

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

INVITATION OF SEALED BIDS

Sealed Tenders/Quotations are invited for supply of following items/office equipments for official use in Prime Minister's Office (Internal) :

SR.	NOMENCLATURE	QTY.	SPECIFICATIONS
a.	LASERJET PRINTERS ALONG WITH THEIR TONERS (BLACK)	07 Nos.	<ul style="list-style-type: none"> > PRINTERS WITH CONSUMABLES (BLACK) – ORIGINAL • Paper Size : A4----Legal(F-6)----A5----A6----B5----(A3 optional) • Paper Type : Postcards---Lables---Card---Stocks---Transparencies---Paper (Laser---Plain---Photo---Rough---Vellum)---All size envelopes. • Paper weight to be printed : 60 gram – 210 gram • Monthly Print Volume : 3,000 & above • Outer Tray + Bypass Tray
b.	MULTI-FUNCTION LASERJET PRINTER (Color + Black & White)	02 Nos.	<ul style="list-style-type: none"> > MULTI FUNCTION LASERJET PRINTER (WITH CONSUMABLE) – ORIGINAL > Fax – Scanner – Printer – Duplexer – Copier > Same as above
c.	BRANDED COMPLETE COMPUTER SYSTEM / SET i-3	07 Nos.	<ul style="list-style-type: none"> > BRANDED COMPLETE COMPUTER SYSTEM / SET i-3 • Complete System with original Multi-software • RAM: 4GB (Branded) --- Hard Disk: 500 GB to 1TB --- Sound / VGA Built-in --- Super Drive/DVD R/W --- LAN Card --- Intel Mother Board
d.	BRANDED LAPTOPS i-5 / i-7	02 Nos.	<ul style="list-style-type: none"> > BRANDED COMPLETE COMPUTER SYSTEM i-5 / i-7 • Complete System with original Multi-software • LCD/LED (18.5") + Key Board & Mouse (same Brand) • RAM: 4GB (Branded) --- Hard Disk: 500 GB to 1TB --- Sound / VGA Built-in --- Super Drive/DVD R/W --- LAN Card --- Intel Mother Board
e.	LCDs / LEDs	05 Nos.	<ul style="list-style-type: none"> > LCDs / LEDs • 18.5" / 19" / 20" --- Power Cables with Adapters
f.	WINDOWS LICENSE & MS OFFICE	02 each	<ul style="list-style-type: none"> • 02 x Windows License • 02 x MS Office
Warranty & Other Requirements			<ul style="list-style-type: none"> ❖ Complete software CDs & Back up must be ensured. ❖ Local warranty 01 year ❖ 01 year free service only. ❖ The specifications must be same or equivalent. ❖ Operating procedures/parts/accessories being operated in Asia.

2. The firm/supplier must be included in the ACTIVE TAX PAYER LIST (ATL) of FBR & registered with GST / NTN.
3. Interested bidders should send their UNCONDITIONAL tenders/quotations.
4. Quotations should indicate "TECHNICAL PROPOSALS" & "FINANCIAL PROPOSALS" in separate sealed envelopes. The envelopes should also indicate "QUOTATION FOR".
5. The quotations should be addressed to THE GENERAL STAFF OFFICER 2, PRIME MINISTER'S OFFICE (INTERNAL) ISLAMABAD.
6. The "TECHNICAL & FINANCIAL PROPOSALS" will be accepted upto **13 November, 2017** till 1100 hours which will be opened on the same day at 1130 HOURS. All bids will be opened in the presence of bidders or their representatives (who wish to be present).
7. DETAILED TERMS & CONDITIONS, LIST OF ITEMS & COMPLETE SPECIFICATIONS can be obtained from **DAK WINDOW / R&I SECTION, GATE NO. 2, PRIME MINISTER'S OFFICE (INTERNAL)** during office hours at a cost of Rs. 500/- (non-refundable).
8. Successful bidder has to deposit a security NOT EXCEEDING THAN 5% (refundable at the end the contract period) as earnest money through bank draft in respect of D.D.O. PRIME MINISTER'S OFFICE (INTERNAL), ISLAMABAD.
9. Further information in this regard, if any, can also be sought during office hours on ☎: 051-9008305.


- i. Overwriting and cutting will not be accepted.
- ii. All rates must be quoted including All Federal Government Taxes.
- iii. Quotations will only be accepted on the given format duly stamped & signed
- iv. If required samples must be provided. Any requirement must be met on demand


**Major
General Staff Officer 2
(Muhammad Asif)**
 ☎: 9008305

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

TERMS & CONDITIONS
FOR PURCHASE OF ITEM / OFFICE EQUIPMENTS (ORIGINAL)

1. Only registered firms/suppliers with Active Taxpayers List (ATL of FBR) NTN and GST are eligible to apply.
2. The firm/supplier will be responsible for all the security measures and ensure the confidentiality during and after the contract period and will be considered liable in case of breach, if any.
3. The bidders will have to supply attested photocopies of valid GST registration number, NTN as well as their company / factory / firm profile (Account number / Name of Bank / Branch).
4. Proper Address, Landline, Mobile Numbers must be provided with the names of the owner(s) / representative(s). In case the purchase committee wishes to visit the site at any time.
5. The competent authority reserves the right to reject all tenders/quotations at any time prior to the acceptance of a tender or quotation. This office shall communicate with the bidder(s) the grounds, in case of rejection of the bids, upon request. However it is not required to justify those grounds.
6. Call deposit/Bid security not exceeding than 5% of total prices for each equipment must be submitted for each along with the quotation through bank draft in respect of D.D.O. PM's Office (Internal), Islamabad, which will be returned upon end of the contract & service period.
7. All purchases shall be made on credit memo/bills etc. and payment will be arranged through AGPR, Islamabad.
8. All requirements including after sale service must be met on emergent basis.
9. The successful bidder/bidders would supply items in original within 15 days after the issuance of supply order by this Office.
10. All prices must be quoted inclusive of all government taxes. It is not mandatory for the firm to quote rates for all items mentioned in the list. However rates for all the equipments/toners of same specifications must be quoted.
11. If any item is found defective, it will be returned or exchanged with the new/original one. In case of failure to supply or supply of substandard items the contract will be terminated immediately with confiscation of the performance guarantee.
12. Arrangements must be made for supply of required Equipments and their related accessories etc. as well as after sale services even at odd hours/during holidays, if required, at any time will also have to be made by the supplier.
13. All the Equipments and their related accessories etc. must be brand new and according to standard/specifications (or equivalent – subject to conditions) of tender documents.
14. The bids/offers conditional / contrary to the specifications mentioned in the tender document will be turned down.


Major
General Staff Officer – II
(Muhammad Asif)