

NATIONAL ASSEMBLY SECRETARIAT

No.F.21(10)/2022-23/Admn

Islamabad, the 18th May, 2023.

TENDER NOTICE

Sealed Tenders are invited single stage two envelopes procedures from reputable firms for the supply of following office equipment/furniture at Parliament House, Islamabad:-


S.No.	Name of equipment	Quantity
1.	Plain Paper Copiers (25-30 CPM)	15
2.	Fax Machines	10
3.	Scanners	10
4.	Copy Printer / Digital Duplicators	02
5.	Set Making Machine (Collator) with electric Stapler	01
6.	Heavy Duty Stapler	01
7.	Paper Cutting Machine	01
8.	Executive Officer's Chairs	30

(As per Sample available at Parliament House)

TERMS & CONDITIONS

- (i) The firms should be registered with Income Tax and GST department. The firms should provide NTN and GST registration certificate.
- (ii) The firms should quote their rates inclusive all taxes. Taxes will be deducted as per Government rules.
- (iii) Tender document can be downloaded from National Assembly website i.e., www.na.gov.pk as well as PPRA website www.ppra.org.pk.
- (iv) The firm shall quote warranty period and free service maintenance after the supply of above office equipment/Furniture.
- (v) The firm shall submit a call deposit @ 5% of the total quoted amount in favour of the National Assembly Secretariat, Islamabad, as earnest money (refundable) failing which tender will be rejected.
- (vi) The last date of receipt of tenders is 5th June, 2023 upto 11.00 a.m. and will be opened on the same day at 11.30 a.m. before the Purchase Committee.
- (vii) The bid validity should be valid upto 30th June, 2023.
- (viii) The quantity of above office equipment may increase or decrease.

2. The competent authority reserve the right to ignore/accept whole or part of the tender or accept/reject any/all the tenders as per provisions of PPRA Rules, 2004.


(S.M. KHURRAM ANWAR)
Section Officer (Admn).
Telephone No.9022360

TS511022E National Assembly Secretariat, Islamabad
Miscellaneous Items Required
Supply of Office Equipment/Furniture etc....
F.21(10)/2022-23-Admn



19/5/2023

5/6/2023
11:00:00 AM

NATIONAL ASSEMBLY SECRETARIAT

TENDER DOCUMENT



Tender for: - **PURCHASE OF OFFICE EQUIPMENT/FUNITURE**

Procuring Agency:- National Assembly Secretariat.

Instructions to bidders

1. National Assembly Secretariat invites sealed bids as per single stage two envelope procedure from partners/authorized dealers/well reputed firms and service provider dealing in business of Plain Paper Copier (25-30 CPM), Fax Machine , Scanners, Copy Printer/Digital Duplicators/Set making Machine (Collator) with Electric Stapler/ Heavy Duty Stapler/ paper Cutting Machine and Executive Officers Chairs, Who are registered with Income tax departments and are based in Islamabad/Rawalpindi for supply of equipment on mutually agreed terms & conditions. The following documents form integral part of tender documents:-

- | | | |
|---|------------------------------|--------------|
| a | General terms and Conditions | Annexure I |
| b | Details/profile of the firm | Annexure II |
| c | Financial Bid | Annexure III |

2. The following documents should be furnished by the Firms with the bid:-

- (i) Detailed profile of the company/firm including name, registered address, telephone/fax number (s), e-mail address and year of establishment, type of ownership, owner name, address, support staff available and contact numbers of the owners/partners etc. and list of client with contact numbers.
- (ii) Authorization from the principal (brand being quoted).
- (iii) A copy of the National tax/Sales Tax registration certificate.
- iv Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.
- v AGPR Vendor Number.
- vi Catalogues/Brochures of the products quoted supplies
- (vii) Earnest money/Bid Security amounting to Rs.200,000/- in form of Deposit at Call or Pay Order issued in favour of National Assembly Secretariat.(to be attached with the technical proposal)

3. Interested Firms are requested to submit their offer in the specified Performa following single stage two envelope procedure i.e., submission of tender documents along with technical proposals and financial bid in separate envelope.

