

Tender Fee Rs. 500



TENDER DOCUMENT

for

**Procurement of Laptops, Inverter Split AC & Printer
under the UN-HABITAT Project**

**“Enhance Community, Local and National-Level Urban Climate
Resilience to Water Scarcity, Caused by Floods and Droughts in
Rawalpindi and Nowshera, Pakistan ”**

Last Date for Submission: 17th February 2023 (11:30 AM)

**Pakistan Council of Research in Water Resources (PCRWR)
Government of Pakistan
Ministry of Water Resources
Khayaban-e-Johar, Near Edhi Homes, H-8/1, Islamabad
Ph: 051-9101282-83, Fax: 051-9101278**

PART-I

GENERAL INFORMATION ABOUT THE CONTRACTOR/FIRM

Name of Firm: _____

Main Line or Business: _____

Major Accomplishments: _____

Type of Organization: _____

National Tax Number _____

Phone No(s) _____

Mailing address: _____

Fax No. _____ Email: _____

Contact person: _____

**SIGNATURE & SEAL OF
FIRM**

PART-II
TERMS AND CONDITIONS

GENERAL

The bids are required from the firm/companies registered with FBR/Income Tax as active tax payer for the supply of Laptops, Inverter Split AC & Printer to PCRWR, Islamabad with following terms and conditions:

- i. The bidder has to submit earnest money equal to 2% of the total amount of bid(s) in the form of a demand draft/pay order in favor of the Pakistan Council of Research in Water Resources (PCRWR), Islamabad. Tenders without earnest money would be rejected outrightly. In case of alternate prices, the earnest money will be based on the maximum quoted price of the same item(s). The Earnest Money will be forfeited if a bidder(s) withdraws his bid(s) during the period of his bid(s) validity. The earnest money of unsuccessful bidder(s) will be returned to them after the evaluation of bids.
- ii. Conditional/incomplete tenders or those having overwriting will not be accepted.
- iii. Quoted price must be inclusive of all taxes having validity for at least 90 days from the date of tender opening.
- iv. The bidders should be authorized suppliers of the items and be available to provide after-sale services during the period of guarantee.
- v. The successful bidder would ensure that the bid is complete in all respects including all accessories.
- vi. Last date of submission of offers is **February 17, 2023**, by 11:30 AM. The tenders would be opened at 12:00 PM on the same day in the Committee Room of PCRWR Islamabad in the presence of bidders, who may care to attend.

2. SCOPE OF SUPPLY

The bidder shall supply Laptops, Inverter Split AC and printer as per specifications given in **Annexure-I**. The bidder shall also be responsible for free service, if required, during warranty period of one year from the date of commissioning.

3. BID PRICE AND QUOTING

The bidder shall indicate, in his offer the unit prices inclusive of supply, transportation, installation (in case of Inverter Split AC) with all taxes and total bid prices of the goods. Payment of any Taxes, duties etc. levied before opening of bids by the Government shall be the full responsibility of the bidder(s) subject to prevailing regulations. The prices shall be quoted in Pakistan Rupees only. The person signing the bid shall initial all the pages of the bid(s) where entries are made. Prices charged by the supplier for goods delivered and services performed under the contract shall not exceed from the prices quoted by the supplier in its bid(s). No bid received after the prescribed deadline date would be entertained and will be rejected without caring the reasons for delayed receipt in PCRWR Head Office Islamabad even due to negligence of the bidder or the postal/courier services etc.

4. PURCHASER'S RIGHTS

Pakistan Council of Research in Water Resources, Islamabad reserves the right to reduce/increase the quantity, prior to award of contract, thereby evolving no financial liability whatsoever or any other obligation on the part of PCRWR from the side of bidders. No other sub-office (outfit) of PCRWR is authorized to collect bid(s), only PCRWR Head Office located at **Khayaban-e-Johar H-8/1, Islamabad** is authorized to do so.

5. CONVERSING

Unsolicited advice/clarification and any personal contact at any stage of evaluation of bids are strictly prohibited and may lead to disqualification. The bids will be evaluated and finalized in accordance with the valid guidelines of the PPRA.

6. PERFORMANCE GUARANTEE/WARRANTY

The supplier will be responsible for complete supply of goods and for its free repair services, if required, during the performance guarantee period of one year, starting from the date of Installation, configuration and testing of Equipment (Hardware). The performance guarantee/security will be forfeited in case of failure to successfully complete the performance period of the equipment. The withheld performance security will be returned after successful completion of the guarantee period.

The Laptops, Inverter Split AC & Printer must have warranty as specified in the Annexure-I. The warranty should be provided on the proper legally recognized document. In case of malfunctioning of the components systems **during the period, the company would be asked to correct or replace the faulty components. Failure to respond and correct the fault accordingly may lead to blacklisting** of the company as per the rules and regulations in force by the Government of Pakistan.

