalent	1	

**Provincial Assembly of Sindh, PRC Requirements**

S.No	Name	Specifications	Quantity	Prices
1	All-in-One PC	Windows 10 Pro 64 A/P. Win10 Driver DVD. Integrated HD 720p DualAryMicWebcam. 15.6 inch FHD (1920x1080) LEDVA enabled for Webcam slim Touchscreen. 8GB (2x4GB) DDR4 2133. 1TB 5400RPM SATA-3. Intel 3168 ac 1x1 nvP+Bluetooth 4.2 LE WW with 2 Antennas. Fingerprint Reader. 3 Cell 51 WHr Long Life. 65 Watt Smart nPFC for Fast Charge AC Adapter. Dual Point spill-resistant. 3/3/3 Warranty including battery. Basic Carrying Case of Same Brand. HP or equivalent	3	
2	Scanner	Resolution: Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed) Control panel: 5 buttons (including Sleep/Power button); 7 LEDs (including Power, Error, Scan to which destination and Simplex/Duplex) Bit depth: 24-bits external 48-bits internal Maximum document scan size 8.5 x 122 in Scannable media types: Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index) Input type: Flatbed, ADF Auto document feeder: Standard, 50 sheets Connectivity: Hi-Speed USB 2.0 Dimensions (W X D X H): 17.8 x 13.8 x 4.8 in HP or equivalent	1	
3	Fax Machine	GENERAL Type Desktop type transceiver Circuit PSTN, PABX Compatibility ITU-T (T.30) group 3 machines Modem speed Maximum 33.6 Kbps Transmission speed 3 seconds pression Method MH, MR, MMR, JBIG Quick dial 30 numbers Speed dial 100 numbers Paper input capacity Standard 250 sheetsMaximum 850 sheetsADF capacity 50 sheets Memory capacity 8 MB (640 pages) <sup>1</sup> Memory backup 12 hours Document size A4 Scan speed Less than 3 seconds Dimensions (W x D x H) 448 x 494 x 411 mm Weight 19.5 kg Power source 220 - 240 V, 50/60 Hz Power consumption (energy saver mode) Less than 1.5 W CONSUMABLES* Toner hopper magazine (yield: 5,000 sheets)*• Photo conductor unit (yield: 45,000 sheets)*• DF maintenance kit Gestetner/Richo or equivalent	1	
4	Photocopier with ARDF 100 Sheet and Imported Cabinet	Continuous output speed: 25 pages per minute Memory: Standard: 1 GB Dimensions (W x D x H): 587 x 568 x 558 mm Weight: 44 kg Power source: 220 - 240 V, 50/60 Hz Multiple copying: Up to 999 copies Resolution: 600 dpi Zoom: From 50% to 200% Printer language: Standard: PCL5e, PCL6, XPS Interface: Standard: USB 2.0, SD slot, USB Host I/F, Ethernet 10 base-T/100 base-TX, Ethernet 1000 Base-T, Network protocol: TCP/IP (IP v4, IP v6), IPX/SPX (Option) Scanning speed: Full colour: Maximum 50 originals per minute Resolution: Maximum: 600 dpi Original size: A3, A4, A5, B4, B5, B6 Gestetner/Richo or equivalent	1	
5	Black and White Laser Printer	Print speeds Up to 40 ppm A4 Control panel 4-line LCD display, 10-key pad Hardware Integration Pocket Yes 100-sheet multipurpose tray 1, 500 sheet tray 2 Yes Memory 128 MB (expandable up to 640 MB) Blue Angel certified Yes Connectivity Standard: 1 Hi-Speed USB 2.0, 1 external Host USB, 2 internal Accessory ports for and partner solutions, 1 EIO slot; Optional: Jetdirect EIO internal print servers, Jetdirect external print servers, 802.11b/g wireless print servers, EIO Parallel Port Adaptor HP or equivalent	1	
6	Switch 24 Port	Ports 24 x 10/100 + 2 x combo Gigabit SFP Performance Switching capacity: 16 Gbps Forwarding performance (64-byte packet size): 6.5 Mpps Capacity Active VLANs: 64 Jumbo Frame Support 9018 bytes Authentication Method RADIUS, TACACS+ Enclosure Type Rack-mountable 1U Authentication Method RADIUS, TACACS+ Status Indicators Port status, port transmission speed, port duplex mode, power, system, link/activity Jumbo Frame Support 9018 bytes Port Types: Fast Ethernet Form Factor: rack-mountable Ports Qty 24 Manageable Yes Remote Management Protocol CLI, RMON 1, RMON 2, SNMP 1, SNMP 2c, SNMP 3, Telnet Cisco or equivalent	1	

7	Telephone Set	Analog Telephone Set Sony or equivalent	1	
8	UPS 10KVA with extra battery bank	Input Specifications Nominal Input Voltage 230V (1P); 400V (3P+Neutral) Input Frequency 40-70 Hz Input Voltage 100-285 V (1P) 173-494 V (3P) Input Power Factor 0.98 Output Specifications Output Power Capacity 9000 W / 10000 VA Nominal Output Voltage 230 V Other Programmable Volt 220 v / 240 V Efficiency at full load > 94% in Online mode > 98% in green mode . Physical Specifications Dimensions without pack 13.4cm (W) x 43.3cm (H) x 70.6cm (D) Dimensions with packing 27.5cm (W) x 57cm (H) x 79cm (D) APC or equivalent	1	
9	TV with wall mount bracket	SCREEN SIZE (INCH) 40" (39.9") WEIGHT OF PACKAGE CARTON (GROSS) : Approx. 12 kg Wi-Fi Standard : Wi-fi Certified 802.11b/g/n Ethernet INPUT : 1(Rear) Composite Video : 1(Bottom) HDMI Inputs Total : 2(2Side) HDCP : HDCP1.4 DISPLAY TYPE: LCD/LED Display RESolution : 1920x1080 Sony Original or Equivalent	1	
10	Multimedia Projector	3200 Lumens Brightness Long-lasting Lamp - up to 7000 Hours of Lamp Life 3-LCD BrightEra Technology Contrast ratio 2500:1 1.37-1.80:1 Throw Ratio Screen Coverage 30" to 300" 1.3x Digital Zoom 1000 Hours Filter Replacement HDMI Input Sony or Equivalent	1	
11	Projector Screen	PortableScreen: 113 In., 16:10	1	