

**NATIONAL ASSEMBLY SECRETARIAT
TENDER DOCUMENT
(E-PROCUREMENT)**

Tender for: - **SUPPLY AND INSTALLATION OF LAPTOPS, DESKTOP COMPUTERS, PRINTERS, CARD PRINTERS, CAMCORDER, VIDEO CONFERENCING EQUIPMENT/CAMERAS, SCANNERS, BIOMETRIC SOLUTION**

(No.F.22(12)/2024-25-Admn) Dated 5th December, 2024)

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 Laptops, Desktops, High End Scanners, High End Printers, Low End Printers, Low End Scanners, LED Smart TVs, LCD Monitor with Industrial PC, Video Conferencing Equipment, 4K Camcorder, Card Printers, and Biometric Solution, 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: -

i.	General terms and conditions	Annexure I
ii.	Details/profile of the firm	Annexure II
iii.	Financial Bid	Annexure III

2. 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.

3. The bid must be submitted by the specified date and time; late submissions will not be entertained.

4. The bid should remain valid for at least 180 days from the date of opening of the tender/bids.

5. The bidder must agree to deliver and install all items within the stipulated timeline i.e. 4 weeks after the issuance of the purchase order.

6. The bidder must handle installation, configuration, and testing of the equipment. A completion certificate will only be issued after successful testing.

7. The bidder must ensure there is no conflict of interest in the submission of the bid.

8. The quoted prices should be inclusive of all applicable taxes and duties.

9. The financial proposal must include detailed pricing for all items and services, broken down by unit cost, total cost, and applicable taxes. No conditional or incomplete bids will be entertained.

10. The financial proposal will only be considered if the technical proposal is compliant with following **mandatory requirements** (point 11) and passed the **technical score** provided at **point 16**.

11. Mandatory Requirements:

The following documents/compliance must be furnished by the Firms with the bid. Failure to provide the required compliance will disqualify the bidder: -

S. No.	Requirement	Compliance
1.	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 clients with contact numbers.	Relevant documents required on official letterheads
2.	The Applicant must be registered under the laws of Pakistan for at least the last five (05) years.	Certificate of Company/Firm Registration/Incorporation or SECP certificate if applicable
3.	Participating firm must provide Manufacturer's Authorization Letter from Principal in the name of tender undersigned. NOTE: The undersigned will verify the genuineness of the authorization letter from the principal. If the letter is found fake, forged or altered in any way, a very strict action will be taken against the fraudulent bidder.	Required letter on official letterhead
4.	A copy of the National tax/Sales Tax registration certificate.	Copy to be Attached
5.	Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.	Undertaking on official letterhead (signed and stamped) or Rs. 100/- Stamp paper (signed and stamped in cause of e-stamp)

6.	Certifications and Standards: The quoted products should comply with EPEAT Gold, Energy Star Certified , or compliant with ISO 9001 standards	Relevant certification documents should be attached
7.	Catalogues/Brochures of the products (exact model) quoted	Relevant documents attached
8.	Supplier will be required to provide onsite Warranty/Guarantee (as specified in the technical specifications section) for all the supplied items and a letter from OEM for the same. NOTE: OEM direct warranty support Model will be preferred, in this case supporting Documents must be attached	Warranty compliance on official letterhead and OEM letter
9.	Warranty: <ul style="list-style-type: none"> • For Laptops/Desktops Only: Onsite warranty of 3 years and service availability within 24 hours • For rest of products: At least one year on-site warranty compulsory 	Warranty compliance on official letterhead
10.	For printers only: The cost of new OEM toners for: <ul style="list-style-type: none"> • Heavy Duty Printers: should not exceed Rs 60,000/- • Normal Printers: should not exceed Rs 30,000/- • Price of spare parts should also be provided for the printer type quoted (heavy duty and/or normal) The above prices should be inclusive of the all the applicable taxes and price should be valid for 90 days after the tender opening date.	Price(s) on official letter head should be provided for the respective product(s) quoted
11.	Earnest money/Bid Security equivalent to 5% of the total quoted amount in form of Pay Order/ Demand Draft issued in favour of National Assembly Secretariat.	Instrument in sealed in Technical Envelope to be attached
12.	The bidder must provide operational, free of cost, on premises training for the staff of National Assembly Secretariat regarding operation of the supplied equipment.	A training plan provided on official letterhead

12. **Disqualification criteria:**

- Non-submission of bid security.
- Failure to meet mandatory eligibility or technical compliance requirements.
- Misrepresentation of facts or submission of falsified documents.
- Blacklisting by any government or private entity.
- Non-compliance with delivery timelines or warranty conditions.

