

**TENDER NOTICE**

Sealed bids are invited from potential suppliers for the supply, installation and configuration of the following equipment to be delivered at IT Directorate, Trademark Registry, Plot # ST 1 & 2, New Broadcasting House (Ground Floor), Behind KDA Civic Center, Block - 14, Gulshan-e-Iqbal, Karachi:

SN	ITEM	TECHNICAL SPECIFICATION (MINIMUM)	QTY
1	PCs with Dual Display	<p><b>BRANDED DESKTOP PCs with dual display</b></p> <p><b>Processor Type:</b> Intel Core <i>i7</i> with Intel Boot Guard or better equivalent</p> <p><b>Processor Frequency:</b> 3.2GHz (max 4.60GHz with Turbo)</p> <p><b>Generation:</b> 8<sup>th</sup> or higher</p> <p><b>Memory:</b> 8GB (1x8GB) DDR4 2666 or higher</p> <p><b>Storage:</b> 512GB SSD</p> <p><b>Display-1:</b> 18.5” LED Wide Screen</p> <p><b>Display-2:</b> 18.5” LED Wide Screen</p> <p><b>Keyboard:</b> Standard 101 keys US layout</p> <p><b>Mouse:</b> Optical USB Mouse</p> <p><b>Optical Drive:</b> DVD-Writer</p> <p><b>Operating System:</b> Windows 10 Pro 64 Bit with Media Kit (OEM Licensed) or later</p> <p><b>Office:</b> Microsoft Office 2016 Standard Edition with Media Kit (OEM Licensed) or later</p> <p><b>Warranty:</b> 3 years (onsite , labour and parts)</p>	8

SN	ITEM	TECHNICAL SPECIFICATION (MINIMUM)	QTY
2	PCs	<p><b>BRANDED DESKTOP PCs</b></p> <p><b>Processor Type:</b> Intel Core <i>i7</i> with Intel Boot Guard or better equivalent</p> <p><b>Processor Frequency:</b> 3.2GHz (max 4.60GHz with Turbo)</p> <p><b>Generation:</b> 8<sup>th</sup> or higher</p> <p><b>Memory:</b> 8GB (1x8GB) DDR4 2666 or higher</p> <p><b>Storage:</b> 512GB SSD</p> <p><b>Display:</b> 18.5" LED Wide Screen</p> <p><b>Keyboard:</b> Standard 101 keys US layout</p> <p><b>Mouse:</b> Optical USB Mouse</p> <p><b>Optical Drive:</b> DVD-Writer</p> <p><b>Operating System:</b> Windows 10 Pro 64 Bit with Media Kit (OEM Licensed) or later</p> <p><b>Office:</b> Microsoft Office 2016 Standard Edition with Media Kit (OEM Licensed) or later</p> <p><b>Warranty:</b> 3 years (onsite , labour and parts)</p>	17

SN	ITEM	TECHNICAL SPECIFICATION (MINIMUM)	QTY
3	UPS	<p><b>Capacity:</b> 650VA / 325 Watts</p> <p><b>Output Voltage / Frequency (On utility):</b> 230V / 45-65 Hz</p> <p><b>Output Connections:</b> 4 IEC 320 C13 sockets (all with battery backup protection)</p> <p><b>Transfer Time:</b> 6ms or better</p> <p><b>Waveform type:</b> Stepped Approximation to Sine Wave</p> <p><b>Input Voltage/Frequency:</b> 180 – 270 V, 50Hz/60Hz +/-1Hz</p> <p><b>Input Connection:</b> IEC-320 C14</p> <p><b>Battery Type:</b> Maintenance-free, sealed lead-acid battery, leak proof</p> <p><b>Battery Size:</b> 12 volt, 7 Ah</p> <p><b>Alarms:</b> Visual (LED) and audible alarms</p> <p><b>Warranty:</b> 3 years onsite , labour and parts</p>	25

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

1.1. Single Stage-Two Envelope Procedure: 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 15<sup>th</sup> day of publishing this tender notice on PPRA website.

1.2 Technical bids will be opened on the same day at 12:30 pm at IPO Office, Karachi 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 only those bidders will be opened who qualify the technical bids; the financial bids of unsuccessful bidders will be returned unopened.

- 1.5. Quoted prices (in Pak rupees) must include all taxes and charges including delivery and installation.
- 1.6. A Bank Draft or Pay Order equivalent to 5% of the bid amount as Earnest Money shall accompany the financial 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 distributor/reseller of the product (**Documentary proof required**).
- 1.9. The supplier should be registered with Income Tax and Sales Tax departments; taxes will be withheld 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 is required to quote all items in a category. In-complete category will not be entertained and the bid will be rejected.

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

- 2.1. The successful bidder will have to provide specified goods/services within 1 week in case of ex-stock and within 6 weeks if it is to be imported from abroad.
- 2.2. All Hardware will be delivered and installed at IPO-Pakistan Offices in Karachi 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, as per PPRA rules.
- 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 are liable to indemnify IPO-Pakistan against all third party claims of infringement of all IP rights arising out of use of the goods or 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 or on quarterly basis at least.

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. Payment shall be released after successful delivery, installation, fixation, training etc., of equipment at IPO-Pakistan Offices in Karachi.

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 period.

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.

### **4. Mandatory Requirements**

4.1. Only firms with Income Tax Certificate /GST Certificate are eligible. **(Copy of Certificate).**

4.2. Bidder should have office/presence in Karachi to ensure onsite support **(Documentary proof required).**

4.3. At least five (05) years of relevant experience in supply of IT Equipment mentioned in all Categories is mandatory **(Documentary proof required).**

4.4. If the storage device is to be replaced/repared during warranty period, the bidder/supplier shall be bound to recover official data from the faulty storage device or pay the recovery cost if recovered by a third party.

4.5. Bidder must have completed 7 similar projects in terms of Supply, Installation and Commissioning of IT Equipment mentioned in all categories **(Documentary proof required).**

4.6. Bidder should provide three (03) CVs/profiles of their support and configuration team having skills and expertise in providing services required for this project.

4.7. Bidder must have completed 2 similar projects with Govt. Depts. in terms of Supply, Installation and Commissioning of IT Equipment mentioned in all Categories (**Documentary proof required**).

4.8. 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 shall be submitted.

4.9. Bid proposal shall be submitted on the letter cover/ letter head duly signed & stamped by the bidding company.

**Director-IT**  
**IT-Directorate, IPO-Pakistan Karachi**

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