

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

TENDER FOR IT EQUIPMENT

Company Seal:

Company Rep's Signature.....
1

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

TENDER NOTICE FOR IT EQUIPMENT

Sealed tenders are invited from the firms for supply of IT Equipment like virtualized Servers, Wireless LAN, Controller, Avaya Telephone Gateway, Printers and Applications etc. for the Pakistan Institute for Parliamentary Services (PIPS), FY 2019-20 to reach the undersigned on **16th March, 2020 at 11:00 a.m.** The tenders shall be opened on same day at **11:30 a.m** before the Procurement Committee in Seminar Room of Pakistan Institute for Parliamentary Services, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad.

CONDITIONS FOR TENDER:

1. Tender documents may be obtained free of cost from Admin Wing of PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad during office hours.
2. Security deposit @ **3%** of the total amount (In the form of Bank Draft/pay order) for supply of IT Equipment in favour of the Pakistan Institute for Parliamentary Services will have to be attached, which in case of unsuccessful tenders will be returned.
3. The prices of tender shall be applicable up to **30th June, 2020.**
4. The firms should be registered with the Income Tax and GST registration with proper shop and telephone facility.
5. The delivered Equipment will be marked and if found faulty during installation or at any stage of usage, the same will be replaced immediately without additional charges and/or the firm will be blacklisted.
6. Registered firms will be bound to supply/deliver the required Equipment to PIPS office using their own transport without additional cost.
7. **Only genuine/authentic Equipment** will be accepted. In case of fake item (s) the firm will be blacklisted.
8. This tender notice may be seen on PPRA website www.ppra.org.pk and can be downloaded from PIPS website www.pips.gov.pk.

(Syed Waqar Abbas Shah)
Deputy Director (Admin)
Phone: 051-909111/510

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 from registered firms for supply of IT Equipment 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 Equipment 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 Items/Equipment 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 documents must be submitted along with Bid.

Deputy 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 **March 16, 2020, 11:00 am** at the following address:

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

3. **Tender Opening:**

Tender will be opened on **March 16, 2020, 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 Islamabad basis. Price will be mentioned separately both in words and figures.
- b. The price validity period must be 01 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.

17. Rights Reserved:

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

18. Extension in Contract:

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

Appendix A”

Company Seal:

Company Rep’s Signature.....⁷

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES (PIPS)

IT Equipment Requirements for Year (2018-2019)

| S.NO | NAME OF ARTICLES | MAKE | Specifications | Estimated Quantity | Unit Price |
|------|---|-------------------------------|--|--------------------|------------|
| 1 | RAM (DDR4) for Laptop | Kingston or Equivalent | 8 GB for HP Elite Book 850G4 (DDR4) | 5 | |
| 2 | Universal Serial Bus (USB 3.0 or above) | Kingston or Equivalent | 16 GB | 20 | |
| 3 | Universal Serial Bus (USB 3.0 or above) | Kingston or Equivalent | 32 GB | 3 | |
| 4 | Hard Drives (1 TB) for Laptops | Western Digital or Equivalent | 1 TB | 8 | |
| 5 | DC Fan | | LY 12308 for Server Racks | 6 | |
| 6 | Dust Blower | AEG or Equivalent | AEG GM 600 E 200-240V~ 50/60Hz 2.5A 600W Electric Tools GmbH Max-Eyth-Strabe 10 71364 Winnenden Germany | 1 | |
| 7 | Power Extension Original | Tripplite or Equivalent | 6 Sockets Universal Power Strip, with Surge, UK & Iraq plug | 10 | |
| 8 | Short Throw Projector | Optoma or Equivalent | Optoma W303ST Full 3D WXGA 3000 Lumen DLP Short Throw Projector | 2 | |
| 9 | Network I/O | 3M or Equivalent | I/O Fluke Pass / Original (with face plate) | 5 | |
| 10 | Network Switch (5 Ports) | Linksys or Equivalent | 5 Gigabit Ethernet ports Gigabit Ethernet 10x faster than Fast Ethernet Plug and play, Power Input:100-240V AC, 50-60Hz | 4 | |
| 11 | Network Cable Tester | Tacklife or Equivalent | Tacklife Multifunctional Wire Tracker -- CT03 Altitude: <2000m, Explosion-proof type: IP 40 Transmission signal distance: about 300m Battery: transmitter 6F22/9V x 1; receiver 6F22/9V x 1 | 1 | |
| 12 | RJ-11 Connectors | 3M or Equivalent | For Telephone Cable | 1 | |
| 13 | CAT 6 Cable 1 M | 3M or Equivalent | | 30 | |
| 14 | CAT 6 Cable 3 M | 3M or Equivalent | | 30 | |
| 15 | CAT 6 Cable 5 M | 3M or Equivalent | | 15 | |
| 16 | OTG Cable | | | 2 | |
| 17 | Telephone Cable Roll | 3M or Equivalent | 2 Paired Soft Telephone Cable (90 Meter Roll) | 1 | |
| 18 | Analog Phones Landline | PANSONIC or Equivalent | PANSONIC KX-T7703 Color Black Caller ID 2 Lines 16 Digit LCD Display 30 Caller ID Memory Redial - Last 5 number redial Tone / Pulse Setting | 10 | |
| 19 | Avaya IP Phone (9641G) with POE Adapter | AVAYA (for G450 Gateway) | Color display 5" diagonal 4.4 inches x 2.5 inches (110.9mm x 62.8mm) • Configurable line appearance / feature key buttons • Capacitive touchscreen for high accuracy and light touch • 4 position adjustable tilt display • Permanently-labeled feature buttons: speaker, mute, headset, contacts, home, history, message, phone, forwarding, volume (separate volume levels in handset, speaker, ringer, and headset) • Red LEDs for speaker, mute, headset, message and history • 24 administrative buttons with 5 lines displayed (configuration dependent) • Wideband speakerphone • 0-5 Softkeys • Ergonomic hearing aid compatible handset supporting TTD acoustic coupler • Message waiting indicator • 360-degree visual alert for incoming calls and voicemail • Rich, classic, alternate ringtones | 5 | |
| 20 | Avaya Digital Phone (1408) | AVAYA (for G450 Gateway) | Supports eight administrable feature buttons • Each button includes dual LEDs (red, green) providing explicit status for the user • Includes several fixed feature keys for common telephone tasks including conference, transfer, drop, hold, mute • Includes high-quality speakerphone • Supports a broad portfolio of wired and wireless headsets through its integrated headset jack • Large capacity contacts and call log applications that can enhance productivity and personalization • Context sensitive user interface along with three softkeys and a four-way navigation cluster—ideal for scrolling through the local contacts list or call logs • The three-line by 24-character display is white backlit for easier viewing in all lighting conditions | 5 | |