13. 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 along with bid Security 5% of the total bid value in form of deposit at Pay Order/ Demand Draft in favor of the National Assembly Secretariat must be enclosed. The bid security should be sealed in a separate envelop with duly marked “**Bid Security**”. Envelope containing the bid shall be superscripted as “**Bid for supply of Office Equipment (Item Name)**”. The sealed bids must reach the office at the address by on or before 27th December, 2024, at 11:00 a.m. The bids 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.

14. National Assembly Secretariat reserves the right to increase or decrease the quantity of Tender Items as well to accept or reject any or all the tenders as per Public Procurement Rules 2004 as amended from time to time.

15. Interested Firm must also submit the tender through EPADS forum of PPRA website.

General Terms & Conditions

1. 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 and Technical Requirements/Specifications

Supply of one or more of the following category(s) of equipment with below technical specifications: -

1. High End Scanners:

Technical Specification	Qty
<p>Document feeding: Automatic Document Feeder (ADF)</p> <p>Document size: Support for page size up to A3</p> <p>Optical Resolution: 75, 100, 150, 200, 300, 400, 500, 600, 1200 dpi or higher</p> <p>Output Resolution: 600 dpi or higher</p> <p>Scanning speed: up to 120 ppm / 240 ipm or higher</p> <p>Scanning cycle: 50,000-page daily duty cycle or higher</p> <p>OS Support: Microsoft Windows 10/11</p> <p>Network Connectivity: High Speed USB 3.1 or higher, Ethernet</p> <p>Scan Modes: B/W and Color Supported</p> <p>Document Type: Plain paper, business card, plastic card, Photo, etc.</p> <p>Document Thickness: Minimum: 37 gsm and maximum: 400 gms</p> <p>Automatic Duplexing: Yes</p> <p>Scanning Element: Dual CIS (front & back)</p> <p>Scan File Format: PDF and searchable PDF, JPEG, OCR, Barcode, advanced paper handling</p> <p>Feeder Capacity: 500-page adjustable input tray</p> <p>Additional features: Scan to file, folder, save to Network Folder, Scan to e-mail, send to FTP</p> <p>Scanning path: U-turn and straight paper path</p> <p>Paper protection: Blank Page detection, Double feed Detection, Skip Blank Page, Paper Jam, Misfeed, Staples/Intelligent document protection</p> <p>Accessories: USB cable, Power cable and all allied accessories</p> <p>Warranty: 1-year on-site warranty</p>	<p><u>5</u></p>

2. High End Printers/Photocopiers

Technical Specification	Qty
<p>General:</p> <ul style="list-style-type: none"> ● Functions: Print, Scan, Copy, Fax ● Operation panel: Smart Operation Panel ● Warm up time: 25-30 seconds ● First output speed: 6.5 seconds ● Continuous output speed: 27 ppm ● Memory: Standard/Max: 2 GB ● HDD: Standard/Max 320 GB ● ARDF capacity: 100 sheets ● Dimensions (WxDxH): ARDF: 587 x 673 x 913 mm SPDF: 587 x 673 x 963 mm ● Power Source 220 - 240 V, 50/60 Hz ● Laser classification Class 1 Laser Product (IEC60825 - 1:2014) ● Paper Handling: ● Paper Input Capacity Standard:1200 sheets tray + 100 sheet bypass Maximum: 4000+ Sheets ● Recommended paper size A3, A4, A5, A6, B4, B5, B6 ● Paper Output Capacity Standard: 500 sheets Maximum: 1600+ sheet ● Paper Weight Trays: 52 - 105 g/m² Bypass: 52 - 216 g/m² <p>Copier</p> <ul style="list-style-type: none"> ● Multiple Copies Up to 999 copies ● Resolutions 600 x 600 dpi ● Zoom From 25% to 400% in 1% steps <p>Scanner</p> <ul style="list-style-type: none"> ● Scanning Speed ARDF Full Color: 80 ipm (200/300 dpi) SPDF Simplex: 120 ipm (200 dpi), 110 ipm (300 dpi) Duplex: 240 ipm (200 dpi), 180 ipm (300 dpi) B/W: 80 ipm ● Resolutions 600 dpi ● Compression method MH/MR/MMR, JPEG Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single ● File formats Page PDF, Multi Page PDF, Single Page High-Compression PDF, Multi Page High-Compression PDF ● Scan modes Email, Folder, Network Twain, USB, E-mail, SD Card, URL, FTP, SMB <p>Printer</p> <ul style="list-style-type: none"> ● CPU ARM CortexA53 800 MHz or higher ● Printer Languages PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation) ● Resolutions Up to 1,200 x 1,200 dpi 	25

