TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE

No. TCP/IT/E-Office-2/2021-22 Dated: 07-03-2022

PROCUREMENT OF SEVENTY FIVE (75) CORE I5 4TH GENERATION BRANDED DESKTOP COMPUTERS

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 seventy five (75) Core i5 4th Generation Branded Desktop computers, 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 24-03-2022. 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 9:00 a.m. to 5:00 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 24-03-2022 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) Manager Incharge 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.

7/3/22

(Farman Ali Chohan)
GM (Admin & Coordination)
021-99207542

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

No. TCP/IT/E-Office-2/2021-22 Monday, the 7th March, 2022

TENDER DOCUMENT FOR PROCUREMENT OF SEVENTY FIVE (75) CORE I5 4TH GENERATION BRANDED DESKTOP COMPUTERS

1. Invitation For Bids: -

1.1. Trading Corporation of Pakistan Private Limited ('**TCP**') intends to purchase seventy five (75) Core i5 4th Generation Branded Desktop Computers (Refurbished), at TCP's Principal Office, 4th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi.

1.2. The tender for supply of **refurbished Core i5 4th Generation branded desktop Computers (as defined in clause 2.1)** shall be governed by the relevant rules and regulations, laid down by the Federal Government or concerned agency/ies, authority/ies.

1.3. Interested firms registered with Income Tax, Sales Tax authorities and active on tax payer list may submit their bids/offers alongwith required Earnest 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 24-03-2022. 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. Dell/HP Desktop PCs or EQUIVALENT :

2.1.1. Case	Desktop
2.1.2. Generation	4th Generation
2.1.3. Processor	Intel 4570/T/S or equivalent
2.1.4. Motherboard	Intel Q85 or equivalent
2.1.5. RAM	8 GB DDR3
2.1.6. Hard Drive	256 GB Solid State Drive
2.1.7. Display & Size	LED Wide 19"
2.1.8. Accessories	Keyboard and Mouse
2.1.9. Cables	Power &VGA Cables

3. WARRANTY:

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

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, 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.

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

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(s) who had defaulted in its contract(s) awarded by TCP or any other Government entity is/are not eligible to participate in the tender. Undertaking to this effect be submitted on the letter head of the bidder. The bidder(s) which 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.

5.4. The bidder must not be blacklisted by TCP or any other Government entity. An undertaking to this effect shall be attached on letter head of the bidder.

5.5. The bidder must not have litigation history with TCP. An undertaking to this effect shall be attached on letter head of the bidder.

5.6. Bids submitted without original receipt of purchase of tender document shall not be considered.

5.7 Bids submitted without 2% Earnest Money shall not be considered.

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:

7.1. Offers should be valid up to 20 days, w.e.f. opening of bids.

8. EARNEST MONEY/ PERFORMANCE GUARANTEE:

8.1. Bids shall be accompanied in original by an Earnest Money equivalent to two percent (2%) of the value of the offered price in the shape of a Demand Draft or Pay Order in Pak Rupees in favour of Trading Corporation of Pakistan (Pvt) limited.

8.2. Earnest Money 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.

8.3 Successful Bidder is 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 warranty period, upon satisfactory working of computers, including other services, as required from the supplier, in accordance with Tender Terms & Conditions and settlement of any/all claims.

9. FORFEITURE OF EARNEST MONEY/PERFORMANCE GUARANTEE:

9.1 Fails to accept award letter or supply the goods within the specified period.

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

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 **24-03-2022 (11:00 am)**. Bids received through fax, email, 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 (along with original receipt of purchase of tender documents in the name of Bidder).

11. Bidder Must Provide the following documents along with Bid form

11.1 NTN Certificate.

11.2 GST/SST Registration certificate.

11.3 Proof of inclusion in Active Tax Payer list.

11.4. Undertaking on letter head as per clause 5.3.

11.5. Undertaking on letter head as per clause 5.4

11.6. Undertaking on letter head as per clause 5.5

11.7. Original receipt of purchase of tender document as per clause 5.6

11.8 Earnest money equivalent to 2% of the value of offered price in the shape of Demand Draft or Pay order.

12 DOCUMENTS CONSTITUTING CONTRACT:

12.1. 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.

13 DELIVERY SCHEDULE:

13.1 The supply of the equipments shall be positively completed within **15 days or earlier**, after award of the tender.

13.2 In case of delay in supply due to force majeure, the same shall be brought into the notice of Manager (IT Cell), with sufficient proof, before the due date.

14. PAYMENT:

14.1 The payment shall be processed by TCP, after completion of delivery as per required specifications and its satisfactory working, as per required terms & conditions.

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.

14.5 Copy of Sales Tax Certificate.

14.6 Copy of Income Tax Certificate / NTN Certificate.

14.7 Taxes will be deducted as per law.

15. CANCELLATION OF CONTRACT:

If the Seller fails to provide equipments, as per specifications and within the specified period, the Buyer shall be entitled at his option to cancel the contract and forfeiture of Earnest Money/Performance Guarantee. The Buyer shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

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 award of Arbitrators to be nominated one each by the Seller and the Buyer within fifteen days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and

binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration Act 1940.

ANNEXURE –I

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM

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

   _____

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

2. **Core i5 4th Generation branded desktop Pcs:** _____

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 2% Earnest Money in digits** Rs. _____

7. **Amount of 2% Earnest Money 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 signing the bid, no modification shall be allowed by TCP at belated stage under any circumstances, whatsoever

Signature: _____

Name: _____

Designation: _____

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

Date: _____

Stamp: _____