

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/Income Tax Departments and having their own offices/stock/manpower/expertise in Rawalpindi/Islamabad for following procurements, works and services required (as per approved specifications) by the Cabinet Division, Government of Pakistan Islamabad, during FY-2016-17. Bids must be dropped in the sealed tender box placed at the reception of Cabinet Division by 10:00 am on 02nd June, 2017. Technical proposals will be opened at 11:00 am the same day in the presence of available bidders or their representatives. Detail is as under:-

Name of Procuring Agency	Cabinet Division	
Number of Procurement	Name of Articles	Qty.
Title of Procurements	Colour Printer	01 No
	Laptops	05 Nos
	Air Conditioner Eco Inverter (Heat & Cool)	02 Nos.
	Furniture (2 x 7 seater Sofa)	14 Nos.
	Repair of Furniture of Fixture (Chairs & Tables)	72 Nos. 12 Nos.
	Telephone Sets	20 Nos.
	Up-gradation of CPUs	13 Nos.
Method of procurement	Single-Stage-Two Envelops Procedure	
Contact Officer	Major Mohsin Ali Malik Ph: 051-9249131 Cell: 0300-5277525	
Closing Time and Date & Place for receiving of bids	Upto 10:00 am on 02 nd June, 2017, Room No.1013, Cabinet Block, Cabinet Division, Islamabad.	
Time & Place of publicly opening of bids.	1100 am on 02 nd June, 2017, Cabinet Division, Committee Room.	

2. Bids Security not exceeding 5% of quoted price of the tender amount in shape of Bank Draft/Pay Order (refundable) in favour of Assistant Director (Sqn/AC/DDO), Cabinet Division, Islamabad must be attached with each bid separately.
3. Tender documents, list of items and detail terms/conditions can be collected free of cost from the undersigned during office timings, and are also available on official websites of Cabinet Division (www.cabinet.gov.pk) and PPRA (www.ppra.gov.pk). The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules-2004.



(Shahid Ahmed)
Section Officer (Sqn)
Ph: 051-9103638

Cabinet Division

Tender Documents/Terms & Conditions and Instructions to the Bidders

Reference advertisement dated May, 2017 printed in leading newspaper and also posted on website of PPRA's and Cabinet Division inviting sealed bids from Suppliers/Contractors for supply of Miscellaneous Items] as per following specifications and rates quoted therein separately in Technical and Financial Proposals :-

TERMS AND CONDITIONS AND INSTRUCTIONS FOR THE BIDDERS:

Note: Please read the following instructions carefully. Bound to accept all the supply orders issued during the current financial year 2016-17 (ending 30th June, 2017) on the tendered rates for supply of required quantities of articles within prescribed period after receipt of the supply order. In this connection, a formal agreement shall be signed by the successful bidder with the Cabinet Division.

1. Documents attached :-

- i. Company profile with list of its recent clients.
- ii. Copy of Income Tax/Sales Tax Registration of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money not exceeding 3% of quoted price in the shape of Bank Draft/Pay Order bearing No. Date..... Rs.....
- v. Name & address of schedules Bank from where earnest money drawn for Rs.....
- vi. Authorized dealership Certificate if any from sole manufacture along with Product Broachers.
- vii. Proof of Financial capability and experience certificate
- viii. Proof of after sale Service Centre located in Islamabad / Rawalpindi.

2. OPENING OF COMPETITIVE BIDS:

The bids will be opened in presence of the bidders on the date and time published in the tender notice.

- i. Single Stage- one envelope procedure will be adopted.
- ii. The bid shall comprise a single package containing detail of work and rates.
- iii. The participating firms must have to submit their samples of materials.
- iv. The bid found to be the lowest evaluated bid shall be accepted and the bids do not conform to the specifications or whose samples are not approved will be rejected.

3. REJECTION OF THE BID:

- i. Any offer not received as per terms & conditions of the tender enquiry is liable to be rejected under provision of PPRA Rule-2004.
- ii. No offer shall be considered if:
 - Received without earnest money.
 - It is received after the time and date fixed for its receipt.