<ul style="list-style-type: none"> ● Network Interface(s) ● Mobile printing capability ● Windows® environments ● Mac OS environments ● UNIX environments ● SAP® environments 	<p>Standard: Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B USB2.0 Type B, Wireless LAN (IEEE 802.11 a/b/g/n), USB Host 2.0</p> <p>Apple AirPrint™, Mopria, Google Cloud Print</p> <p>Windows® 7/8.1/10, 11 or higher</p> <p>Windows® Server 2008/2008 R2/2012/2012 R2/2016/2019</p> <p>Macintosh OS X v10.8 - v10.11</p> <p>UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux, IBM® AIX</p> <p>SAP® R/3®, SAP® S/4®</p>	Type
<p>Fax (Option)</p>	<p>ITU-T (CCITT) G3</p> <p>3 seconds</p> <p>33.6 Kbps</p> <p>Standard: 8 x 3.85 line/mm (200 x 100 dpi), 8 x 7.7 line/mm (200 x 200 dpi)</p> <p>MH, MR, MMR</p> <p>Standard: 9.7MB</p>	
<p>Ecology</p>	<p>Maximum: Less than 1,550W</p> <p>Ready mode: Less than 113W</p> <p>Sleep mode: Less than 4W</p> <p>TEC (Typical Electricity Consumption): Less than 1.309 kWh</p>	
<ul style="list-style-type: none"> ● Power Consumption ● Security ● Features ● Input Tray Options 	<p>Locked Print, SSL communication encryption, Transport Layer Security (TLS), SMTP over SSL/TLS, Wireless LAN encryption, Network Protocol, IP filtering</p> <p>1 x 500-sheet paper tray, 2 x 500-sheet paper tray, Scan Preview</p>	
<p>Input Tray Options: 1 x 500-sheet paper tray, 2 x 500-sheet paper tray</p>	<p>Other Features: Scan Preview, Scan to USB/PC via USB port/Email/Network (FTP/SFTP/SMB), Scan to Print, Scan File Formats: PDF, PDF/A, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/TIFF, Password-protected PDF, TWAIN driver (scan), Imaging Security; Fax Features: Walk-up Fax (one-line or two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR), Server Fax, Mopria® Scan, Apple AirPrint™, Optional: Xerox® Workplace Mobile App (iOS/Android); Scan To Cloud Repositories (Dropbox, OneDrive, and Google Drive)</p>	
<ul style="list-style-type: none"> ● Warranty: 1-year on-site warranty 		

3. Low End Scanners

Technical Specification	Qty
<p>Type: Flatbed and ADF Scanner (Both legal size)</p> <p>Optical Resolution: 600 x 600 dpi or higher</p> <p>Output Resolution: 100/150/200/240/300/400/600 dpi or higher</p> <p>Speed: 30 pages per minute and on color at 300 dpi or better</p> <p>Paper Handling: Supports A4, A5, A6, Legal, and Letter sizes</p> <p>Document Thickness: Minimum: 37 gsm and maximum: 400 gms</p> <p>Duplex Scanning: Yes (automatic double-sided scanning)</p> <p>Connectivity: USB 3.0, Ethernet, Wifi (optional)</p> <p>Daily Duty Cycle: Minimum 5,000 pages per day</p> <p>Output File Formats: PDF, TIFF, JPEG, PNG, PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: JPEG), DOC, RTF, XLS, TXT, XML, XPS, HTML, JPG, BMP, PNG, OCR (Optical Character Recognition): Built-in OCR capability for searchable PDFs and MS Word</p> <p>Software Compatibility: Compatible with Windows 10 and above</p> <p>Warranty: Minimum 1-year on-site warranty</p> <p>Environmental Standards / Certifications: Energy Star / RoHS / CE / FCC / BSMI / CB / CCC</p> <p>or equivalent</p> <p>Warranty: 1-year on-site warranty</p>	<u>50</u>

4. Card Printers

Technical Specification	Qty
<p>Print Technology: Dye-sublimation</p> <p>Resolution: 300 dpi or higher</p> <p>Print Speed: Single-Sided Up to 250 cards per hour (full-color, edge-to-edge), Dual-Sided: Up to 150 cards per hour or higher</p> <p>Card Types Supported: PVC, Magnetic stripe, Smart cards</p> <p>Connectivity: USB, Ethernet, and optional Wi-Fi</p> <p>Input/output Hopper: Minimum 200 card input/100 card output</p> <p>Encoding Options: Magnetic stripe, Contactless, and Smart card encoding</p> <p>Software: Bundled card design and management software</p> <p>Warranty: 1 years standard warranty backed by OEM (with parts and labor)</p>	<u>2</u>

