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

No.TCP/IT/Purchase/Printers/22 Tuesday, the 27th February, 2024

PROCUREMENT OF DESKTOP COMPUTERS, PRINTERS, SCANNERS AND COMPUTER EQUIPMENT

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 Desktop Computers, Printers, Scanners and Computer equipment, subject to the terms and conditions specified in ***'Tender Document'.***

2. Interested firm(s) registered with Income Tax, Sales Tax authorities and active on taxpayer lists, may submit their bids/offers alongwith required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system upto 1100 hours on 15-03-2024.

3. Documents containing detailed Tender Terms and Conditions and application 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 15-03-2024. Bid must be supported with Bid Security as shown in the bidding document (Re-fundable) in the shape of Bank Draft in favour of Trading Corporation of Pakistan (Pvt) Ltd. The Bidders will submit scanned copy of Bid Security online on EPADS system and original will submit to TCP before the opening of tender otherwise the bid(s) will be declared as non-responsive.

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.

27/02/2024

(Sayed Basit Qadir)
General Manager (IT)

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EMERGING PAKISTAN

TENDER DOCUMENT FOR PROCUREMENT OF DESKTOP COMPUTERS, PRINTERS, SCANNERS AND COMPUTER EQUIPMENT

1. Invitation For Bids: -

1.1. Trading Corporation of Pakistan Private Limited ('**TCP**') intends to purchase of Five (5) Desktop Computers, Eleven (11) Printers, Seven (7) Scanners, Two (2) Portable Drive and Two (2) Wifi Access Point devices at TCP's Principal Offices, Karachi, Regional Office Islamabad and Southern Office, Multan.

1.2. The contract for supply of brand-new **Desktop Computers, Printers, Scanners and Computer Equipment (as defined in clause-2) of 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 firm(s) registered with Income Tax, Sales Tax authorities and active on taxpayer lists, may submit their bids/offers alongwith required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system upto 1100 hours on 15-03-2024.

2. SPECIFICATIONS (Minimum Requirements): -

2.1. Desktop Computer:

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	19.5" FHD LED
2.1.6. Operating System	Windows-11 Licensed
2.1.7. Connectivity	NIC (Network Interface Card)
2.1.8. Keyboard and Mouse	USB Supported

2.2. Printer:

2.2.1. Processor Speed	1200 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	40 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 Scanner:

2.3.1	Scanning Speed	Color/Black-and-white/grayscale: up to 40 ppm
2.3.2	ADF	Yes
2.3.3	Connectivity	USB 2.0
2.3.4	Output format	TIFF, JPEG, RTF, BMP, PDF, searchable PDF, PNG, word Supported.
2.3.5	Output Resolution:	100 / 200 / 250 / 300 / 400 / 600 / 1200 dpi

2.4 Portable Drive:

2.4.1	Capacity	2 TB SSD
2.4.2	Interface	UPS 3.1 Gen 2
2.4.3	Type	USB Type C to USB Type A/USB Type C to USB Type C

2.5 Wifi Access Point Devices:

2.5.1	Speed	574 Mbps on 2.4 GHz and 4804 Mbps on 5 GHz
2.5.2	Centralized Management	Yes
2.5.3	No. of Antenna	08
2.5.4	GB Ethernet Port(s)	Yes
2.5.5	Concurrent Users	50 users

3. BASIS OF OFFERS / PRICE

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

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

3.3. 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.

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

4. ELIGIBILITY CRITERIA

4.1 The bidder/firm must register with Income Tax, Sales Tax authorities and active on taxpayer lists

4.2 The Bidder must attach valid Distributorship/Dealership/Partnership certificate from the original manufacturer /principal authorizing the bidder to sell their products in Pakistan valid till 30th September 2024.

4.3 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 firm's association with the principal who's products are being offered.

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

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

4.6 The Bidder/firm must have an established/registered office in Karachi, Islamabad, and Multan.

4.7 The bidder(s) / 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 bidder(s) / 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. The bidder/firm should not be blacklisted by TCP or any other Government entity. An affidavit to this effect shall be attached as per format at Annexure-I.

5. BID EVALUATION CRITERIA

5.1 Lowest responsive Bidder shall be awarded the contract.

5.2 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.

6. VALIDITY:

Offers should be valid up to 30 days, w.e.f. opening of bids.

7. BID SECURITY / PERFORMANCE GUARANTEE:

7.1 Bid Security worth Rs.150,000/- in the shape of a Demand Draft or Pay Order in Pak Rupees and submit to TCP before the opening of tender. The Bidders will submit a soft copy of Bid Security online on EPADS system otherwise the bid(s) will be declared as non-responsive. Bid Security shall be forfeited if the bidder failed to sign the contract within seven (7) days of issuance of letter for award of contract.

