



GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT  
Retirement Benefit & Death Compensation Cell

No.22/1 FD/RBDC/IT Equip/2015-16  
Dated Peshawar: 26<sup>th</sup> May, 2016

To,

The Director Information,  
Government of Khyber Pakhtunkhwa,  
Information Department.

**SUBJECT: ADVERTISEMENT FOR PURCHASE OF IT EQUIPMENT**

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith eight (08) copies of advertisement for purchase of IT equipment (Fax Machine, Scanner, Photocopier & MS Office suit) with the request to publish the same in one of the leading newspaper at the earliest.

It is to mention here that budget is available to meet the above said advertisement expenditure.

Yours faithfully

  
**Project Manager  
(RBDC)  
Finance Department  
(091-9223589)**

**Endst. Number & dated even.**

Copy forwarded for information & necessary action to:

- ✓1. Director FMIU, Finance Department, Khyber Pakhtunkhwa requested to upload the detail specification of advertisement on their website.
2. Project Director (RBDC), Finance Department, Peshawar

  
**Project Manager  
(RBDC)  
Finance Department  
((091-9223589)**



**GOVERNMENT OF KHYBER PAKHTUNKHWA, FINANCE DEPARTMENT  
RETIREMENT BENEFIT & DEATH COMPENSATION CELL  
Add: 1<sup>st</sup> Floor, Directorate of Treasury & Accounts  
Khyber Road Peshawar**

**NOTICE FOR INVITING TENDER**

Government of Khyber Pakhtunkhwa, Finance Department, Retirement Benefit & Death Compensation Cell housed at Directorate of Treasuries & Accounts building invites separate item wise sealed tenders for the Photocopier, Scanner, Fax Machine, & Latest Microsoft Office Professional Suite from reputed Authorized dealers / firms registered with the income tax and sales tax and reflected on Active Taxpayer List of FBR. 1) Bid Solicitation Document containing specification of the items may be obtained from the undersigned in person on any working day (Monday to Friday) or downloaded from Finance Department website [www.finance.gov.pk](http://www.finance.gov.pk) from the date of publication of this advertisement in the newspaper till last date for submission of bids. 2) The tenders complete in all respect must reach the undersigned by 1000hr on Date **13-06-2016**, which will be opened at 1100 hrs on the same day in the office of the Project Manager in above mentioned address presence of the purchase committee and the bidders or their representatives who may choose to attend. 3) The bidders are required to submit bid security @2% of the quoted price in shape of Call Deposit / Bank Draft in the name of Project Manager, RB&DC along with their bid.

**(Najam Uz Zaman)  
Project Manager  
(091-9223589)**



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Add: 1<sup>st</sup> Floor, Directorate of Treasury & Accounts  
Khyber Road Peshawar