5. Low End Printers

Technical Specification	Qty
<p>Type: Desktop Monochrome Printer</p> <p>Print Technology: Laser</p> <p>Functions: Print Only</p> <p>Auto Duplex Printing Paper Handling: Legal, A4, A5, Envelop & letter size 2 Paper trays</p> <p>1st Page Out (Secs): As fast as 8.5 sec or less time</p> <p>Memory: 256 MB or higher</p> <p>Processor: 1200 MHz or higher</p> <p>Duty Cycle (prints per month): 80,000 prints per month or higher</p> <p>Print Resolution: 600 x 600 dpi or higher</p> <p>Cable Connectivity: High Speed USB 2.0, 3.0 or higher</p> <p>Network Connectivity:</p> <ul style="list-style-type: none"> • Network Ready RJ45 port + Wifi compatibility • Support for printing via Apple AirPrint™, Mopria, Google Cloud Print <p>OS Compatibility: Windows 7, 8, 10, 11 or higher, Macintosh OSX v10.8 - v10.11</p> <p>Paper Input capacity: 250 Sheets or higher</p> <p>Paper Output Capacity: 150 sheets or higher</p> <p>Duplex Printing: Capable of Automatic Duplex Printing</p> <p>Starter Toner Cartridge Life/Yield: Minimum 1,000 pages or higher</p> <p>Toner Support: Capable to support High Yield Toner 3000+ pages with single toner</p> <p>Yield Standards: ISO/IEC 19752 or equivalent</p> <p>Environment: ENERGY STAR/Epeat Or Equivalent</p> <p>Accessories: USB cable & other accessories</p> <p>Warranty: 01 Year standard warranty backed by OEM.</p>	<p><u>40</u></p>

6. Desktop Computers

Technical Specification	Qty
<p>Type: Desktop Computer (Tower)</p> <p>Generation: Intel® (13th Generation or higher) or Equivalent</p> <p>Processor: Intel® (Core i7 or higher) or Equivalent</p> <p>Memory: 16GB (2x8GB) DDR5 or Higher (Extendable Upto 32GB)</p> <p>Internal Storage: 512 GB or higher M.2, PCIe NVMe SSD + 1 TB HDD</p> <p>Graphics: Integrated Intel® UHD Graphics or (Optional dedicated GPU for high-end use) equivalent/better</p> <p>Audio: Built-in Speakers, Universal Audio Jack</p> <p>I/O Ports: 4 (or more) x USB-A (3.2 Gen 1)/5Gbps or better Ports, 2 (or more) x USB-A (2.0) / 480Mbps Ports, 2 x (DP / HDMI / VGA), RJ45 Ethernet port</p> <p>Network: Gigabit Ethernet, Intel® Wi-Fi 6/6E/7 (2x2) or equivalent/better + Bluetooth 5.0 or better</p> <p>Security: TPM 2.0, BIOS Protection, and Secure Boot, Security Lock Slot (Optional)</p> <p>Display: 24" or larger FHD (1920 x 1080) IPS, Anti-Glare, widescreen</p> <p>Display Stand: Adjustable Height Stand</p> <p>Power Supply: 180W or better</p> <p>Keyboard & Mouse: USB QWERTY Keyboard & USB Mouse (of same quoted brand)</p> <p>Environment: ENERGY STAR / EPEAT / Low Halogen / Green or Equivalent</p> <p>Operating System: Pre-installed Licensed Windows 11 pro (64 bit) or higher.</p> <p>Warranty: 3 years standard warranty backed by OEM (with parts and labor)</p>	<u>80</u>

7. Laptops

Technical Specification	Qty
<p>Type: Laptops (Professional/Business Series)</p> <p>Generation: 13th Generation or higher</p> <p>Processor Type: Intel® 13th Gen Core i7 1355u Raptor Lake Processor (12 MB Intel Smart Cache) or higher</p> <p>Processor Speed: 1.7 GHz Boost up to 5.0 GHz (Total Cores 10, # of Performance-cores 2, # of Efficient-cores 8, Total Threads 12)</p> <p>Memory: 16 GB (or Higher) DDR5: Up to 5600 MT/s, Dual channel or better (Extendable up to 32GB or higher)</p> <p>Internal Storage: Hard drive size 512GB M.2 PCIe NVMe</p>	<u>25</u>

