

TENDER NOTICE

Intellectual Property Organization (IPO-Pakistan) intends to Purchase IT Equipment (PCs, Printers, Scanner) and Photocopier for its IPO-Pakistan Regional Office, Lahore. The IT Equipment & its quantity to be procured would be as per detail given below:-

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
1	<p style="text-align: center;">15.6" Laptop (Genuine Windows and Office included)</p>	<p>Intel® Core i7 Branded laptop or better equivalent Screen:15.6" Generation: 8th or Higher Processor: Core i7 processor, 1.9GHz or higher (with turbo frequency 4.8GHz or higher) Memory: 8 GB DDR4 or higher (upgradable up to 32GB) Storage: 512GB SSD (upgradable up to 2TB SSD) I/O Ports: USB 3.1; Thunderbolt; Headphone/Microphone; Connectivity: Wireless connectivity (Wifi); RJ-45; HDMI; Bluetooth Keypad: Backlit keyboard with numeric keypad Operating System: Windows 10 Pro 64 Bit with Down Grade (OEM Licensed) or later Office: Microsoft Office 2019 Home & Business Edition (OEM Licensed) or later Carry case/Bag : Branded Local Warranty: 03 years Parts &Labour, Onsite</p>	14
2	<p style="text-align: center;">Sheetfed Scanners</p>	<p>Branded Sheetfed Scanner Automatic Document Feeder (ADF): Yes Duplex: Yes Scanning Sensor Technology: CIS Scanning Speed: <i>(Black & White)</i> 45ppm (simplex) / 90ipm (duplex) [200dpi/300dpi] <i>(Color)</i> 30ppm (simplex) / 60ipm (duplex) [200dpi] 20ppm (simplex) / 40ipm (duplex) [300dpi]</p>	2

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		<p>ADF Capacity: 60 sheets (A4, Letter, Legal) Long Document: up to 3000mm Scanner Advanced Features: Automatic Page Size Detection, Deskew, Colour Dropout (RGB), Colour Enhancement (RGB), Auto Colour Detection, Shadow Cropping, Adjustable gamma settings, Skip Blank Page, Folio Mode, Batch Separation with white blank sheet or patchcode, Moiré Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Background Smoothing, Double Feed Release, Double Feed Detection, 256 level gray scale, Passport Scanning Paper Weight: 27-209g/m² Daily Duty Cycle : up to 4000 scans with bundled software Connectivity: USB 2.0 or later OS Support: Windows 7 or Higher Warranty: 3 years onsite , labour and parts</p>	
3	Branded Laser Printer	<p>Print Technology: Laser Print Speed (Normal, Letter): Up to 38 ppm First page out: As fast as 6.4 sec (ready); As fast as 9.8 sec (sleep) Resolution: 600 x 600 dpi, Up to 4800 x 600 enhanced dpi Auto Duplex: Yes Paper Size: A4, Legal, A5, A6 and custom sizes up to 8.5 x 14in Duty Cycle (monthly, Letter or A4): Up to 80,000 pages Processor speed: 1200 MHz or more Display: 2-line backlit LCD graphic display Connectivity: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n Wireless: Yes, built-in Wi-Fi 802.11b/g/n Mobile Printing Capability: Yes Memory: 128 MB or more OS compatibility: Windows 7 or higher; Mac OS</p>	4

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		Warranty: 3 years onsite , labour and parts	
4	Branded Digital Photocopier Machine	Print, copy and scan option; Display: 5.7" Touch Screen QVGA Original Paper size: up to A3 Resolution: Scanning/Copying: 600dpi × 600dpi; Printing 1200dpi x 1200dpi Copy/Printing Speed 25ppm (A4), 15ppm(A3); RAM: 256MB or more Enlargement/Reduction: 25%-400% (1% increment) Duplex: Built-in (Standard) Duplex Automatic Document Feeder (DAF): Yes First Copy Out Time: 6.4 seconds or less Warm up time: 30 seconds or less (from POWER OFF); 10 seconds or less (from SLEEP) Drum Life: 132,000 sheets or more (A4) Toner Yield (6% coverage): 14,000 sheet or more (A4) Connection Type: Ethernet (100Base-TX/10Base-T), USB 2.0 Advanced features: Remote User Interface/E-Maintenance (remote management through web browser), Secure Printing (Password protected printing), multiple accounts with different settings of each, searchable PDF. Supported OS: Windows 7 or higher Warranty: 03 year Parts & Labour, Onsite	1
5	Endorsement Printer	7-pin shuttle impact dot matrix endorsement printer (EPSON or Equivalent) Print Speed: Up to 2.1lps Column Capacity: 35/42 columns Character Size: 1.6mm x 2.9mm / 1.3mm x 2.9mm	2

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		Paper Thickness: 0.09mm to 0.25mm Copy Capability: One original & 2 copies Interfaces : USB Character set: 95 Alphanumeric, 32 International Ribbon Life: 1,500,000 characters or more OS Support: Microsoft Windows 7 or higher Warranty: 3 years onsite , labour and parts	
		TOTAL COST ESTIMATE	

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 12:00pm on 6th February, 2020.

1.2 Technical bids will be opened on the same day at 12:30 pm at IPO-Pakistan Regional Office, Lahore 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.

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 or equivalent 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 Pakistan Regional Office, Lahore 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 If the storage device is to be replaced/repaired 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 third party **(Documentary endorsement required)**.
- 4.2 The bidder will be bound to provide sufficient documentation of solution/product proposed by him to verify the compliance of offered product/solution with the technical specifications mentioned in the tender notice.
- 4.3 Technically qualified bidder of Endorsement Printer should arrange onsite practical demonstration in order to ensure the compatibility of the printer with the business process software of this office. This exercise will be integral part of technical evaluation process.
- 4.4 Bidder should have office/presence in Lahore to ensure onsite support. **(Documentary Proof Required)**
- 4.5 Bidder should provide three (03) CV's/profiles of their support and configuration team having skills and expertise in providing required services of this project.

[End of document]

DIRECTOR (IT)
IPO-Pakistan Regional Office, Lahore
Basement LCCI Building,
11-Shahrah-e-Aiwan-e-Sanat-o-Tijarat (Near China Chowk), Lahore Pakistan
Tel: +92-42-99205850 Fax: +92-42-99205855 Email: lahore@ipo.gov.pk