4. The bid containing Instructions to bidders, general terms and conditions (Annex I & Annex II) and Financial Bid (Annex III) duly filled in and signed for having accepted the General terms and conditions. The sealed bids must reach the office at the address on 5th June, 2023 at 11:00 a.m. The Technical bid will be opened on the same day at the National Assembly Secretariat at 11:30 a.m. in the presence of the bidders authorized representative.

GENERAL TERMS & CONDITIONS1. DESCRIPTION OF WORK

Authorized partner/dealers and reputed firms dealing in the business of equipment specified below may quote their rates separately for supply and installation of equipment in the National Assembly Secretariat.

2. SCOPE OF WORK

Supply of following office equipment with specifications:-

Item	Technical Specification (Minimum)	Quantity
Plain Paper copier (25-30 cpm)	Photocopier Machine: Print Output: Mono Print Technology: Laser Connectivity: Ethernet, NFC, USB 2.0 Maximum Print Speed: 30 ppm or above Paper Size: A3, A4, A5 Duplex Printing: Yes Single pass DADF UPTO 200 Sheets Must or above Processor: 1.5 GHz or Above RAM: 4 GB or above System Storage: 50 GB SSD/HHD or above Counter: 1-9999 Paper Capacity: 250 Sheets or above Printing Resolution 1200 x 1200 Warranty: 01 year Manufacturer Warranty (parts and services)	15
Fax Machine with Integrated Handset	Printing Method: Monochrome Laser Print Speed: On A4/letter 16 ppm (pager per minute) or above Print Resolution: Up to 600 x 600 dpi Fax Resolution: Up to 200 x 400 dpi or above Memory capacity: 500 pages or more Standard Interface: USB 2.0 Group Dial / destinations: 120 dials/destinations or more Sequential broadcast: 130 destinations or more Other features: LCD Display, Fax forwarding, Dual Access, Remote Reception, PC Fax, Automatic recognition of fax and telephone reception, Speaker Phone, Caller ID with log. Warranty: 01 year Manufacturer Warranty (parts and services)	10

<p>Branded High Speed Document Scanners</p>	<p>Document Feeding: Flatbed with ADF Scanning Resolution: Optical 600 dpi Scan Speed: a) Flatbed: 05 seconds or less for A4 B/W b) Simplex: 25 ppm or higher c) Duplex: 50 ipm or higher (B/W & Colour @200 dpi) Document Size: Letter, legal, A4 Scan Type: Simplex & Duplex Scan Mode: B/W and Colour Interface: USB 2.0 or higher Scan Technology: ADF; Flatbed; Contact Image Sensor (CIS) Daily Scan: 1500 pages or above Compatible Operating Systems: Windows 7/8/10/11, Windows Server; macOS; Linux Scan file format: For text and image pages: PDF, JPEG, PNG, BMP, TIF, Text(TXT), Rich Text(RTF), SEARCHABLE PDF, PDF/A, Word(DOC), Word(DOCX), Excel(XLS), Excel(XLSX), CSV Warranty: 01 year Manufacturer Warranty (parts and services)</p>	<div data-bbox="1337 161 1485 319" data-label="Image"> </div> <p align="center">10</p>
<p>Copy Printers / Digital Duplicator</p>	<p>Print Speed 150 PPM or above Resolution both for scanning and printing: 600 dpi x 600 dpi or above Print paper weight: 64 gsm to 210 gsm or above Print Paper Size: A3, 100MM x 148 mm to 320 mm x 432 mm or large Lowest per page/print cost: to be compared based on the price and maximum capacity of the consumables to be submitted. Quoting Prices of the consumables that shall remain constant for a period of one year after delivery. Agree to ink an SLA at the expiry of one-year free support. Warranty: 01 year Manufacturer Warranty (parts and services)</p>	<p align="center">2</p>
<p>Set Making Machine (Collator) with Electrical Stapler (Heavy Duty)</p>	<p>To be able to collate up to 70 sets per minute or more. Paper bin size up to 350 sheets or above Able to handle various types of paper sheets Agree to ink an SLA at the expiry of one-year free support. Warranty: 01 year Manufacturer Warranty (parts and services)</p>	<p align="center">1</p>
<p>Heavy Duty Stapler</p>	<p>Latest Model</p>	<p align="center">1</p>
<p>Semi-Automatic Heavy Duty Paper Cutting Machine for Printing Press</p>	<p>Semi-Automatic Paper Cutting Machine with extra blade and blade installation tools with wiring & Installation. Parts must be of stainless steel and with safety features like Distribution box and circuit breaker Cutting Width: 38" or more Warranty: 01 year Manufacturer Warranty (parts and services)</p>	<p align="center">1</p>
<p>Executive Officer Chairs</p>	<p>As per sample available at Parliament House</p>	<p align="center">30</p>



