TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

No.TCP/IT/Purchase/Laptop/22 Tuesday, the 18th July, 2023

PROCUREMENT OF FIVE LAPTOP AND FIVE PRINTERS

INVITATION FOR BIDS

Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites bids/offers for procurement of Five (5) Laptop and Five (5) Printers, subject to the terms and conditions specified in ***'Tender Document'.***

2. Interested firm(s) registered with Income Tax, Sales Tax authorities and active on tax payer list, may submit their bids/offers alongwith required bid money on the basis of **single stage one envelope procedure** to be dropped in the tender box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shahra-e-Faisal, Karachi, upto 1100 hours on 2nd August, 2023 at 11:30 AM. The bids shall be opened in the TCP's Board Room on the same day at 11:30 hours, in the presence of bidders or their authorized representatives who may wish to be present.

3. Documents containing detailed Tender Terms and Conditions and application can be purchased on payment of Rs.500/- (non refundable) on all working days (Monday to Friday) from 8:00 a.m. to 4:00 pm from following offices or can be downloaded from TCP's website (www.tcp.gov.pk) as well as PPRA's website (www.ppra.org.pk) till 10:30 hrs on 2nd August, 2023 for which a separate pay order of Rs.500/- must be submitted in favour of "Trading Corporation of Pakistan (Pvt) Ltd," alongwith the bid documents, otherwise the bid(s) will be declared as non-responsive.

i) Deputy Manager (Cash), Trading Corporation of Pakistan (Pvt) Ltd., Block-B, 4th Floor, Finance & Trade Centre, Shahra-e-Faisal, Karachi (Phone No.021-99202947-49 Ext-235).
ii) General Manager, Regional Office, Trading Corporation of Pakistan (Pvt) Ltd., 2nd Floor, LDA Plaza, Egerton Road, Lahore. (Phone No.042-99206065-7).
iii) General Manager Regional Office, Trading Corporation of Pakistan (Pvt) Ltd. House No. 47, Street 2, PHAF Residencia, Kurri Road, Islamabad (Phone No.051-9450441- 42).

4. The bidder(s) which have defaulted in its contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. The bidder(s) which have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s), unless they clear their dues alongwith penalties or fulfill their contractual obligations with TCP before opening of the bids. Detailed requirements are indicated in the Tender Document containing tender terms & conditions. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPR-2004.

18/07/2023

(Sayed Basit Qadir)
General Manager (IT)

Trading Corporation of Pakistan (Pvt.) Limited
4th & 5th Floor, Block B, Finance & Trade Center,
Shahrea Faisal, Karachi. 75530
(Pakistan)

EMERGING PAKISTAN

www : tcp.gov.pk
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Email: tcp@tcp.gov.pk

TENDER DOCUMENT FOR PURCHASE OF FIVE (5) LAPTOPS AND FIVE (5) PRINTERS

1. Invitation For Bids: -

1.1. Trading Corporation of Pakistan Private Limited ('**TCP**') intends to purchase five (5) Laptops and five (5) Printers at TCP's Principal Office, 4th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi.

1.2. The contract for supply of brand new **Laptops and Printers (as defined in clause-2) of internationally reputed brands,** as above shall be governed by the relevant rules & regulations, laid down by the Federal Government or concerned agency/ies, authority/ies.

1.3. Interested firms may submit their bids/offers alongwith required bid money on the basis of **single stage one envelope procedure** to be dropped in the tender box placed at the reception counter of TCP at 4th Floor, Block-B, Finance & Trade Center, Shahra-e-Faisal, Karachi, up to 1100 hours on 2nd August 2023. The bids shall be opened in the TCP's Board Room on the same day at 11:30 hours, in the presence of bidders or their authorized representatives who may wish to be present.

2. SPECIFICATIONS: -

2.1. Laptop:

2.1.1. Generation	12th Generation
2.1.2. Processor	Intel Core i7
2.1.3. RAM	8 GB DDR4
2.1.4. Storage Drive	512 GB SSD
2.1.5. Display & Size	15.6" FHD LED
2.1.6. Operating System	Windows-10 Licensed

2.2. Printer:

2.2.1. Processor Speed	12 Mhz
2.2.2. Memory	256 MB
2.2.3. Network	10/100/1000 Ethernet
2.2.4. Duplex Printing	Yes (Automatic)
2.2.5. Print Quality	1200 x 1200 dpi
2.2.6. Print Speed	38 page per minute
2.2.7. Paper Trey	Tray-I 100 sheets and Tray-II 250 sheets
2.2.8. Tonner Yield	3,000 pages

2.3. The Laptops/Printers and their all-associated parts, installation material and cables, ties, and other accessories, whatsoever, shall be brand new in all respect.

3. WARRANTY:

3.1. The bidder shall provide one year local onsite warranty for the replacement of parts/service of the supplied equipment and parts wherever relevant alongwith one year after sale service.

