

**GOVERNMENT OF KHYBER PAKHTUNKHWA, FINANCE DEPARTMENT**

**TENDER NOTICE**

Sealed tenders are invited from well reputed firms duly registered with Income Tax and Sales Tax Departments for supply of desktop PCs, Printers, UPS, and Photocopiers for the Project 'Capacity Building and Strengthening of Finance Department', Civil Secretariat Peshawar.

2. Tender documents /detailed specifications of the aforesaid items, terms and conditions may be obtained from the office of the Assistant Director (Admn/Finance), Capacity Building & Strengthening (CB&S) of Finance Department, Directorate of Treasuries & Accounts Building Room No.01, 1st Floor, Peshawar before the closing date i.e. 21.12.2018.

3. The interested firms/parties (active tax payers) may submit their sealed bids in the office of Assistant Director(Admn/Finance), CB&S along with call deposit @ **2%** of total cost of the Bid in the shape of Bank Draft through any scheduled Bank in favour of undersigned latest by 21.12.2018 (before 1400 hours), which will be opened on the same date at 1500 hours in the presence of bidders/authorized representatives of the bidders in the office of the Project Director (CB&S). Finance Department. Incomplete bids/received after due date will not be entertained.

**Project Director (CB&S)  
Government of Khyber Pakhtunkhwa,  
Finance Department, Civil Secretariat, Peshawar  
(Phone No. 091-9213453)**

# TENDER DOCUMENT

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax.No: \_\_\_\_\_

GST Reg.No. \_\_\_\_\_

NTN: \_\_\_\_\_

## **TERMS & CONDITIONS:**

1. NTN and Sales Tax registration certificates & (ATL) copies.
2. Bidder must have 5 years of experience in supplying similar items. Bidders must also provide 5 supply orders (one supply order per year) with completion certificate along with satisfactory report form the procurement entity.
3. Income/Sales Tax will be deducted as per Govt. Rules.
4. Tender document must be signed by the authorized person of the firm.
5. The supplier must be an authorized dealer/reseller of the manufacturer.
6. Sealed bids may be sent through registered mail/courier service, which must be reached to the office of the undersigned upto 21.12.2018 (before 1400 hours). The bids received after the due date shall not be entertained.
7. Incomplete/conditional bids shall not be acceptable.
8. Rates/quotations must be valid for 90-days.
9. The items shall be supplied within 15 days or the time limit given in the supply order, failing which the call deposit shall stand forfeited and the firm will be blacklisted.
10. An affidavit to the effect that the bidder has never been indulged in any litigation and has never been blacklisted by any Department/Organization of the Government(s) and those original/genuine items will be supplied.
11. The bidder shall quote only a single item against each Machinery (Photocopier) and IT Equipment (PCs, Printers, UPS) full filling the required specifications. Options not accepted.
12. Bidders must quote high quality IT Equipment (PCs, Printers, UPS) / Machinery (Photocopier) from well-established International/National Brands.
13. Bids for Machinery (Photocopier) may be submitted on single stage two envelope method while for IT equipment on single stage one envelope method.
14. Bidders can submit bids for Machinery or IT equipment etc or both.

15. The Machinery or IT equipment must be offered with required warranty, explicitly mentioned in our specifications for each product. The bidder has to bid for Machinery or IT equipment etc. on turnkey basis. Please note that partial bids shall not be entertained.
16. If any fault/defect occurs in the equipment during the warranty period, it will be done /replaced by the supplier at his own risk and cost.
17. Number of items can be increase/decreased.
18. The equipment shall strictly confirm to the specification no equivalent or alternate shall be acceptable
19. The items will be delivered/installed at Finance Department, Government of Khyber Pakhtunkhwa, Peshawar within the time limit mentioned in the supply order at the cost of the supplier.
20. No separate transportation and carriage charges will be paid for delivery/installation of the equipment. The payment shall be subject to User Acceptance Testing (UAT) as well as clearance of bill.
21. The Competent Authority has the right to accept or reject the tender partially or entirely under section 47 of Khyber Pakhtunkhwa Procurement Rules, 2014.

**Project Director (CB&S)**  
**Government of Khyber Pakhtunkhwa,**  
**Finance Department, Civil Secretariat, Peshawar**  
**(Phone No. 0333-9495911)**

**Acceptance Note:**

We, hereby, accept all the above mentioned terms and conditions as a whole prescribed for supply of items.