3. **General Terms & Conditions**

- 3.1 The firm shall supply & install the items at the National Assembly Secretariat at its own cost.
- 3.2 Warranty period of items must be mentioned in quotations which should not be less than One year for all Equipment with parts and labor.
- 3.3 The firm should be registered with Income Tax & Sales Tax Departments.
- 3.4 The firm should have never been blacklisted by any government organization or any other organization.
- 3.5 The incomplete or conditional tenders would not be accepted and is liable to be rejected.
- 3.6 The selected Firm will have to ensure fast & timely delivery of the requisite equipment to the National Assembly Secretariat within 2-3 week time or earlier after issuance of purchase order.
- 3.7 Equipments must be supplied within specified time of the receipt of letter of award/supply order
- 3.8 In case the selected Firm fails to deliver the required equipment in time or is unable to supply the equipment as per specifications, the letter of award/contract shall be terminated and Earnest money/bid security of the Firm shall be forfeited.
- 3.9 The bid along with the written consent of the bidder for acceptance of award of contract will be binding.
- 3.10 All government applicable taxes, etc will apply.
- 3.11 The successful Firm shall be issued a letter of award/purchase order, which on acceptance by the firm in writing, shall constitute to be a formal contract.
- 3.12
 - (a) Qualified Vender is liable to provide 03 days training session related to its supplied items in National Assembly Secretariat;
 - (b) Quote the price of consumable items having validity minimum 2 years;
 - € Every machine will have minimum 01 year principal warranty;
 - (d) Quote the terms and price of Service level Agreement (SLA) after expiration of warranty period;
 - € The Vender will be responsible for supplying of consumables for 02 years on quoted prices;
 - (f) The quoted model must be available on company's website in active state. Any type of refurbish or used machine will not be acceptable and also leads to legal procedure against the vender;



4. Tender Price Quote

- 4.1 Provision for all taxes including (GST), shall be included in tender price and given in percentage.
- 4.2 No revision of rates will be admissible during the period of contract.
- 4.3 Rate should be quoted in Pak Rupees.

5. Tender Security

- 5.1 The Firm shall furnish Earnest money/Bid Security amounting to Rs.200,000/- of the total bid value (refundable) after the expiry of Warranty period in form of Call Deposit or Pay Order issued by a scheduled bank in favour of National Assembly Secretariat along with their bid.
- 5.2 Any bid not accompanied by an acceptable earnest money/bid security shall be rejected by the National Assembly Secretariat as non-responsive.
- 5.3 The earnest money/bid security of un-successful bidders will be returned as promptly as possible.
- 5.4 The Earnest money/bid security of the successful bidder will be returned on successful completion of the warranty period. The Selected Firm may be asked to submit performance upto 10% of their bid value after the award.

6. Submission of Tenders

- 6.1 The bid shall contain Instructions to bidders, (Annex I & II) dully filled in and signed for having accepted the General, Special terms and conditions, Financial Bid (Annex III) & Earnest Money/Bid Security amounting to 5% of the total bid value in form of Deposit at Call or pay order in favour of National Assembly Secretariat. The envelope containing bid shall be superscripted as "Bid for Supply of Heavy Duty Digital Photocopier. The Bid must reach the office at the address, time and date given in tender notice.