Solid State Drive

SSD: 512GB SSD

Graphic Series: Intel Iris Xe Graphics or higher

Graphics memory: Intel(R) Iris(R) Xe Graphics or higher

Type of graphics memory: Shared

Backlight: LED

Screen size: 15.6 inch FHD (1920 x 1080) 120Hz 250 nits

WVA Anti- Glare LED Backlit Narrow Border Display

Screen Resolution: 1920x1080 or higher

Numeric keyboard: Yes

Keyboard & Touchpad: US key layout backlit keyboard with

Numeric Keypad, Touch pad with multi Gesture Control

LAN: Yes

Speed: 1 RJ45 Gigabit Ethernet Port

Wireless/Wi-Fi: Yes

WLAN: Intel® Wi-Fi 6/6E/7 (2x2) or equivalent/better,

Bluetooth 5.3 or better

Security: TPM 2.0, BIOS Protection, and Secure Boot

Ports: 2 (or more) x USB-C / Thunderbolt™ 4 (with Power

Delivery & DisplayPort), 2 (or more) x USB-A (3.2 Gen

1)/5Gbps or higher

HDMI:1 HDMI 2.1 Port

Camera: 1080p at 30 fps FHD RGB camera, dual-array

microphone

Operating system (Primary) Pre Installed digital license

Windows 11 Professional or higher, Office 2022 or above

with digital license

Backpack: A durable, water-resistant laptop backpack with padded compartments for laptops up to 15.6 inches, multiple organizer pockets, ergonomic straps.

With all accessories

Warranty: 3 years standard warranty backed by OEM (with parts and labor)

8. LCD Monitor with Industrial PC

Technical Specification	Qty
<p>Screen Size: 32"</p> <p>Panel Technology: IPS Touch</p> <p>Back Light Type: Edge</p> <p>Aspect Ratio: 16:9</p> <p>Native Resolution: 1920x1080 (FHD)</p> <p>Refresh Rate: 60Hz or higher</p> <p>Brightness (Typ.) 500 nits</p> <p>Contrast Ratio: 1,000:1</p> <p>Color gamut: NTSC 72% or better</p> <p>Viewing Angle: (H x V) 178 x 178 or higher</p> <p>Color Depth: 8bit, 16.7 Million Colors</p> <p>Response Time: 9ms (G to G)</p> <p>Surface Treatment: Haze 3%</p> <p>Life time: Up to 50,000 Hrs</p> <p>Operation Hours (Hours/Day): 24/7</p> <p>Portrait / Landscape: Yes / Yes</p> <p>Available Object Size for Touch: Greater than 0.6mm</p> <p>Response Time (PC Win10, Education Mode): Less than 90 ms</p> <p>Accuracy (Typ.): 3.5mm</p> <p>Interface: USB2.0</p> <p>Operating System Support: Win 10,11 or higer</p> <p>Multi touch points: 10 Points, use multiple fingers to zoom in and out of images no driver required, also can work with glove and adjust the brightness</p> <p>HDMI IN: Yes (x2), HDCP1.4</p> <p>RS232C in: Yes</p> <hr/> <p>Network: Gigabit Ethernet, Intel® Wi-Fi 6/6E/7 (2x2) or equivalent/better + Bluetooth 5.0 or better</p> <p>Dimensions (W x H x D): 28.5 x 16.5 x 1.5 in. 723.0 x 419.4 x 39.1 mm</p> <p>VESATM Standard Mount Interface: 200 x 200</p> <p>IR in: Yes</p> <p>USB IN: Yes (USB2.0 Type A)</p> <p>Audio Out: Yes</p>	<p><u>10</u></p>

Touch USB: USB2.0 Type B (1)

Internal Memory: Min 8GB or higher

Temperature Sensor: Yes

Acceleration(Gyro) Sensor: Yes

Local Contents Scheduling: Yes

Group Manager: Yes

USB Plug & Play: Yes

Fail over: Yes

Booting Logo Image: Yes

No Signal Image: Yes

Video Tag: Yes (x4)

Play via URL: Yes

Screen Rotation: Yes

Gapless Playback: Yes

Setting Data Cloning: Yes

SNMP: Yes

ISM Method: Yes

Status Mailing: Yes

Control Manager: Yes

Smart Energy Saving: Yes

Wake on LAN: Yes

Network Ready: Yes

HDMI-CEC: Yes

SI Server Setting: Yes

webRTC: Yes

Pro:Idiom: Yes

Power Supply: AC 100-240 V~, 50/60 Hz

With all accessories

Warranty: 3 years standard warranty backed by OEM (with parts and labor)

