


No. F. 1(6)S-1/2014-15  
Government of Pakistan  
Finance Division  
(Services-I)  
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### **Tender Notice**

Finance Division invites sealed tenders from reputed firms based at Islamabad/Rawalpindi for supply of three (03) Digital Photocopiers and six (06) Laser Fax Machines with Integrated Telephone System.

2. Detail specification's of equipments, Technical Evaluation Criteria and the Terms and Conditions for participating in Tender can be obtained from the undersigned on any working day or may be downloaded from the website of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and Ministry of Finance ([www.finance.gov.pk](http://www.finance.gov.pk).)

3. Interested parties may send their bids in sealed cover at the following address latest by 10-12-2015 at 11 a.m. which will be opened the on same day at 11.30 a.m. in the office of Deputy Secretary (HR) Room No.501 5<sup>th</sup> Floor, Block "Q" Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the meeting if they wish to be present.

  
(Altaf Hussain)  
Section Officer (Services-I)  
Room No. 506, Block "Q"  
Pak Secretariat  
Islamabad.  
Phone: 9208101

Finance Division  
Budget Wing  
(IT Section)  
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**Specification for Purchase of Photocopy Machines**

Sr. #	Components/Features	Description
1.	Copy speed	28-32 CPM
2.	Processor	1.0 GHz Dual-Core minimum
3.	Memory	RAM: 4 GB <u>or</u> higher HDD: 250 GB <u>or</u> higher
4.	RADF	Built-in
5.	Network color scanner with color send function; Network printer & USB direct print	
6.	Duplexing	
7.	Paper tray	03 <u>or</u> higher
8.	By-pass tray capacity	100 sheets <u>or</u> higher
9.	Paper capacity	1100 sheets minimum
10.	Multiple copy	950 minimum
11.	Copy size	A-3, A-4 & A5
12.	Warm-up time (OFF-ON)	Up to 20 seconds
13.	1 <sup>st</sup> Copy time	Up to 5.4 seconds

  
(Adnan Muazzam)  
Web Master

Participated bidder should provide the following details for the offered product	
Consumable & Economy	No. of Copies
Drum Life	-DO-
Developer Life	-DO-
Toner Life	-DO-
Per Copy Cost	Amount

  
**ALTAF HUSSAIN**  
Section Officer (Services)  
Finance Division  
Government of Pakistan  
Islamabad

## Technical Evaluation Criteria:

1- **Preliminary evaluation** (Initial Screening) of bids will be conducted on the basis of following parameters:

- i. The offered product must be compliant with the required specifications.
- ii. Respondent organization must have nationwide presence with a branch office in Islamabad/Rawalpindi.
- iii. Respondent organization should provide valid company registration certificate in order to prove that the company has been in business/operations for at least last five (5) years.
- iv. The respondent organization must be an Authorized Partner / Distributor / Manufacturer for the equipment.

2- **Detailed evaluation** will be conducted for the firms which qualify the preliminary evaluation mentioned above.

- i. In-depth analysis session including authenticity of product, information validity, quality & performance evaluation of equipment.
- ii. Purchase Committee will examine and verify the compliance with the required specification in demonstration session.

  
ALI AF HUSSAIN  
Section Officer (Services)  
Finance Division  
Government of Pakistan  
Islamabad

  
(Adnan Muazzam)  
Web Master

**Specifications for Purchase of Laser Fax Machine with  
Integrated Telephone System**

Sr. #	Components / Features	Description
1.	Print Type	Laser Printing on Plain Paper
2.	Print Speed	10 -15 ppm (A4)
3.	Printing Resolution	600 x 600 dpi or higher
4.	Effective Scanning Width	208mm minimum
5.	Effective Printing Width	202 mm(A4), 208 mm (Letter/Legal) minimum
6.	Paper Size	A4 / Letter / Legal
7.	Modem Speed	33.6 kbps
8.	Document Memory	2.5 MB
9.	Copier Function	Multiple Copies (up-to 99)
10.	Enlarge / Reduce	50 - 200%
11.	LCD Display	16 Digits / 2 Lines
12.	Paper Capacity	250 Sheets or higher
13.	Auto Document Feeder	15 Sheets or higher
14.	Dial Mode	Tone (DTMF) / Pulse
15.	Fax Number Registration	Up-to 20 Digits
16.	Other Features	ITU-T G3 Compatible, Callback, Incoming Call Ringer, Monitor & Handset Volume, MH/MR/MMR Compression System, Out of paper reception, one-touch dial , phonebook (100 stations)

  
**ALTAF HUSSAIN**  
 Section Officer (Services)  
 Finance Division  
 Government of Pakistan  
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Finance Division  
(Services-I Section)  
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**Allied Terms & Conditions of Tender Notice for Purchase of two Digital Photocopiers and ten Laser Fax Machine with Integrated Telephone System**

- The firm must have Income Tax registration, National Tax and GST Number.
- Price must be quoted in Pak Rupees and including GST.
- Firms are required to offer one year warranty (with parts) after sale.
- Delivery period shall be four week after issuance of supply order
- Earnest Money in the shape of Pay order / demand draft equal to 5% of total worth of bid has to be attached with the bid. The pay order / demand draft shall be in favor of Finance Division, Islamabad which will be released after satisfactory completion of warranty period in case of successful bidder. However Security deposit of the non-successful bidders will be returned after approval of the case by the Competent Authority.
- The method of single stage- Two Envelops will be followed. The bidders must furnish their technical proposals and financial proposals in two different envelops. The envelops shall be clearly be marked as "Technical Proposals" and "Financial Proposals.
- The admissible taxes shall be deducted at source.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any government organization.
- The procurement is subject to successful demonstration by the bidder.
- The purchase will be made strictly in accordance with PPRA Rules, 2004.
- The equipments to be offered must be as per the enclosed specifications.
- The Finance Division reserves the right to reject any or all bids conveying the reason therefore.
- Preference will be given to machine with minimum copy cost. The venders must give the additional information in technical proposal as below:
  - a. Drum life
  - b. Developer life
  - c. Price of toner
  - d. Toner life
  - e. Per copy cost

Signature \_\_\_\_\_

Name of firm/company \_\_\_\_\_

Address/Contact No. \_\_\_\_\_

  
ARAF HUSSAIN  
Officer (Services)  
Finance Division  
Government of Pakistan  
Islamabad