

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**TENDER FOR COMPUTER STATIONERY**

Company Seal:

Company Rep's Signature.....  
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## PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

### TENDER NOTICE FOR COMPUTER STATIONERY

Sealed tenders are invited from the authorized dealers for supply of Computer Stationery for the Pakistan Institute for Parliamentary Services (PIPS) for the year 2023-24 to reach the undersigned on **20<sup>th</sup> March, 2024 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 from Admin Section of PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad during office hours.
2. Security deposit @ **Rs. 30,000/-** in the form of bank draft/pay order for supply of Computer Stationery 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 **30<sup>th</sup> June, 2024.**
4. The firms should be authorized dealers/vendors.
5. The firms should be registered with the Income Tax and Sales Tax Departments with proper shop and telephone facility.
6. The IT Stationery Items 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.
7. Authorized dealers will be bound to supply/deliver the desired goods to PIPS office even on a short notice using their own transport.
8. This tender notice may be seen on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and can be downloaded from PIPS website [www.pips.gov.pk](http://www.pips.gov.pk).

**(Sher Dil Khan)**

Director General (Admn)

Phone: 051-9091111/314

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# **PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

[Admn Wing]

## **Part A:**

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

Dear Sir,

You are hereby invited to submit the tender from authorized dealers for the provision of supply of Computer Stationery 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 Computer Stationery 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 -Single Envelope Procedure**.
- i. Signed Copy of this bidding documents must be submitted along with Bid.

Director General (Admn)  
**PIPS, Islamabad**

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## **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> March, 2024, 11:00 am** at the following address:

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

3. **Tender Opening:**

Tender will be opened on **20<sup>th</sup> March, 2024, 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 an amount of Rs. 30,000/- 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”

Sr. #	Item Description	Make	A/U	Qty.	Expected	
					Unit Cost (Rs.)	Total Cost (Rs.)
1.	Battery HP Elite Book 8560P 9cell	HP	No.	07		
2.	Battery HP Elite Book 850 G4	HP	No.	05		
3.	Cell AAA Rechargeable (Camelion 2700 mAh)	Camellion	No.	19		
4.	Cell AA Rechargeable (Camelion 2700 mAh)	Camellion	No.	19		
5.	Cell AAA Non-Rechargeable (Camelion)	Camellion/ Best Quality	No.	35		
6.	Cell AA Non-Rechargeable (Camelion)	Camellion/ Best Quality	No.	35		
7.	Cell Charger Fast AA & AAA (4 Independent Charging Channels)	Camellion original	No.	02		
8.	CAT 6 Cable 5M	3M	No.	20		
9.	CAT 6 Cable (1 Foot length)	3M	No.	20		
10.	Dual Band Gigabit Network Router	TP-Link Latest Model	No.	03		
11.	HP USB-C 3.1 to HDMI Adaptor	HP Best Quality	No.	02		
12.	HDMI Cable Fiber 05mtr	4K	No.	05		
13.	HDMI Cable Fiber 20mtr	4K	No.	05		
14.	HDMI Splitter (1x4) with Adopter	4k * 2k	No.	02		
15.	HDMI Female to VGA Male with Audio Output cable converter Adaptor 1080P		No.	01		
16.	HP Keyboard (USB Wired)	HP	No.	05		
17.	HP Mouse (USB Wired)	HP	No.	05		
18.	HP Mouse (USB Wireless)	HP	No.	03		
19.	Keyboard (wireless) best quality	Best Quality	No.	05		
20.	Mouse Pad with joint support	Logitech	No.	10		
21.	Network Switch (5ports)	TP-Link Latest Model	No.	05		
22.	Network Switch (8ports)	TP-Link Latest Model	No.	03		
23.	Power Extension Original 5 Slots 5 mtr	Camellion	No.	05		
24.	Power Distribution Unit (PDU) 42 Unit Rack	Cyber Power	No.	02		
25.	Portable USB Drive 2 TB Best Quality	WD/ Seagate	No.	10		
26.	Projector	Optoma	No.	03		
27.	SD Cards (32GB)	Kingston/Best Quality	No.	03		
28.	SATA SSD & HDD External Case USB 3.0		No.	04		
29.	Silver Aluminum portable and foldable Laptop stand with anti-slip rubber grips and pouch	ENRG	No.	02		
30.	SSD Drive 2TB for HP Elite book 850G4	Western Digital	No.	04		
31.	Server Rack Mount Axial AC Fan (200VAC 20W 50z)		No.	04		
32.	Smart Wifi Door Lock with Fingerprint, Cards, Password		No.	02		
33.	Smart Wifi Temperature and Humidity sensor	Tuya	No.	02		
34.	Tagging Macjine (Industrial Labeling Tool)	Brother PT-E110VP	No.	01		
35.	Smart Life Wifi Siren Alarm with Stroble Light Alert for Home Security System	Tuya	No.	01		
36.	VGA to HDMI Convertor	HP Original	No.	02		
37.	Universal Serial Port (USB) 128GB	Kingston/Best Quality	No.	05		
38.	Universal Serial Port (USB) 512GB	Kinston/ Sandisk	No.	03		

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