3.2. The repair of any part shall not be accepted, under warranty. Same shall be replaced with brand new original /genuine part, if required.

4. BASIS OF OFFERS / PRICE

4.1. The price shall be quoted in Pak Rupees only.

4.2. The quoted price shall be inclusive of all taxes, expenditure, including transportation, installation charges, warranty charges, and other charges, if any, whatsoever.

4.3. TCP shall only be responsible for the price, on which the contract shall be awarded. Any claim, beyond this amount shall not be entertained, under any circumstances.

Trading Corporation of Pakistan

4.4. The bidders will have no rights to change their stance, in respect of price, specification and requirement, once the bid is dropped.

4.5. TCP reserves the right to accept or reject any or all offers wholly or partially as per PPR-2004.

5. **ELIGIBILITY CRITERIA**

5.1 The firm must provide NTN, GST registration number issued by Federal Board of Revenue/Sind Revenue Board. Income Tax, GST/SST as applicable must be mentioned separately.

5.2. Bidder must be in Active Tax Payer list (attach Copy)

5.3 The Bidder must attach valid Distributorship/Dealership/Partnership certificate from the original manufacturer /principal authorizing the bidder to sell their products in Pakistan particularly Laptops and Printers valid till 31st December, 2023.

5.4. The bidder should certify the period / experience since their firm is involved in this business (which should not be less than five (5) years for eligibility) and the period of firms association with the principal who's products are being offered.

5.5. The bidder should have accomplished two similar projects during last two (2) years (Laptops / Printers supply and installations). The list of such projects be attached with name and contact numbers of the clients.

5.6 List of major clients in last two (2) years.

5.7 The firm(s) who had defaulted in its contract(s) awarded by TCP or any other Government entity is not eligible to participate in the tender. The firm(s) who have not fulfilled their contractual obligation with TCP shall also not be eligible to participate in the Bid(s), unless they clear their dues alongwith penalties or fulfill their contractual obligations with TCP.

5.8 The firm should not be blacklisted by TCP or any other Government entity. An affidavit to this effect shall be attached.

6. **BID EVALUATION CRITERIA**

6.1 Lowest responsive Bidder shall be awarded the contract.

6.2 TCP can ask for any details or information, in respect of the offer submitted by the bidder, under provision of Public Procurement Rules, 2004. However, the original bid shall be treated for the evaluation purpose.

7. **VALIDITY:**

Offers should be valid up to 60 days, w.e.f. opening of bids.

8. **BID SECURITY / PERFORMANCE GUARANTEE:**

8.1 Bid shall be accompanied in original by a Bid Security worth Rs.75,000/- in the shape of a Demand Draft or Pay Order in Pak Rupees, which shall be forfeited if bidder failed to sign the contract within seven (7) days of issuance of letter for award of contract.

8.2 Bid Bond of the unsuccessful Bidder(s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful Bidder(s).

8.3 Successful Bidder shall be required to submit a Performance Guarantee within 7 days of issuance of award letter, equivalent to five percent (5%) of the quoted amount in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited, which will be returned after successful completion of the support period, upon the satisfactory working of laptops and Printers, including other services, in accordance with Tender Terms & Conditions and settlement of any/all claims. No claim shall lie against the Buyer in respect of interest on Performance Guarantee regardless of the time of its release.

9. **FORFEITURE OF BID BOND/PERFORMANCE GUARANTEE:**

9.1. Performance guarantee shall be forfeited if the bidder(s) fails to accept award letter or Fails to supply the goods within the specified period as per contracted terms and conditions.

9.2. Commits any breach of contract or fails to fulfill any terms or conditions of the contract.

Trading Corporation of Pakistan

10. SUBMISSION OF BIDS:

10.1 Interested parties may submit their bids in sealed envelopes to be dropped in the Tender Box placed at reception Counter of TCP at 4th Floor, Block "B", Finance & Trade Centre, Shahra-e-Faisal, Karachi on 2nd August, 2023 **latest by 1100 hours (11:00 am)**. Bids received through fax, email, cable, courier or any other means except as prescribed above shall not be considered.

10.2 The bids received will be opened at 11.30 am on the same day (thirty minutes after deadline for submission of bid) in the TCP Board Room in presence of bidders or their authorized representatives who may wish to be present.

10.3 All bids must be submitted on the prescribed proforma given at Annexure-I and II (along with original receipt of purchase of tender documents in the name of Bidder).

11. DOCUMENTS CONSTITUTING CONTRACT:

The IFB (Invitation for Bids), the Terms & Conditions of Tender, Bid/offer submitted by the bidder and the Letter of acceptance Issued by the TCP shall constitute the Contract between the Buyer and the Seller.