9. LED Smart TV

Technical Specification	Qty
<ul style="list-style-type: none"> ● Display Technology <ul style="list-style-type: none"> ○ Type: LED Backlit LCD (Direct-lit for uniform brightness) ○ Screen Size: 60 inches (diagonal) or higher ○ Resolution: 4K Ultra HD (3840 x 2160 pixels) ○ Aspect Ratio: 16:9 ○ Motion Refresh Rate: 90Hz or higher ○ Brightness: Minimum 350 nits (suitable for indoor office lighting) ○ Contrast Ratio: 5,000:1 or higher for clear visuals ○ Viewing Angle: 178° (H) / 178° (V) for wide-angle visibility ● Audio <ul style="list-style-type: none"> ○ Speakers: Built-in dual speakers (10W x 2) for clear audio during meetings ○ Sound Enhancement: Support for Dolby Audio or equivalent ● Connectivity <ul style="list-style-type: none"> ○ HDMI Ports: Minimum 4 x HDMI 2.0 or higher inputs for connecting laptops, video conferencing equipment, or media players ○ USB Ports: 2 x USB 2.0 for media playback (photos, videos, presentations) ○ Audio Output: 3.5mm headphone jack and optical digital audio output for external speakers ○ Network: Gigabit Ethernet (RJ45) and Wi-Fi 802.11ac or higher ○ Bluetooth: Version 5.0 for connecting wireless peripherals (if available) ● Smart Features <ul style="list-style-type: none"> ○ Operating System: Basic smart OS (supports popular apps like YouTube, Zoom, Microsoft Teams) ○ Screen Mirroring: Built-in screen mirroring support (e.g., Miracast, Chromecast) for wireless presentations ○ USB Media Player: Supports popular video, audio, and image formats (MP4, AVI, MP3, JPEG, etc.) ● Design and Mounting <ul style="list-style-type: none"> ○ Bezel: Thin bezel for a modern, professional look ○ Mounting Options: VESA mount compatible (400 x 400 mm) for wall mounting ○ Stand: Included tabletop stand (removable) 	<u>2</u>

<ul style="list-style-type: none"> ● Energy Efficiency <ul style="list-style-type: none"> ○ Power: AC 100-240V, 50/60Hz ○ Power Consumption Less than 120W (operating), less than 0.5W (standby) ○ Energy Certification: Energy Star certified for efficiency ● Additional Features <ul style="list-style-type: none"> ○ Remote Control: Included with hotkeys for quick access to key functions ○ Auto Power Off: Programmable power-saving modes ○ Firmware Updates: USB or online updates for firmware (if applicable) ○ Lock Feature: Parental control and screen lock for secure use in public areas ○ Sleep Timer: Yes ○ Child Lock: Yes ● Warranty and Support <ul style="list-style-type: none"> ○ 3 years standard warranty backed by OEM (with parts and labor) with an option for extended warranty ○ Support: On-site support for troubleshooting and repairs 	
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10. Video Conferencing Solution

Technical Specification	Qty
<p>1x Matrix Controller:</p> <ul style="list-style-type: none"> ● Inputs Ports: 3xHDMI & 3xUSB ● Outputs Port: USB 3.0 Output ● Inputs & Output Resolution: 1080p 60 fps ● BYOD support. ● Cameras layout selection (PIP, PBP). ● Network remote management. (Display Layout selection) ● 1 Year warranty <p>2x Camera</p> <ul style="list-style-type: none"> ● 12X Optical Total Zoom 36X ● Sony super-low-light 8M pixel sensor ● Full HD 1080p ● 3.1 USB Output. ● HDMI Output ● IP Streaming and USB output ● PAN +/-170, Tilt +/-90 ● Camera Control VISCA/pelco P/pelco D ● Must Zoom & MS Teams have certified product. ● RTSP, RTMP Protocols 	<p><u>1</u></p>

- 1xRJ 45 port. POE
- Must be able to control from IPAD, or tablet.
- 1 Year warranty

1x HDMI Splitter

- 4K*2K HDMI Splitter
- HDMI in*1, HDMI Out*4
- Support HDMI 4K@50/60HZ, supports HDMI2.0 version, HDCP2.2.
- Support up to 18Gbps, the rate of 6G TMDS clock is 600Mhz.
- 1 Year warranty

1x Channel Mixer with PC Interface

- Frequency Response :10hz to 200khz
- Gain Rate +14db to +60db
- SNR 120db
- Built-in Phantom Power 48v
- Built-in Sound Card
- DSP Effects
- 1 Year warranty

2x Branded Network Cable Roll: AWG pure copper cat 6a, Molex or equivalent

1x Meeting Recorder

- 04 Channel HDMI Inputs
- Storage space of 1TB or more
- Supports 1080p 60/30fps Offline recording
- RSTP RTMPS, Streaming protocol
- Video inputs - HDMI . Mics inputs, 1 Gbps Ethernet
- Flexible scaling and window processing, supports PIP, PBP and
- up to 4 windows layout and mixing
- Webpage and plug and play GUI Director Interface
- Built-in 1TB HDD storage upgradable up to 2TB HDD
- Preset for layout, background overlay
- 1 Year warranty