7. DELIVERY AND INSTALLATION

- i. The bidder shall complete supply of goods within 14 days from the date of issuance of work order by the Pakistan Council of Research in Water Resources, Islamabad. A penalty @ 0.01% of the quoted price per day may be charged after expiry of delivery period till the supply of goods. Supply order can be canceled after expiry of supply order and earnest money will be forfeited.
- ii. The equipment delivered should be new and in no case used or refurbished.
- iii. The items have to be provided in PCRWR office Islamabad.

8. MODE OF PAYMENT

No advance payment will be made to any firm against any supply order in any case. No such demand will be entertained and failure to supply of items against supply order will lead to forfeiture of the earnest money. Payment shall be made in the form of cross-cheque, which shall be issued, after receipt of equipment/items, inspection, installation, commissioning and training of the beneficiaries. The mode of payment will be as under:

- i. 90% payment on successful testing and acceptance.
- ii. 10% payment after completion of one year.

09. EVALUATION CRITERIA

- The bids would be evaluated based upon their technical soundness with the Terms and Conditions set forth in this document.
- The bids would be evaluated based upon following:
 - Technical soundness (60%)
 - 20 marks for relevant past experience for the last three years.
 - 20 marks for capacity statement on available IT equipment.
 - 40 marks for matching the specification.
 - 10 marks for registration with relevant tax authorities and active tax filer status.
 - 05 marks for undertaking that the firm is not blacklisted or debarred from government organizations.
 - 05 marks for undertaking that there is no pending litigation with any government organization.
 - Financial (40%)
 - Lowest price: 100 marks
 - 2nd lowest: 90 marks
 - 3rd lowest: 80 marks
 - Further lowest bidder will be ranked with 10 less marks in descending order
- The procuring agency may cancel the tender as per PPRA rules. PPRA rules and other prevailing government rules shall be applicable.
- The procuring agency may, at any time, make changes in the specifications of the items to be supplied. It may also increase or decrease the number of work items or their quantity. Any claim by the supplier relating to adjustments under this paragraph shall be asserted by the supplier within 10 days of receipt by him of notification of change. Also no claim for adjustment shall be receivable after the date of final payment under this contract.

Laptops, Inverter Split AC and Printer

| Sr. No. | Items Name | Description | Quantity | Unit Rate (Rs.) |
|----------------|--------------------------|---|-----------------|------------------------|
| 1. | Laptops | Specifications Required: 12 th Generation Intel Core i7 Installed RAM 8 GB Hard drive size 1TB GB SSD Dedicated graphics Yes with GeForce, MX450 (2 GB GDDR5) Graphics memory Intel Iris Xe Graphics Graphics processor Intel Backlight LED Screen size and surface 14" diagonal, OLED, multi-three sixty enabled, HDR 500 nits, Fingerprint Reader Backlit keyboard Full-size, backlit, Bluetooth Bluetooth 5.2 compatible combo Wireless/Wifi Yes Genuine Windows 11 Home (Separate CD) Genuine MS Office 21 (Separate CD) Warranty 1 year | 03 | |
| 2. | Laptop | Specifications Required: 12 th Generation Intel Core i5 Installed RAM 08 GB Hard drive size 512 GB SSD Graphics memory Intel Iris Xe Graphics Graphics processor Intel Backlight LED Screen size and surface 15.6" resolution 1920x1080 Backlit keyboard Full-size, backlit, Bluetooth Bluetooth 5.2 compatible combo Wireless/Wifi Yes Genuine Windows 11 Home (Separate CD) Genuine MS Office 21 (Separate CD) Warranty 1 year | 01 | |
| 3. | Inverter Split AC | Specifications Required: Inverter Technology Cooling Power in Tons 1.5 Ton BTU Capacity 18000 BTU Compressor W 5300 Auto Voltage Adaption 150V-260V Energy Efficient Class A 60% Electricity saving Dehumidification YES Cooling BTU/H Capacity (H/S/L) 19100/17750/5118 Output Capacity (W) (H/S/L) 5600/5200/1500 Power Input (W)(H/S/L) 2100/1520/390 | 01 | |

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|-----------|----------------|--|-----------|--|
| | | Energy Efficiency Ratio (EER) 3.6 Heating BTU/H Capacity (H/S/L) 22550/19600/4260 Output Capacity (W) (H/S/L) 6600/5750/1450 Power Input (W)(H/S/L) 2200/1580/390 Energy Efficiency Ratio (EER) 3.6 Warranty 3 years compressor, 1 year parts & service | | |
| 4. | Printer | Specifications Required: Function Print Print Technology Laser Print Speed Up to 40 ppm Duplex Printing Yes Print Resolution Fine Lines (1200 x 1200 dpi) Media Size Supported Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); Automatic duplexer: A4; B5; 16K (195 x 270 mm, 184 x 260 mm; 197 x 273 mm); Oficio (216 x 340 mm) Wireless Capability No Ethernet Compatibility Yes No. Of Cartridge Black USB Port Yes Dimension 15 x 14.06 x 8.5 in Weight 18.87 Ib Warranty 1 year | 01 | |

Rs. _____ Amount in words (Rupees) _____

Place :- _____ Date :- _____

Sign & Seal of the Tenderer