| | | | | | |
|----|--|--|--|----|--|
| 21 | HP 8560P 9Cell Batteries | HP Original | 9 Cell Laptop Batteries | 4 | |
| 22 | CMOS Battery for Laptop | | Laptop BIOS Cell | 10 | |
| 23 | CMOS Battery for Desktop | | Desktop BIOS Cell | 10 | |
| 24 | Cell AAA Non-Rechargeable | Camelion or Equivalent | | 40 | |
| 25 | Cell AA Rechargeable | Camelion or Equivalent | Camelion 1000 mAh 1.2 AA | 10 | |
| 26 | Cell AA Non-Rechargeable | Camelion or Equivalent | | 40 | |
| 27 | Cell Charger AA & AAA | Camelion or Equivalent | Fast Charger BC-1012 4 Independent Charging Channels with Multi-band LCD-Monitor Input 100 -240V ~ 50/60 Hz 5W Output DC 1.4V | 1 | |
| 28 | Mini Alarm 12Volt Cell | | Mini 12Volt Cell for Remotes | 10 | |
| 29 | DP to HDMI Converter | | | 2 | |
| 30 | Desktop Power Supply | | 220V Input Power Supply | 2 | |
| 31 | HP Laptop Power Adopter with small pin | | | 5 | |
| 32 | Photocopier | Gestetner Digital MFP M27001 or Equivalent | Black & White Copying / Printing Speed 27CPM PPM Function: Copy / Print /Scan , Copy Resolution : 600 x 600 dpi Interfaces - standard 10Base-T/100Base-Tx/1000Base-T (Gigabit Ethernet) Network protocols - standard TCP/IP Paper Input Capacity : 1 x 500 Sheets, 100 sheets bypass tray and Cabinet Output Capacity : Duplex Automatic, Reverse Auto Document Feeder (Capacity 50 Sheets) Media Size : A3 - A4 - A5 - A6, B4 , B5 Memory : 512 MB Color Scanner : Scan Speed : 18/6B/W and Color Counter 999, Zoom 25% - 40% 4Line Display ARDF as standard | 1 | |
| 33 | Bluetooth Speaker | | | 1 | |
| 34 | Portable Audionic Audio System for outdoor | Audionic Speaker MH-150 or Equivalent | Advance Audionic System MH-150 for outdoor | 1 | |
| 35 | Printers (Black & White) | HP LaserJet 404dw Printer | PRINT SPEED BLACK, Normal: Up to 38 ppm [7] FIRST PAGE OUT (READY) Black: As fast as 6.3 sec [9], FIRST PAGE OUT (SLEEP) Black: As fast as 8.8 sec [9] PRINT QUALITY BLACK (BEST) Fine Lines (1200 x 1200 dpi) PRINT RESOLUTION TECHNOLOGIES HP FastRes1200, HP ProRes1200, Economode DUTY CYCLE (MONTHLY, A4), Up to 80,000 pages RECOMMENDED MONTHLY PAGE VOLUME 750 to 4000 [11] PROCESSOR SPEED 1200 MHz, PRINT LANGUAGES HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, PDF, URF, PWG Raster DISPLAY 2-line backlit LCD graphic display MOBILE PRINTING CAPABILITY Apple AirPrint™; Google Cloud Print™; HP ePrint; HP Smart App; Mobile Apps; Mopria™ Certified; ROAM capable for easy printing; Wi-Fi® Direct printing [5] WIRELESS CAPABILITY Yes, built-in dual-band Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct; Bluetooth Low-Energy CONNECTIVITY, STANDARD 1 Hi-Speed USB 2.0; 1 host USB at rear side;Gigabit Ethernet 10/100/1000BASE-T network; 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio MEMORY 256 MB, MAXIMUM MEMORY 256 MB, INTERNAL STORAGE None PAPER HANDLING OUTPUT, STANDARD 150-sheet output bin PAPER HANDLING INPUT, OPTIONAL, Optional third 550-sheet tray PAPER HANDLING INPUT, STANDARD, 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 MAXIMUM OUTPUT CAPACITY (SHEETS) Up to 150 sheets DUPLEX PRINTING Automatic (default) | 7 | |
| 36 | Hot Air Welding Gun | Wagner Spraytech or Equivalent | Includes various Multi-Purpose nozzles LCD-Display enables electronic temp & air-flow adjustment Temperature Range: 80°C to 650°C Voltage: 230 V Power Consumption: 2000 W Air Flow: 200-550 l/min. Static Pressure max.: 1500 pa Weight with cord : 780 g | 1 | |