11. Compact 4K camcorder

Technical Specification	Qty
<p>Sensor: 1.0-inch Exmor RS CMOS sensor.</p> <p>Lens: G Lens, 12x optical zoom, Fixed lens, Auto and manual focus with ring.</p> <p>Focal Length: 29.0mm - 348mm or higher.</p> <p>ND Filters: 1/4, 1/16, 1/64,</p> <p>Supports high-speed (120 fps in HD) and slow-motion recording.</p> <p>Recording: 4K and HD</p> <p>Auto Focus Modes: Continuous AF, Touch AF, Lock-on AF</p> <p>Slow & Quick Motion: Record up to 120 fps in HD for slow-motion effects</p> <p>Interfaces: Type A HDMI 4K/HD output (Audio Embedded), SDI output.</p> <p>Audio: 2 x XLR balanced, with phantom power support inputs, 3.5mm stereo mic input, Headphone jack (stereo)</p> <p>Dual SD card slots (supports SDXC/SDHC cards, UHS-I/UHS-II),</p> <p>Viewfinder: 3.5inch multi touch</p> <p>Focus: Autofocus: Fast Hybrid AF with phase detection and Focus ring for precise control</p> <p>Stabilization: Optical Steady Shot with Active Mode for stabilization</p> <p>Network & Connectivity: Wi-Fi (streaming, and file transfer), FTP transfer support, USB 3.0 (Type A) for file transfer and charging</p> <p>With allied accessories.</p> <p>Additional Accessories:</p> <ul style="list-style-type: none"> • Tripod with dolly (01 No) • AC adaptor/charger (02 No) • Battery pack (04) • High speed Memory Card 128 or higher (04 No) • Camera Mountable LED Light along with Dual Battery packs • Handheld wired Microphone (02 No) • Collar cordless Microphone (01 No) • Hand held cordless (01 No) • Soft Bag (01 No) 	<u>1</u>

12. Biometric Solution:-

Technical Specification	Qty
<p data-bbox="165 286 898 322"><u>Turnkey Biometric Solution with 10 Biometric Machines</u></p> <p data-bbox="165 340 470 376"><u>Software Specifications:</u></p> <ul data-bbox="217 398 1302 1137" style="list-style-type: none"> • A turnkey software solution is required. • A VM (Linux based preferable) for centralized devices and attendance management needs to be deployed and commissioned that should be assessable over existing LAN via a web interface. National Assembly Secretariat already has the required hardware resources to host the VM. • The turnkey software solution's license should preferably be open source or perpetual (no recurring cost). • The software solution should fully support up to 16 biometric machines. • The software and the quoted machines should have the ability to fetch data automatically without any manual intervention. • The software should be compatible with quoted devices. • Web based dashboard required with graphs and reports. • Solution with automatic email reporting, user entrance notification etc. to specific roles will be preferred. • The management software should support P2P, or peer-to-peer, technology. • The selected firm will be responsible for migrating all user data from old ZKTeco to the new proposed solution with zero data loss. <p data-bbox="165 1146 922 1182"><u>Biometric Machine Specification (10 Biometric Machines):</u></p> <ul data-bbox="217 1196 898 1639" style="list-style-type: none"> • Display: TFT LCD touch screen • Fingerprint sensor resolution: 500DPI • Support TCP/IP and USB device communication • Face capacity: 1500 enrollments • Fingerprint capacity: 5000 enrollments • ID Card capacity: 5000 enrollments • Records capacity: 500000 • Camera: with face recognition and infrared • Power supply: DC 12V/1.5A • 1 Year warranty with support without any cost. <p data-bbox="165 1648 1302 1792">On-site hands on training (free of cost) of the technical staff is required in operational matter of the software, reporting, configurations and Biometric Machines. A training plan is also required to be provided in this regard along with the proposal.</p>	<p data-bbox="1331 286 1353 322"><u>1</u></p> <p data-bbox="1331 340 1426 376"><u>System</u></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 4 weeks positively or earlier after issuance of purchase order.
- 3.7 Equipment 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 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.
- 3.11 The quantity of articles may increase or decrease.

4. Tender Price Quote

- 4.1 Provision for all taxes including (GST), shall be included in tender price.
- 4.2 No revision of rates will be admissible during the period of contract.

- 4.3 The quoted model must be available on company's website in active state. Any type of refurbish or used machine will not only acceptable but also leads to legal procedure against the vendor.
- 4.4 Price should be inclusive of all government applicable taxes.
- 4.5 Rate should be quoted in Pak Rupees.

5. Tender Security

- 5.1 The Firm shall furnish Earnest money/Bid Security amounting to 5% of the total bid value (refundable) after the expiry of Warranty period in form of Bank Draft/Pay Order issued by a scheduled bank in favour of the National Assembly Secretariat along with their bid. The instrument should be sealed and labeled accordingly.
- 5.2 Any bid not accompanied by an acceptable earnest money/bid security shall be rejected by the National Assembly Secretariat and the bidder would be considered non-responsive.
- 5.3 The earnest money/bid security of un-successful bidders will be returned after the issuance of work order to the successful bidder.
- 5.4 The Selected Firm may be asked to submit performance guarantee up to 10% of their bid value after the award. The Earnest money/bid security of the successful bidder will be returned on submission of the guarantee.

