

# TENDER NOTICE

Intellectual Property Organization (IPO-Pakistan) intends to Purchase IT Equipment (Laptops, Scanners and Photocopier Machine) for its Head Office at Islamabad. The IT Equipment & its quantity to be procured as per detail given below:-

S. NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
1	15.6” Laptop (Genuine Windows and Office included)	Intel® Core i7 Branded laptop or equivalent <b>Screen:</b> 15.6” <b>Generation:</b> 8th <b>Processor:</b> Core i7 processor, 1.8GHz or higher (with turbo frequency 3.7GHz or higher) <b>Memory:</b> 8 GB DDR4 <b>Storage:</b> 512GB SSD <b>I/O Ports:</b> USB 3.0; USB 2.0; Headphone/Microphone; <b>Connectivity:</b> Wireless connectivity (Wifi); HDMI <b>Operating System:</b> Windows 10 Pro 64 Bit with Down Grade (Licensed) <b>Office:</b> Microsoft Office 2016 Small Business Edition (Licensed) Government Prices <b>Branded Carry case/Bag</b> <b>Local Warranty:</b> 03 years Parts &Labour, Onsite	6
2	13.3” Laptop (Genuine Windows and Office included)	Intel® Core i7 Branded laptop or equivalent <b>Screen:</b> 13.3” <b>Generation:</b> 8th <b>Processor:</b> Core i7 processor, 1.8GHz or higher (with turbo frequency 3.7GHz or higher) <b>Memory:</b> 8 GB DDR4 <b>Storage:</b> 512GB SSD <b>I/O Ports:</b> USB 3.0; USB 2.0; Headphone/Microphone; <b>Connectivity:</b> Wireless connectivity (Wifi); HDMI <b>Operating System:</b> Windows 10 Pro 64 Bit with Down Grade (Licensed) <b>Office:</b> Microsoft Office 2016 Small Business Edition (Licensed) Government Prices <b>Branded Carry case/Bag</b> <b>Local Warranty:</b> 03 years Parts &Labour, Onsite	1

S. NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
2	Photocopier Machine	<p><b>Ricoh, Canon Digital Photocopier machine ( or equivalent Japanese or American Brand)</b>  Print, copy and scan option;  Intuitive touch-screen display;  Paper size: A3, A4, A5;  Resolution: Reading/ Copying / printing: 600dpi × 600dpi; Copy/Printing Speed 35ppm/cpm;  RAM: 2GB or more  Enlargement/ Reduction: 25-400%  Duplex Automatic Document Feeder  First Page Out Time: less than 5 seconds  Warm up time: less than 25 seconds  Connection Type: Standard on Device: 10Base-T/100Base-TX/ 1000Base-T Ethernet, USB  Network ready (with TCP/IP support) , Printer Control Language (PCL)  Supported OS: Windows Vista/7/8/8.1/10, Server 2008/ 2008R2/2012/2012R2  Warranty: 01 year Parts &amp;Labour, Onsite</p>	1
3	ADF Scanners	<p>ADF High Speed Full color duplex with CIS Technology  Scanning speed: 30ppm/60ipm or higher (200 dpi / 300 dpi)  ADF Capacity: 60 sheets (A4 : Letter, Legal, Business card )  Long Document: upto 3000mm  skip blank page, multicolor dropout, smooth back ground, Long document Mode, Folio Mode, auto page size detection, 256 level gray scale, error notification on PC, Passport Scanning.  Paper Weight: 27-209g/m<sup>2</sup>  Daily Duty Cycle : up to 4000 scans with bundled software</p>	2

S. NO.	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		OEM: Japan, European, USA  OS Support (Win 7(64-bit/32-bit), Win Vista(64-bit/32-bit) Win XP (64-bit/32-bit) Win server 2008,2012 & 2016))  Warranty 3 years onsite , labour and parts	