12. DELIVERY / INSTALLATION SCHEDULE:

12.1 The supply of the equipment shall be positively completed within 1 **week or earlier**, after award of the contract.

12.2 The bidder shall be responsible to arrange the smooth installation / configuration of Laptops/Printers, according to the entire satisfaction of the TCP.

12.3 In case of delay in supply / installation due to unrest situation of the City, same shall be brought into the notice of General Manager (IT), with sufficient proof, before the last due date.

13. AFTER SALE SERVICE AND ASSISTANCE:

13.1 The bidder shall provide the free service and warranty of the Laptops and Printers for one year, after completion of supply/installation of the Laptops/Printers.

13.2 The bidder should clearly mention the maximum time required for the replacement of the affected part(s), in case of warranty claim from principal and incase of more than 72 hours the vendor should replace the affected part(s) from their in house inventory.

13.3 In case if more than 72 hours are required for the repairs of PC with new parts, the supplier will provide a backup unit before commencement of repairs.

13.4 TCP can call the vendor for assistance in TCP's premises any time during office hours. The bidder shall be responsible to respond within 2-3 hours, upon receipt of intimation from TCP.

14. PAYMENT:

14.1 The payment shall be processed by TCP, after successful completion of installation and its successfully working, as per required terms & conditions after one week of installation / configuration.

14.2 The seller shall submit the following documents to process the payment: -

14.3 Seller's Invoice.

14.4 Warranty Certificate to be issued on Stamp Paper, alongwith signed copy of document, as per Contract.

14.5 Copy of Sales Tax Certificate.

14.6 Copy of Income Tax Certificate / NTN Certificate.

15 CANCELLATION OF CONTRACT:

If the Seller fails to provide and delivery the Laptops/Printers, as per specifications and within the specified period, the Buyer shall be entitled at his option to cancel the contract and recover the damages besides

Trading Corporation of Pakistan

16 **ARBITRATION:**

Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the Buyer and Seller. Should the parties fail to come to an amicable settlement the same shall be referred to the Chairman TCP, for final decision. The decision of Chairman TCP shall be final and binding on both the parties i.e. Seller &TCP.

17 **Bidder Must Provide the following documents along with Bid form**

17.1 NTN Certificate.

17.2 GST/SST Registration certificate and Professional Tax Certificate.

17.3 Proof of inclusion in Active Tax Payerlist.

17.4 Distributorship/Dealership/Partnership Certificate.

17.5 CV's of Technical Staff employed with supplier.

17.6 Proof of five (5) years experience.

17.7 Projects completed with contacts details.

17.8 Undertaking on letter head as per clause 5.7.

17.9 Undertaking on letter head as per clause 5.8.

17.10 Laptops/Printers specifications and features.

17.11 Bid Security as per clause 8.1

17.12 Delivery Installation Schedule as per clause 12

17.13 After Sales Service undertaking as per clause 13

17.14 List of major clients in last two (2) years.



ANNEXURE –I

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR LAPTOPS

1. **Name & Address of Bidder:** _____

   _____

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

2. **Brand of Server:** _____*(the detailed broacher is enclosed)*

3. **Specifications** _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

4. **Quoted Price in digits** Rs. _____*(inclusive of all applicable taxes, duties, etc.)*

5. **Quoted Price in words** Rupees_____

   Rupees_____*(inclusive of all applicable taxes, duties, etc.)*

6. **Amount of Bid Bond in digits** Rs. _____

7. **Amount of Bid Bond in words** Rupees _____

8. **We shall abide by all the terms and conditions of the tender.**

9. **We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**

please think again, before signature the bid, no alteration shall be allowed by TCP at belated stage under any circumstances, whatsoever

Signature: _____

Name: _____

Designation: _____

CNIC No. _____-_____-__ *(copy enclosed)*

Date: _____

Stamp: _____



ANNEXURE –II

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR PRINTERS

1. **Name & Address of Bidder:** _____
   Telephone: _____
   Fax: _____
   Email: _____
   Sales Tax Registration No. _____
   National Tax No. _____
2. **Brand of Workstation:** _____ *(the detailed broacher is enclosed)*
3. **Specifications** _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
4. **Quoted Price in digits** Rs. _____ *(inclusive of all applicable taxes, duties, etc.)*
5. **Quoted Price in words** Rupees _____
   Rupees._____ *(inclusive of all applicable taxes, duties, etc.)*
6. **Amount of Bid Bond in digits** Rs. _____
7. **Amount of Bid Bond in words** Rupees _____
8. **We shall abide by all the terms and conditions of the tender.**
9. **We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.**

please think again, before signature the bid, no alteration shall be allowed by TCP at belated stage under any circumstances, whatsoever

Signature: _____
Name: _____
Designation: _____
CNIC No. _____-_____-_____ *(copy enclosed)*
Date: _____

Stamp: _____

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