7. Tender Opening and Evaluation

- 7.1 The National Assembly Secretariat will open the tenders in the presence of the Firms representatives who choose to attend on date, time and venue mentioned in tender notice.
- 7.2 Tender for which an acceptable notice of withdrawal has been received, shall not be opened.
- 7.3 The National Assembly will examine Firm bids to determine whether the requisite Earnest money/tender security has been furnished. Whether documents have properly been signed and completed. At tender opening the National Assembly Secretariat will announce the tender name, written notifications and withdrawal, if any, quoted rates for requisite equipments.



8. **Tender Validity**

- 8.1 Tender shall remain valid and open for acceptance for a period 30th June, 2023 after the date of tender opening.
- 8.2 In exceptional cases prior to expiry of tender validity period, the National Assembly Secretariat may ask the Firms for a specified extension in the period of validity. The request and response thereto shall be made in writing. A Firm agreeing to the request will neither be required nor permitted to modify his tender. He will only be required to extend the validity of his tender security correspondingly.

9. **Format and Signing of the Tenders**

- 9.1 Each page of tender documents shall be duly signed and stamped by the Firm before making submission.
- 9.2 Each Firm may submit only one tender.
- 9.3 No Firm shall participate in the tender of another for the same contract in any relationship whatever.
- 9.4 Bidders shall indicate all information required vide Annexure II & III.

10. **Mode of Payment**

- 10.1 Payment will be made after the receipt of the requisite supplies and invoices.
- 10.2 No advance payment will be made for any kind of procurement.

11. **Award of Contract**

- 11.1 The National Assembly Secretariat may award the contract to the Firm whose tender has been determined to be substantially responsive.
- 11.2 The letter of award shall constitute to be a formal contract if accepted by the firm.

12. **National Assembly Secretariat Right to accept or Reject any or all Tenders.**

- 12.1 The National Assembly Secretariat reserves the right to accept or reject any or all tenders at any time prior to award of contract as per Public Procurement Rules 2004.



13. **Signing of Agreement**

- 13.1 In case the letter of award is accepted by the firm, it shall return to the National Assembly Secretariat. Duly signed and stamped copy of the acceptance letter along with a cover letter on firm's letter head, which shall constitute to be a formal contract agreement between the two parties.
- 13.2 Within 7 days of receipt of the letter of award, the successful tender shall sign and return the letter of award through a cover letter addressed to the National Assembly Secretariat.

14. **Subletting**

- 14.1 The successful tender shall not sublet the contract.

15. **Suspension and Termination**

- 15.1 The National Assembly Secretariat may suspend the performance of any or all of the agreed terms and conditions by giving one week's notice in writing to the Firm.
- 15.2 In cash of any dispute, the decision of the National Assembly Secretariat shall be final.
- 15.3 The application of these conditions shall be governed by the laws of Pakistan.

TECHNICAL BID FORM

1. Name of the contactor/firm: _____
2. Firm Status
 - (i) Individual Owner _____
 - (ii) Firm Partnership _____
 - (iii) Company registered _____
3. Date of Establishment: _____
4. Address of tailoring/shoe shop & stitching unit: _____

5. Owner / Proprietor / MD / CE Name: _____
6. Experience: _____
7. CNIC No.: _____
8. Mailing Address: _____

9. Contact No(s): _____
10. Cell No(s): _____
10. Email Address: _____
11. NTN No.: _____ Vendor No. _____
12. GST No.: _____
13. Bank Name & Account No: _____

(for which statement is enclosed)

14. Clients client list if any as well as evidences of all contracts.

Sr. No.	Client Name & Address

Sign/ Stamp
Owner/Bidder/Company

FINANCIAL BID

S.No.	Equipment Brand & Mode	Rates Inclusive all taxes (per unit)	Quantity	Total Amount inclusive all taxes
1.	Plain Paper copier (25-30 cpm)		15	
2.	Fax Machine with Integrated Handset		10	
3.	Branded High Speed Document Scanners		10	
4.	Copy Printers / Digital Duplicator		2	
5.	Set Making Machine (Collator) with Electrical Stapler (Heavy Duty)		1	
6.	Heavy Duty Stapler		1	
7.	Semi-Automatic Heavy Duty Paper Cutting Machine for Printing Press		1	
8.	Executive Officer Chairs		30	





UNDERTAKING

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Authorized signatory of the agency

Official seal / stamp

Date

Place