- The tender is un-signed.
- The offer is ambiguous.
- The offer is conditional.
- The offer is from the firms who are black listed/suspended by any Government department.
- The offer is received by telegram.
- Offer is received with shorter validity than required in the tender enquiry; and.
- The offer is for items/stores do not conform to the specifications indicated in the enclosed list.
- Cabinet Division, Islamabad further reserves the right to accept or reject any or all tenders without assigning any reason.

4. **PERFORMANCE GUARANTEE:**

- i. The successful bidder/firm will be required to furnish 3% performance guarantee of the total bill value/supply order in the shape of CDR/Bank Guarantee or earnest money as a performance guarantee will be retained and released after satisfactory completion of the warranty/guarantee period.

The Bank Guarantee must be issued by a scheduled bank.

In case the supplier/contractor fails to complete the warranty/guarantee period successfully, the performance guarantee / security deposit will be forfeited in favour of Cabinet Division.

5. **WARRANTY/GUARANTEE :**

- I. The successful bidder shall provide warranty/guarantee for 03-three years of articles/materials.
- II. This period of warranty/guarantee shall start from the date of supplies/completion of work.
- III. The successful bidder shall warrant the Technical support available on call basis. Each and every call should be attended by the competent staff of the Bidder within 24 hours of its notification whether on phone or in writing.
- IV. During the warranty period, if the successful bidder fails to rectify the problem or replace the items, due to any reason, Division shall repair the item or replace the defective goods or parts/items thereof and deduct the same amount from the amount security deposit.
- V. The security deposit for warranty and guarantee will be released after expiry of the contract period.

6. **TAXES**

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The project authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

7. BIDDING.

- I. The bidder may bid for complete work/assignment.
- II. Rates should be quoted on for basis with supply, installation and fixation at the site.
- III. The bidders should quote final rates both in words as well as in figures.
- IV. Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- V. Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
- VI. The quotation should be submitted on the basis of accounting unit specified.

8. BID EVALUATION.

- I. The bids shall be evaluated in accordance with terms & conditions of this tender documents.
- II. Ability of the firm to most closely conform to the prescribed specifications and samples approved by the Committees.
- III. Rates offered by the firms.
- IV. Supply time/completion of job and maintenance of warranty period.
- V. Willingness of the firm to enter into contract agreement with the procuring agency for supply of articles on the rates tendered by the firm/bidder in its financial bid, during the whole financial year 2016-17 which shall end on 30-06-2017.

9. Completion of work

- i. The items/work mentioned in the attached list are required to be delivered/completed within 20-days or before from issuance of Purchase order. No extension will be given in any case.
- ii. The assignment is required by the consignee within stipulated date.

10. CABINET DIVISION'S RIGHTS WITHIN PROVISION OF PPRULES-2004

- i. Cabinet Division reserves the right to award contract to more than one bidder.
- ii. Cabinet Division reserves the right to accept or reject any or all tenders.
- iii. Cabinet Division reserves the right to increase the quantity of items or may order partial supplies or cancel any or all items.
- iv. The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tender.
- v. The purchaser reserves the rights to claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

11. PRICE REASONABILITY CERTIFICATE.

- i. The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan for such materials/ work and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.

12. PAYMENT

The payment for the supplies made by the successful bidder shall be released within 30 days possibly of the receipt of invoice provided that:-

- i. The invoice is complete, accurate and the entire satisfaction of the procuring agency/client;
- ii. Supplies are delivered/installed according to the instructions of the Division.
- iii. Satisfactory inspection report is provided by the Division so as to specifications/requirements of the Division.
- iv. 3% performance guarantee is provided with the invoice having validity up to the date of Warranty period which is one year from the date of installation & commissioning of the goods at respective site.
- v. The payment against a supply order shall be made on the completion of the delivery of supplies including installation, commissioning, etc as mentioned in the supply order.
- vi. No advance payment shall be made.
- vii. All payments shall be made through AGPR (Cross Cheque) in the Pak rupees.

13. ARBITRATION

In the event of any dispute arising between the bidder and the procuring agency regarding this bid

or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressal Committee of Cabinet Division. The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

14. PENALTY.

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under:-

- 1% of the cost of that items mentioned in the supply order that remain undelivered/un-finished for each day of non-supply upto maximum of twenty (20) days exceeding the job completion/delivery period.
- If the material is not supplied even after payment of penalty for 20 consecutive days, the Cabinet Division reserve the right to cancel the contract and to get completed the required job/items from elsewhere at the risk and cost of the defaulting contractor/firm and the equivalent price/amount will be deducted from the securities deposited by the firm/supplier.

15. Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods / services to Government departments.

16. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.

17.

Undertaking

We undertake and declare that :-

- i. The prices quoted should include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices are valid upto 30th June, 2017.
- iii. All of the products are under company branded warranty from the date of supply/installation and in case of any defect and malfunction we shall be responsible for repair/replacement as per guarantee/warranty.
- iv. The supplier is responsible for arranging replacement/technical support during contract period.

We understand that:-

- i. Cabinet Division reserves the right to accept or reject our bid and we undertake not to question the decision of Cabinet Division in this regard.

The earnest money amounting to Rs. submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to above.

Signature & Stamp Of
Authorized Agent.

SPECIFICATION OF COLOUR PRINTER

Max Media Size ((Custom)	8.5 in x 14 in
Media Weight	60 g/m2-200 g/m2
Max Media Capacity	850 sheets
Output Trays Capacity	150 sheets
Media Type	Envelopes, labels, plain paper, glossy paper, photo paper, bond paper, recycled paper, punched paper, preprinted paper, postcards.
Total Media Capacity	300 sheets
Media Sizes	Letter A Size (8.5 in x 11 in), Legal (8.5 in x 14 in), Executive (7.25 in x 10.5 in), A4 (8.25 in x 11.7 in), A5 (5.38 in x 8.25 in), A6 (4.13 in x 5.83 in), 3.95 in x 5.9 in, 3.95 in x 5.83 in, JIS B5 (7.17 in x 10.12 in), 7.75 in x 10.75 in, 3 in x 5 in, Oficio (8.5 in x 13.5 in), JIS B6 (5.04 x 7.17 in), 7.68 in x 10.63 in, 7.24 in x 10.24 in
SYSTEM REQUIREMENTS	
Os Required	Android, Debian Linux 7.x, Linux Mint 13, Linux Mint 14, Linux Mint 15, Linux Mint 16, Linux Mint 17, Microsoft Window XP (32/64 bits) SP3, Red Hat Fedora 17, Apple MacOS x 10.10, Red Hat Fedora 18, Red Hat Fedora 19, Red Hat Fedora 20, UNIX, Ubuntu 10.04, Ubuntu 11.10, Ubuntu 11.10, Ubuntu 12.04, Ubuntu 12.10, Ubuntu 13.04, Ubuntu 13.10, Ubuntu 14.04, Ubuntu 14.10, Windows 10 (32/64 bits), Windows 8.1 (32/64 bits), openSUSE 12.2, openSUSE 12.3, openSUSE 13.1, Apple ios, boss gnu/Linux 3.0, BOSS GNU.Linux 5.0, Debian Linux 6.0.x
DUTY CYCLE	
Monthly Duty Cycle (max)	50000pages
Recommended Monthly Value	750-4000 pages
ENVIRONMENTAL PARAMETERS	
Sound Emission (idle)	34 dBA
Sound Emission (Operating)	49 dBA
Min Operating Temperature	59 °F
Max Operating Temperature	86 °F
Humidity Range Operating	10-80%
DOCUMENT & MEDIA HANDLING	
Media Type Class	Envelopes, other, photo paper, plain paper
Media Size Class	A4/Legal
INTERFACE REQUIRED	
Connector Type	4 pin USB Type A, RJ-45
Type	Gigabit LAN, USB 2.0, USB host
Total Qty	1
OFFICE MACHINE	
Type	Printer
Functions	Printer
Monthly Duty Cycle Range (Printer Class)	50,000-99,999 pages
Monthly Duty Cycle (max)	50,000 pages
Recommended Monthly Volume	750-4000 pages
Printing Technology	Laser
Printing Output Type	Colour
DIMENSIONS & WEIGHT (SHIPPING)	
Fonts Included	84 x True Type
Printer Features	ePrint, Instant on Technology, Mopria certified, PANTONE calibrated
Media Handling	250 sheet input tray, 50 sheet multipurpose tray
Type	Workgroup printer
Min H-Document Size	3 in

