

NATIONAL ASSEMBLY SECRETARIAT**TENDER DOCUMENT**

Tender for:- **SUPPLY AND INSTALLATION OF OFFICE EQUIPMENT**

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 Latest New Branded Lap Tops, Tablets/I-pad 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: -

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|------|------------------------------|--------------|
| i. | General terms and conditions | Annexure I |
| ii. | Details/profile of the firm | Annexure II |
| iii. | 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. A copy of the National tax/Sales Tax registration certificate.
- iii. Undertaking on the letter head of the firm that the firm is not blacklisted by any firm or Govt. Department.
- iv. AGPR Vendor Number.
- v. Catalogues/Brochures of the products quoted supplies.
- vi. Earnest money/Bid Security equivalent to 5% of the total quoted amount in form of Deposit at Call or Pay Order issued in favour of National Assembly Secretariat and attached with 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 along with bid Security 5% of the total bid value in form of deposit at call or pay order in favor of the National Assembly Secretariat must be enclosed. The 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 on 13th June 2021 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.

5. National Assembly Secretariat reserves the right to accept or reject any or all the tenders as per Public Procurement Rules 2004 as amended 2020 as amended 2021.



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

2.1 Supply of following Equipment with specifications:-

Sr #.	Item Name	Specifications
1.	Lap Top (mac book/Equivalent Model 2020 or higher Quantity :2	Size 16.0-inch Retina display, 3072 x 1920, 226 ppi, 500 nits, P3 wide color, True Tone technology, Touch Screen Yes, Processor 2.6GHz Quad-core i7 10 th Gen, Turbo Boost up to 4.5GHz, with 12MB shared L3 cache RAM 16 GB, Expandable RAM up to (GB)32G, Graphics card Memory 4GB, Battery Capacity (WHR) 58.2, SSD Min 512GB, Connectivity Wi-Fi standards supported 802.11 a/b/g/n/ac, Bluetooth version 5, Web Camera Yes, Pointer Device Touchpad, Backlit Keyboard Yes, Touchpad Yes, Internal Mic Yes, Speaker Stereo Speakers, Finger Print Sensor Yes, Number of USB Ports Min 2, Min 2 x Thunderbolt 3 (Type C Hub Dongle), Headphone and Mic Combo Jack, Operating System: Mac (Latest Version Original), Delivery Period: 1 Week Warranty minimum 1 year (international plus local).
2.	Tablet/IPAD Model 2020 or higher Quantity :2	Like Apple iPad Pro 12.9" (2020) or Equivalent, Wi-Fi, Storage: minimum 256 GB, Chip: A12z Bionic chip, Display: Liquid Retina display, 12.9 inch (diagonal) LED-backlit Multi-Touch display with IPS, technology, Sensors: Face ID, LiDAR Scanner, Three-axis gyro, Ambient light sensor, USB-C Charge Cable (1 meter) 18W USB-C Power Adapter, Magic keyboard Delivery Period: 1 Week positively, one year warranty (international and local)
3.	Key board	

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.