**Signature of the  
Bidder  
with Seal**

## Detail Specification of supply and Installation of Machinery & IT equipment etc.

S.No	Type	Item	Specification	QTY
1	IT Equipment	Printer	<ul style="list-style-type: none"> <li>• <b>Printing Technology:</b> Laser</li> <li>• <b>Print Speed:</b> 35-40 PPM</li> <li>• <b>Standard Connectivity:</b> USB 2.0 or above , Ethernet 10/100/1000 Gigabit/Wifi Wireless/Mobile Printing</li> <li>• <b>Duplex Printing:</b> Automatic, Standard</li> <li>• <b>Memory:</b> 512 MB or above</li> <li>• <b>Paper Size:</b> A4, Legal,</li> <li>• <b>1 year Warranty</b></li> </ul> <p>Availability/Surety of spare parts/toner in the market</p>	15
2	IT Equipment	Desktop Computer Latest	<p>Processor type : Intel Core i7 Latest Generation  RAM size : 4GB  Hard Disk : 1TB  Keyboard /Mouse  LED : 18.5”  One year local warranty</p>	10
3	IT Equipment	UPS	<p>1 KVA with internal Battery  One year Local Warranty</p>	20

## Machinery (Photocopier) Evaluation Criteria

### EVALUATION CRITERIA

The bids will be evaluated on the basis of the bid solicitation documents and the Merit point system as specified below,

A proposal shall be rejected/Non responsive during the technical evaluation if the bid does not fulfill the minimum specified requirements OR if it fails to achieve the minimum score (i.e. 49 out of 70) as per below marking.

S#	Indicators	Max Marks
1	<b>Compliance with Departmental Specifications</b> (major deviation in specification will leads towards non-responsiveness of the bid)	20 Marks
2.	<b>Authorized distributor of the Principal</b> (Authorization from Manufacturer to sell & Distribute)	5 Marks
3.	<b>Relevant Experience</b> (minimum 5 purchase orders of the quoted model)	5 Marks
4.	<b>HR Capabilities</b>  One mark each DAE Technician (total 2 marks) 1 mark for B.sc Engineer (Total 3 marks)	Up to 5 Marks
5.	<b>ISO Certificate</b> (ISO certificate is a must for participating firm)	10 Marks
6.	<b>PEC Certificate</b> (Pakistan Engineering Council )	10 Marks
7.	<b>Work shop Facility in KPK</b> (Availability of After sales services in KPK)	5 Marks
8.	<b>Taxes Certificate</b> ( NTN, GST, Professional Tax, KPRA Certificate, Article & Memorandum of the company) 1 mark for each certificate	5 Marks
9.	<b>Non-Black Listing Affidavit on Judicial Stamp Paper</b> (Mandatory document, the bid will be non-responsive without this document)	5 Marks

4	Machinery	Medium Duty Photocopier	+		01
			Type:	A3 Laser Multifunctional Device	
			Resolution:	1200 x 1200 dpi or equivalent	
			Speed:	45 PPM on A4	
			Paper sizes	Tray 1 & 2: A3, B4, A4, A4R, B5, B5R, A5R	
				Bypass Tray: A3, B4, A4, A4R, B5, B5R, A5R, Irregular sizes (99mm x 148mm to 297mm x 432mm)	
			Paper Capacity	550 x 2 & 50 sheets bypass Tray	
			Memory	256 MB or higher	
			Technology	Developer free machines	
			Printing & Scanning	Built-in Printing & Scanning facility	
			Printing language PDL	UFRII(Ultra-fast Rendering)/PCL5/ PCL6 (Standard)	
			Feeder	Document Feeder for Duplex Copying	
			Interface	10Base-T/100Base-TX/1000Base-T	
Hi-Speed USB 2.0					
Warranty	One year standard				
5	Machinery	Heavy Duty Photo Copier (Copier, Printer, Scanner 3in1)			01
			Speed	95 Copies Per Minute or above	
			Print Resolution	1200 x 1200 dpi or equivalent	
			Warm up time	Less than one minute	
			Time to first copy	2.8 sec or less	
			Paper Input Capacity	4000 to 5000 sheets capacity	
			DADF Capacity	200 sheets to 300 Sheets	
			Duplex Unit	Double Sided Printing as standard	
			Drum Life (single drum)	5-6 Million copies	
			Interface	Network/USB/wireless wifi	
			Display	10.4 SVGA Touch Screen	