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 Bank Draft/Pay Order in favour of National Assembly Secretariat. The envelope containing bid shall be superscripted as "**Bid for Supply of Office Equipment**". The Bid must reach the office at the address, on or before 27th December, 2024, at 11.00 a.m.

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 at 11.30 am., on 27th December, 2024, at Parliament House, Islamabad.
- 7.2 Tender for which an acceptable notice of withdrawal has been received, shall not be opened.
- 7.3 The purchase committee (the tender opening committee) of National Assembly Secretariat 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 purchase committee will announce the tender name, written notifications and withdrawal, if any, quoted rates for requisite equipment.

8. Tender Validity

- 8.1 Tender shall remain valid and open for acceptance upto 180 days 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.

9. Format and Singing 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 process for the same contract in collaboration or association with another firm, whether as a joint venture (multiple proposals under different names), subcontractor, or in any other relationship that may create a conflict of interest or compromise fair competition.

9.4 Bidders shall provide all relevant information as 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.

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 or any part of the bid (in case the bidding firm submitted proposal covering multiple products) at any time prior to award of contract as per Public Procurement Rules 2004 (as amended from time to time).

13. **Signing of Agreement**

13.1 **Acceptance of the Letter of Award:** Once the National Assembly Secretariat issues the Letter of Award to the successful bidder, the firm must formally accept the award 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. This acceptance signifies the firm's agreement to all the terms, conditions, and obligations stated in the tender document and the Letter of Award.

13.2 Submission of Signed Documents: The firm must return a duly signed and stamped copy of the acceptance letter, acknowledging the receipt and acceptance of the award. This acceptance letter must be accompanied by a cover letter on the firm's official letterhead, confirming their readiness to proceed with the contract.

13.3 Formation of the Contract: The combination of the Letter of Award, the firm's signed acceptance, and the accompanying cover letter will together form the formal contract agreement between the two parties (the National Assembly Secretariat and the firm). This document will act as the legal foundation governing the relationship, roles, responsibilities, and deliverables of both parties.

13.4 Once this agreement is signed, both parties are legally bound to fulfill their respective obligations as outlined in the tender and agreement. Following the signing of the agreement, the firm can proceed with the project according to the terms specified, including timelines, deliverables, and quality standards.

14. **Subletting**

14.1 The successful tender shall not sublet the contract.

15. **Suspension and Termination**

15.1 The National Assembly Secretariat reserves the right to suspend the execution of any or all terms and conditions of the contract. The suspension will be communicated to the firm through a written notice issued at least one week in advance. This clause ensures that the Secretariat can pause the project if needed, such as due to unforeseen circumstances, non-performance, or a change in requirements.

15.2 In the event of a dispute between the Secretariat and the firm, the decision of the National Assembly Secretariat shall be final and binding. In the event of a dispute between the Secretariat and the firm, the decision of the National Assembly Secretariat shall be final and binding. This emphasizes that the Secretariat has the authority to make the ultimate determination on matters of disagreement, ensuring timely resolution without external delays.

15.3 The laws of Pakistan will govern all conditions, terms, and disputes related to the agreement. This means any legal interpretation, enforcement, or resolution will adhere to Pakistani legal frameworks and courts. It establishes the legal jurisdiction under which the contract operates, ensuring compliance with national laws.

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

Equipment (Brand & Model)	Rates (exclusive all taxes)	Rates (Including all taxes)	Quantity	Total Amount (including all taxes)
High End Scanners	Rs. per unit	Rs. per unit		Rs.
High End Printer/Photocopier	Rs. per unit	Rs. per unit		Rs.
Low End Scanners	Rs. per unit	Rs. per unit		Rs.
Low End Printer/Photocopier	Rs. per unit	Rs. per unit		Rs.
Desktop Computers	Rs. per unit	Rs. per unit		Rs.
Card Printers	Rs. per unit	Rs. per unit		Rs.
Laptops	Rs. per unit	Rs. per unit		Rs.
LCD Monitor with Industrial PC	Rs. per unit	Rs. per unit		Rs.
Video Conferencing Solution	Rs. per unit	Rs. per unit		Rs.
LED Smart TV	Rs. per unit	Rs. per unit		Rs.
Compact 4K camcorder	Rs. per unit	Rs. per unit		Rs.
Biometric Solution	Rs. per unit	Rs. per unit		Rs.

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

Dated

Place