Bidder Name:- \_\_\_\_\_

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

NTN.STN:- \_\_\_\_\_

Date:- \_\_\_\_\_

Detail Specification

S.NO	Qty	Item	Detail Specification
01	01	Heavy Duty Photocopier	<ul style="list-style-type: none"><li>➤ Speed 35 To 45 Copies Per Minute Speed</li><li>➤ Single Component</li><li>➤ Resolution Writing 1200*1200 dpi</li><li>➤ Memory 256 MB</li><li>➤ Paper Support 550+550 Sheets</li><li>➤ 100 Sheet Stack by Pass</li><li>➤ 999 Continuous Copying</li><li>➤ Digital Memory Sorting</li><li>➤ Max. Copy Size A-3</li><li>➤ Built in Duplex Copying &amp; Printing</li><li>➤ Scan once, Print-Many</li><li>➤ Zoom Range 25% To 400% &amp; 1% Increment</li><li>➤ Built in Network Color Scanner A3 size</li><li>➤ Built in Network Printer A3 Size</li><li>➤ Pass Word Functions for Users</li></ul>
02	01	Fax Machine	<ul style="list-style-type: none"><li>➤ Plain Paper Laser Heavy Duty Fax Machine</li><li>➤ 5-Line Black &amp; White LCD Display</li><li>➤ Print Speed 10 PPM</li><li>➤ Memory 64 MB</li><li>➤ Fax Memory 512 Pages</li><li>➤ Paper Size A4 / Legal</li><li>➤ 129 Group Dials / Destinations</li><li>➤ 30-Sheet ADF</li><li>➤ Paper In Support 150 Sheet Cassette</li><li>➤ Including Hand Set</li><li>➤ Print Resolution Up To 600*600 dpi</li><li>➤ Modem Speed Super-G3 33.6 Kbps</li><li>➤ Max Copy Copies: Up To 99 Copies</li><li>➤ Zoom: 50% - 200%</li><li>➤ One Touch Dial: 30 Dial</li></ul>
03	01	Scanners	<ul style="list-style-type: none"><li>➤ Speed: 10 PPM</li><li>➤ Scanning side: Front / Back / Duplex</li><li>➤ Multi Page Scanning, Scan both side of Page automatically</li><li>➤ Scanning modes: B &amp; W, Color Gray scale &amp; 24bit Color</li><li>➤ ADF Capacity: 50 Sheets Capacity ADF</li><li>➤ Scanning Resolution: 600 dpi Resolution</li><li>➤ Hi - Speed USB 2.0</li></ul>
04	2	Microsoft Office Professional Suite	<ul style="list-style-type: none"><li>➤ Latest Microsoft Office Suite Professional Edition</li><li>➤ Package of 1 Licensed per 5 user</li></ul>





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**Khyber Road Peshawar**

**BIDDING DOCUMENTS**

The Bidding Terms & Conditions are as under: -

1. The bids should be valid for a period of 90 Days from the date of opening.
2. The firm should be registered with the income tax and sales tax authorities and reflected on Active Taxpayer List and will produce the proof of the same along with profiles containing relevant experience, past performance, capability with respect to personnel etc) with the bids. The firms having experience in supply of required equipments to Govt. organization must attach copies of purchase orders with their bids.
3. 3.1 The bid must accompany bid security @ 02% of total value of the bid in the form of Call Deposit / Bank Draft (refundable) drawn in favor of Project Manager, RB & DC. Sealed bids along with Call Deposit/Bank Draft must reach the undersigned not later than 1000 hours on Date 13-06-2016 which will be opened in front of Purchase Committee on the same date at 1100 hrs in presence of bidders or their authorized representatives who may choose to be present.  
3.2 Bids without bid security of the required amount and shape will not be entertained.
4. Prices should be quoted in Pak Rupees only.
5. Rates must be inclusive of all Govt: Applicable Taxes.
6. Bid Security of the unsuccessful bidders will be released after signing of contract / issuing of Purchase Order to the successful bidder.
7. The successful bidder shall supply the ordered goods within 15 days after signing the contract agreement/ issuance of purchase order to the office of undersigned.
8. The successful bidder will provide performance guarantee equivalent to 10% of the bid value in the shape of Bank Guarantee for warranty period in favor of Project Director, RB & DC
9. Warranty period as required under clause 10 should be mentioned in the quotations.
10. You are required to provide one year warranty and two years maintenance service for the item delivered under the contract. If during warranty period, the equipment supplied fail to give satisfactory performance and found defective the successful bidder will rectify the defect at its own cost within a reasonable time, failing which the equipment should be replaced with new one(s) without any cost.
11. In case the successful bidder(s) fail to supply the ordered goods within 15 days his purchase order will be supposed to be cancelled, performance guarantee will be confiscated, and as the case may be shall proceed for blacklisting and the purchase order will be placed to next-lowest bidder(s).
12. If any of the given specifications/parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by the Authority.
13. No advance payment will be permissible.
14. The payment will be made after successful supply, installation and test run of all requisite items.



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15. The lowest offer will be accepted, meeting the quality needs and ensuring value for money.
16. The firm concerned will be responsible for providing technical manual / circuit diagrams and training to the end users.
17. The undersigned shall not be responsible for any postal or courier delays.
18. The quantity of the required items may be increased or decreased on the basis of available budget.
19. Any attempt by a Bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in disqualification of the firm.
20. The Competent Authority of RB & DC reserves the right to accept or reject any or all bids as per rule 47 of KPPRA Rules, 2014.

**(Najam Uz Zaman)**  
**Project Manager**  
**(091-9223589)**