## **Terms & Conditions**

### **1. Bids Submission Requirements.**

- 1.1. Two envelop bids (one for technical proposal and other for financial proposal) indicating “IT Equipment” on the envelop(s) should reach the undersigned at the address given below during the working hours in sealed cover(s) on or before May 30, 2018, at 11:00am.
- 1.2 Technical bids will be opened on the same day at 12:30 pm at IPO-Head Office, Islamabad in presence of bidders or their representative authorized to attend.
- 1.3 The envelopes shall be marked as “FINANCIAL PROPOSAL and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- 1.4. The financial bids of those bidders will be opened who qualify the technical bids, the financial bids of unsuccessful in technical bids will be returned.
- 1.5. Quoted prices must include all taxes and charges including delivery and installation.
- 1.6. A Bank Draft or Pay Order of 5% of the bid amount as Earnest Money should accompany the bid in favor of Director General, IPO-Pakistan.
- 1.7. Products model/ brand should be European/American/Japanese quoted by the bidder in his bid.
- 1.8. The supplier should be authorized dealer of the product (Documentary Proof Required)..
- 1.9. The supplier should be registered with Income Tax and Sales Tax departments and taxes will be as per Government Rules.
- 1.10. The bidder must quote all items in a category as required in BOQ and the tender will be awarded as per lowest evaluated firm in a category.

1.11. The bidder can quote single category or all categories, however bidder are required to quote all items in a category. Incomplete category will not be entertained and the bid will be rejected.

## **2. General Terms and Conditions**

2.1. The successful bidder will provide specified goods/services within 2 weeks.

2.2. All Hardware will be delivered and installed in IPO-Pakistan Head Office, Islamabad and consequently after sale services support.

2.3. IPO-Pakistan reserves the right to accept/ reject wholly or partially any tender at any stage of the tender process.

2.4. The amount submitted as Earnest money shall be refunded to the unsuccessful bidders after the decision of “Tender Committee” for the award of said tender.

2.5. In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Director General, IPO-Pakistan whose decision shall be final and binding on both parties.

2.6. Bidders indemnify IPO-Pakistan against all third party claims of infringement of patent trademark, industrial design rights arising from use of the goods of any part thereof in Pakistan.

2.7. The supplier shall be bound to provide onsite after sales services.

2.8. Preventive maintenance in the respect of system and its auxiliaries must be carried out on monthly basis.

2.9. Warranty period of product should be specified.

2.10. Conditional/ incomplete bids will be liable for rejection.

## **3. Terms for Payment**

3.1. Hundred percent (100%) cost of equipment shall be paid after successful delivery of equipment at IPO-Pakistan Head Office.

3.2. Ten Percent (10%) of the payable amount against each invoice/ payment will be retained as security/retention money and will be released after successful completion of warranty Services.

3.3. All Payments shall be made through cross cheque in the Pak Rupees.

3.4. Taxes will be deducted at source as per government rules at the time of payment.

3.5. The earnest money or equivalent bank guarantee of successful bidders shall be remained hold in department till the warranty period from the successful bidders.

## **4. Mandatory Requirements**

4.1. Firm with Income Tax Certificate /GST Certificate (copy of Certificate).

4.2. Location of offices/ service centers (Islamabad/ Rawalpindi/ Lahore / Karachi and Peshawar (Documentary Proof Required)).

- 4.3. At least five (05) years of relevant experience in supply of IT Equipment mention in all Categories (Document Proof Required).
- 4.4. Must have completed 7 similar projects in terms of Supply, Installation and Commissioning of IT Equipment mention in all Categories. (Documentary Proof Required).
- 4.5. Must have completed 2 similar projects in terms of Supply, Installation and Commissioning of IT Equipment mention in all Categories. (Documentary Proof Required).
- 4.6. An affidavit on Legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any Government / semi Government organization.
- 4.7. Bid proposal shall be submitted on the letter cover/ letter head duly signed & stamped by the bidding company.

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**Director (Admn/HR)**  
**IPO-Head Office, Islamabad**  
**IPO-Head Office, 3<sup>rd</sup> Floor, New NTC Building, Attaturk Avenue (East), Sector G-5/2,**  
**Islamabad, Pakistan-44000**