7.2 Bid Security 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).

7.3 Successful Bidder(s) 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 Desktop Computers, Printers, Scanners and computer equipment, 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.



8. FORFEITURE OF BID BOND/PERFORMANCE GUARANTEE:

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

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

9. SUBMISSION OF BIDS:

9.1 Interested firm(s) registered with Income Tax, Sales Tax authorities and active on tax payer lists, may submit their bids/offers alongwith required bid money on the basis of single stage one envelope procedure on PPRA, e-Procurement EPADS system upto 1100 hours on 15-03-2024. Bids will be received only from those firm(s)/bidders(s) who registered with PPRA Procurement on EPADS System. Bids received through fax, email, cable, courier or any other means except as prescribed above shall not be considered.

9.2 All bids must be submitted through EPADS as per prescribed proforma given in Annexure-II, III, IV, V and VI.

10. 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.

11. DELIVERY / INSTALLATION SCHEDULE:

11.1 The supply of the equipment shall be positively completed within **15 days or earlier**, after award of the contract.

11.2 The bidder shall be responsible for the smooth installation / configuration of Desktop Computers, Printers, Scanners and Computer Equipment, according to the entire satisfaction of the TCP.

11.3 In case of a 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.

12. AFTER SALE SERVICE AND ASSISTANCE:

12.1 The bidder shall provide the free service and warranty of the Desktop, Printers, Scanners and Computer Equipment for one year.

12.2 In the case more than three (3) working days are required for the repairs of Desktop computers, Printers, Scanners and Computer Equipment with parts, the supplier will provide a backup unit before commencement of repairs.

12.3 TCP can call the vendor for assistance on 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.

13. PAYMENT:

13.1 The payment shall be processed by TCP, after successful completion of installation and its satisfactory working, as per required terms & conditions within thirty days.

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

13.2.1 Seller's Invoice.

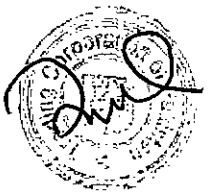
13.2.2 Warranty Certificate to be issued on Stamp Paper, alongwith signed copy of document, as per Contract.

13.2.3 Copy of Sales Tax Certificate.

13.2.4 Copy of Income Tax Certificate / NTN Certificate.

14 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 forfeiture of Performance Guarantee. The Buyer shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.



15 **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.

16 **Bidder Must Provide the following documents alongwith Bid Security**

16.1 NTN Certificate.

16.2 Sales Tax Registration certificate.

16.3 Proof of inclusion in Active Tax Payer list as on the date of submission of bid.

16.4 Distributorship/Dealership/Partnership Certificate.

16.5 CV's of Technical Staff employed with supplier.

16.6 Proof of five (5) years' experience.

16.7 Projects completed with contacts details.

16.8 Affidavit on stamp paper as per clause 4.7 as per format at Annexure-I.

16.9 Desktop Computers, Printers, Scanners and Computer Equipment specifications and features.

16.10 Delivery Installation Schedule as per clause 11

16.11 After Sales Service undertaking as per clause 12

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

ANNEXURE –I

ON STAMP PAPER OF PKR.100/-

AFFIDAVIT

I/We holding CNIC/passport No. ID/Company Registration No. _____(where applicable).

1. That I/we had never been blacklisted by TCP or any Government department/autonomous body.

2. That I/we have fulfilled previous contractual obligations with TCP before Tender opening date, if any.

3. That whatever is stated above is true and correct to the best of my/our knowledge and belief.

DEPONENT(S)

Messrs. _____

_____

_____

Official Stamp

ANNEXURE –II

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR DESKTOP COMPUTERS

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

   _____

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

2. **Brand of PC:** _____ *(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 –III

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 Printer:** _____ *(the detailed broacher is enclosed)*
3. **Specifications** _____
   _____
   _____
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   _____
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 –IV

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR SCANNERS

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

   Telephone: _____

   Fax: _____

   Email: _____

   Sales Tax Registration No. _____

   National Tax No. _____

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

3. **Specifications** _____

   _____

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   _____

   _____

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 –V

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR PORTABLE DRIVE

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

_____

Telephone: _____

Fax: _____

Email: _____

Sales Tax Registration No. _____

National Tax No. _____

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

3. **Specifications** _____

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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 –VI

TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED

BID FORM FOR WIFI ACCESS POINT DEVICES

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

_____

Telephone: _____

Fax: _____

Email: _____

Sales Tax Registration No. _____

National Tax No. _____

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

3. **Specifications** _____

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_____

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: _____