Min V-Document Size	5 in
Max H Document Size	8.5 m
Max V Document Size	14 in
Media Type	Bond paper, recycled paper, envelopes, glossy paper, labels photo paper, plain paper, postcards, preprinted paper, punched paper
Media Sizes	3 in x 5 in, Executive (7.25 in x 10.5 in), JIS B5(7.17 in x 10.12 in), JIS B6 (5.04 x 7.17 in), Legal (8.5 in x 14 in), Letter A Size (8.5 in x 11 in), Oficio (8.5 in x 13.5 in), 3.95 in x 5.83 in, 7.24 in x 10.24 in, 7.68 in x 10.63 in, 7.75 in x 10.75 in, A4 (8.25 in x 11.7 in), A5 (5.83 in x 8.25 in), A6 (4.13 in x 5.83 in)
Min Media Weight	60 g/m ²
Max Media Weight	200 g/m ²
Envelope Sizes	International B5 (6.93 in x 9.83 in), International C5 (6.38 in x 9 in), International DL (4.33 in x 8.66 in), Monarch (3.87 in x 7.5 in), US No 10 (4.1 in x 9.5 in)
Total Media Capacity	300 sheets
PROCESSOR	
Processor	1.2 GHz
Clock Speed	1.2GHz
MISCELLANEOUS	
Consumables Included	1 x toner cartridge (black) – up to 1200 pages 1 x toner cartridge (cyan) – up to 1200 pages 1 x toner cartridge (magenta) – up to 1200 pages 1 x toner cartridge (yellow) – up to 1200 pages
Colour Category	Black, gray
Features	Google Cloud Print 2.0
NETWORKING	
Networking	Print server
Route Management Protocol	HTTP, HTTPS, SLP, SNMP 1, SNMP 2, SNMP 3
Security Protocols & Features	802.1x, Apple Bonjour, SSL, TLS
POWER	
Frequency Required	60 Hz
Power Consumption Sleep	2.4 Watt
Power Consumption Operational	570 Watt
RAM	
RAM Installed (Max)	128 MB / 128 MB (max)
Installed Size	128 MB
Max Supported Size	128 MB
ENVIRONMENTAL STANDARDS	
Blue Angle	Yes
Energy Star	Yes
FLASH MEMORY	
Max Supported Size	256 MB
PRINTING	
Max Resolution B/W	38400 x 600 dpi
Max Resolution Colour	38400 x 600 dpi
Max Printing Speed B/W (ppm)	28 ppm
Max Printing Speed Colour (ppm)	28 ppm
Automatic Duplexing	Yes
MEDIA HANDLING	
Min Media Size (Custom)	3 in x 5 in
Width (Shipping)	19.6 in
Depth (Shipping)	14.9 in
Height (Shipping)	23 in
Weight (Shipping)	45.5 lbs
CONSUMABLES INCLUDED	
Colour	Black, Cyan, Magenta, Yellow
Included Qty	1

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PRINTER OUTPUT	
Max Speed	24 imp, 49 ppm, 7 ppm, 25 ipm, 27 ppm, 28 ppm
Media Size	A4 (8.25 in x 11.7 in), Letter A Size (8.5 in x 11 in), A5 (5.83 in x 8.25 in)
Output Quality	B/W (ISO/IEC 24734), Colour draft, Colour duplex (ISO/IEC 24734), Colour best.
SOFTWARE	
Type	Drivers & Utilities
PRINTER MEDIA	
Media Load Type	Automatic
Media Feeder Qty	1
Media Feeder Max Format	Legal (8.5 in x 14 in)
Min Media Weight	60 g/m2
Max Media Weight	200 g/m2
Media Feeder Capacity	250 sheets, 50 sheets
DIMENSIONS & WEIGHT	
Width	16.2 in
Depth	18.5 in
Height	11.6 in
Weight	41.67 lbs
SERVICE & SUPPORT	
Type	1 year warranty
PC ONNECTIVITY	
PC Connection	Gigabit LAN, USB 2.0, USB host
AirPrint Enable	Yes
PRINTER FONTS	
Font Included Type	True Type
Fonts Included Qty	84
SERVICE & SUPPORT DETAILS	
Full Contract Period	1 Year
Type	Limited warranty
SYSTEM REQUIREMENTS DETAILS	
Operating System	MacOS x 10.7 or later, Windows XP
Processor Speed	233 Hz
Min RAM Siz	512 MB
Min Hard Drive Space	1 GB, 400 MB

