

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**TENDER FOR REPAIR OF IT EQUIPMENT**

Company Seal:

Company Rep's Signature.....  
1

## PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

### TENDER NOTICE FOR REPAIR OF IT EQUIPMENT

Sealed tenders are invited from the authorized dealers for repair of IT equipment for the Pakistan Institute for Parliamentary Services (PIPS) for FY 2024-25 to be uploaded on E-PADS by **30<sup>th</sup> September, 2024 at 11:00 a.m.** The tenders shall be opened on same day at **11:30 a.m.**

#### CONDITIONS FOR TENDER:

1. Security deposit @ **Rs. 50,000/-** in the form of bank draft/pay order for repair of IT equipment in favour of the Pakistan Institute for Parliamentary Services must be submitted to the Institute, which in case of unsuccessful tenders will be returned.
2. The firms should be authorized dealers/vendors.
3. The firms should be registered with the Income Tax and Sales Tax Departments with proper shop and telephone facility.
4. The Computer/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.
5. Firms will be bound to supply/deliver the desired goods to PIPS office even on a short notice using their own transport.
6. This tender notice may also 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).

(Habib Khan)  
Assistant Director (Admn)  
Phone: 051-9091111/360

Company Seal:

Company Rep's Signature.....

# **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 repair of IT Equipment in accordance with the description of items at Appendix "A".

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

- a. Authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- b. 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 as per PPRA rules.
- c. PIPS reserves the right to evaluate the bids on single item basis. Suppliers are advised to quote competitive prices for all items.
- d. Bidders must have to provide the samples of ordered items if required by the purchase committee. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- e. Bids against this tender are invited on **Single Stage -Single Envelope Procedure,**
- f. Signed Copy of this bidding documents must be uploaded along with bid.

Assistant Director (Admn)  
**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 uploaded on E-PADS.
2. **Date and Time for Receipt of Bids:**

The bid document must be uploaded on E-PADS until **30<sup>th</sup> September 2024, 11:00 am.**
3. **Tender Opening:**

Tender will be opened on **30<sup>th</sup> September, 2024, 11:30 am.** Only legitimate / authorized representatives of suppliers will be allowed to attend, if desired. 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:**

The prices should be quoted on FOR Islamabad basis. Price will be mentioned separately both in words and figures.
6. **Taxes:**

All prevalent Government Taxes will be applicable.
7. **Language of Bidding Document:**

The bid must be prepared in English language.
8. **One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture.
9. **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.
10. **Terms of Payment:**

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

Company Seal:

Company Rep's Signature.....

**11. 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.

**12. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not received before opening of bid.
- b. Proposals are found conditional or incomplete in any respect.
- c. There is any deviation from the General Instructions.
- d. Multiple rates are quoted against one item.
- e. If validity of Proposal is not quoted as required.
- f. If the Proposal is found to be based on cartel action in connivance with other bidders.

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

The bidder must provide an amount of **Rs. 50,000/-** in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

**15. Return of Earnest Money:**

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

**16. Rights Reserved:**

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

**17. Extension in Contract:**

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

**Appendix A”**

Sr. #	Item’s Description	Make	A/U	Qty.	Amount (Rs.)	
					Per Unit	Total
1	Battery HP Elite Book 8560P 9cell	HP	No.	7		
2	Battery HP Elite Book 850 G4	HP	No.	5		
3	Cell AAA Rechargeable ( 1000 mAh, 1.2V)		No.	400		
4	Cell AA Rechargeable ( 2700 mAh)	Camelion	No.	20		
5	Cell AAA Non-Rechargeable		No.	48		
6	Cell AA Non-Rechargeable		No.	48		
7	Cell Charger Fast AA & AAA (4 Independent Charging Channels)	Camellion original	No.	2		
8	CAT 6 Cable		Roll	1		
9	HP USB-C 3.1 to HDMI Adaptor	HP Best Quality	No.	2		
10	HDMI Cable Fiber 05mtr	4K	No.	5		
11	HDMI Cable Fiber 20mtr	4K	No.	4		
12	HDMI Cable Fiber 30mtr	4K	No.	1		
13	HDMI Splitter (1x4) with Adopter	4k * 2k	No.	2		
14	HDMI Female to VGA Male with Audio Output cable converter Adaptor 1080P		No.	1		
15	Keyboard (USB Wired)	Logitech	No.	5		
16	Mouse (USB Wired)	Logitech	No.	5		
17	Mouse (USB Wireless)	Logitech	No.	5		
18	Keyboard (USB wireless)	Logitech	No.	1		
19	Mouse Pad with joint support	Logitech	No.	10		
20	Network Switch (5ports)	TP-Link Latest Model	No.	5		
21	Network Lan Cable Tester	Klein Tools	No.	1		
22	Power Extension Original 5 Slots 5 mtr	Camellion	No.	5		
23	Power Distribution Unit (PDU) 42 Unit Rack	Cyber Power	No.	2		
24	Projector (Lumens minimum 4000, Laser/LED, DLP Technology, Wired Networking, resolution 1920*1080 full HD, HDMI, USB, VGA, Audio in/out, VGA in/out, throw minimum 4 meter)		No.	3		
25	SD Cards (32GB)	Kingston/Best Quality	No.	2		
26	External Case USB 3.0 (SATA SSD & HDD)		No.	2		
27	Silver Aluminum portable and foldable Laptop stand with anti-slip rubber grips and pouch	ENRG	No.	10		
28	SSD Drive 2TB for HP Elite book 850G4	Western Digital	No.	1		
29	SSD Drive 256GB M2 (chip) for HP Elite book 850G4 with screw	WD/ Kingston	No.	7		
30	Server Rack Mount Axial AC Fan (200VAC 20W 50z)		No.	4		

Company Seal:

Company Rep’s Signature.....

31	Smart Wifi Temperature and Humidity sensor	Tuya	No.	1		
32	RJ45 and RJ11 Modular crimping Tool Professional HT-568R		No.	1		
33	Tagging Machine (Industrial Labeling Tool)+ 2 extra cartridges	Brother PT-E110VP	No.	1		
34	Smart Life Wifi Siren Alarm with Strobe Light Alert for Home Security System	Tuya	No.	1		
35	USB 64GB	Kingston/Best Quality	No.	10		
36	Pass through RJ 45 Connectors		Pack	1		
37	Strain Relief Boots Cable RJ 45 Connectors Plugs		Pack	1		
38	USB Type C cables length 3 meter(USB 3.1 Gen 1)	Samsung/Logitech/Xiaomi	No.	1		
39	USB Type C cables length 1 meter (USB 3.1 Gen 2)	Samsung/Logitech/Xiaomi	No	2		
40	USB Active Extension Cable		No.	2		
41	Telephone Cable 02 pair 100mtr		Roll	1		
42	Portable Battery Tester Digital Capacity Tester Multiple Size Battery Analyzer for AAA AA Button Cell Battery Checker Volt Measure Meter		No.	1		
43	Wifi Magnetic door lock with Face, thumb, card and passcode recognition		No.	2		
44	Wireless HDMI Transmitter and Receiver, Plug & Play Portable 2.4G/5G		No	4		
45	Wifi PCI card for desktop		No	5		
<b>Total Amount (inclusive of taxes)</b>						

Company Seal:

7  
Company Rep's Signature.....