SPECIFICATION OF LAPTOP

? DELL INSPIRON 15 5567 LAPTOP

Intel Core i7-7500U

Ram 8GB DDR

Hard Drive 1TB SATA

Super Drive DVD RW

Wi-Fi, Bluetooth

HD Webcam

AMD Radeon R5 M335 4GB

Display 15.6" LED

Backlit

DOS

SPECIFICATION OF AIR CONDITIONER

ECO INVERTER (HEAT & COOL)

- Royal Fawn Glossy Textured Finish
- 1st European Compliant Heat and Cool AC
- Latest Powerful G-10 Inverter
- Energy efficient Class A+ (60% Electricity Saving)
- Ultra Low Frequency Torque Control
- State of the Art High Speed DSP Chip
- Precise Temperature Control
- Faster Cooling and Heating
- Eco Friendly Refrigerant R410A
- Wide Frequency Precise Control
- Power Factor Correction Technology
- Ultra Low Noise Control
- Computer Simulation Control
- High Reliability
- Ultra High Frequency Control
- Ceiling Cooling and Floor Heating System
- Integrated Design
- Dual Installation (Both sides option)
- Auto Restart
- Fire Proof Electric Box
- Low Voltage Startup – 150V
- Self-Diagnosis
- SMPS
- High Temperature Resistance PCB
- Turbo Cooling
- 4 Way Air Outlet
- 3 Sleep Curves

SPECIFICATION OF FURNITURE

- 2 x 7 Seat Sofa (NM Design)
- Chinioty Shesham Wood
- Imported cloth
- Back wood (thikness 2 inch, foot thickness 3 inch)
- Quality Foam Molty no-1 / Cushion Molty Boll
- Fabric No-1 quality
- Table 3 pieces
- Glass 12 mm
- Polish quality ICI Seler lacker

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Annex "A" E

FURNITURE REPAIR

Complete repair, polishing and cushioning of 72 x chairs and 12 x tables.

SPECIFICATION TELEPHONE SETS

Call Restriction	
One Touch Dial (Stations)	10 Stations
Redial	(20 stations)
One Touch Tone Switching	
Tone / Plus Setting	Programmable
Timed Flash	600ms
Insertable Pause	(3.5 sec)
Ringer Selector (step)	SW (off/Low/High)
Volume	Electrical (4 Steps)
SP Volume	Electrical (8 Steps)
Phonebook	50 stations (Number & Name)
LCD	3 Line (Dot & 7 segment & Pict)
Wall Mountable	
Caller ID Memory	50 Stations
Dimensions (WxDxH)	172mm x 220mm x 93mm
Weight	550 g
Other Features	
Programmable Flash Time setting	
Long Handset Cord (39 cm)	
Dial Lock (4 digits PIN)	
Auto Redial	
Electronic Hold	
Ringer Indication (LED)	
Mute	
Clock	
Speakerphone	
Headset Jack	

SPECIFICATION FOR UP-GRADATION OF COMPUTERS EQUIPMENT

Nomenclature	Quantity	Detail of Work
Gateway Pentium 3.	01	System Up-gradation Ram & Service
JAZZ Pentium 3	01	System Up-gradation Ram & Service
Dell Pentium 4	03	System Up-gradation Ram & Service
Dell Pentium 4	01	System Repairing
Dell Core 2 Dual	02	System Up-gradation Ram & Service
Dell Core 2 Dual	01	System Monitor Replace
Dell Vostro 230 Core 2 Dual	02	System Up-gradation Ram & Service
Dell Vostro 230 Core 2 Dual	01	System Up-gradation, Ram, Hard Drive & Service
Dell Vostro 230 Core 2 Quad	01	System Up-gradation, Ram, Hard Drive & Service
Laptop HP (COMPAQ 510)	02	Battery Replacement
Laptop HP (COMPAQ 510)	01	Up-gradation Ram
Laptop Dell VESTRO 860	03	Battery Replacement
Laptop HP Pro 4530s	03	Up-gradation Ram & Service
Laptop Sony	01	Battery Replacement
Laptop COMPAQ	01	Battery Replacement