

**Government of Pakistan**  
**Finance Division**  
**(Capacity Building of Finance Division**  
**for Implementation of PFM Policy**  
**Framework in Federal Government)**

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**TENDER NOTICE**

Finance Division invites sealed bids from income tax/sales tax registered firms for supply of the following items:

<b>Name of Procuring Agency</b>	<b>Finance Division, Government of Pakistan, Islamabad</b>		
<b>No. of Tender</b>	<b>F. No. 1(4) Cbfd Project/2024-2025</b>		
<b>Procurement/Installation of IT Equipment</b>	<b>Sr. No</b>	<b>Item</b>	<b>Qty.</b>
	1.	Laptop Core i5, 13 Gen, 16 GB RAM 1TB HD SSD	07
	2.	Printer (40 PPM)	02
	3.	Scanner (25 PPM)	01
<b>Method of Procurement</b>	<b>Single stage -Two Envelope Procedure</b>		
<b>Contact Officer</b>	<b>Assistant Director (A&amp;C), Room # 120-B, 1<sup>st</sup>Floor, Block" Q", Pak. Sectt., Islamabad. Phone # 9217872</b>		
<b>Submission of Bid(s)</b>	<b>Assistant Director (A&amp;C), Room # 120-B, 1<sup>st</sup>Floor, Block" Q", Pak. Sectt., Islamabad. Phone # 9217872</b>		
<b>Closing Date &amp; Time for Receipt of Bid(s)</b>	<b>02-05-2025 by 1100 hours</b>		
<b>Schedule for Opening of bids</b>	<b>02-05-2025 by 1200 hours</b>		
<b>Earnest Money</b>	<b>Equal to 2% of the total bids.</b>		
<b>Time period for Performance of Contract</b>	<b>Delivery must be made within 05 days after issuance of purchase order.</b>		

2. Advertisement has also been uploaded on E-Pads (E-procurement).
3. Specifications including TORs can be obtained from the office of undersigned on any working day during office hours before closing date/time (free of cost) or may be downloaded from the website of PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)) and Ministry of Finance ([www.finance.gov.pk](http://www.finance.gov.pk)).
- 4.. Finance Division reserves the right to vary quantities, accept or reject any or all tender(s) in the light of Rule-33 of PPRA Rules-2004.

  
**(Mariya Farheen)**  
Section Officer (PFMR-II)  
16.04.2025


# **TENDER DOCUMENT FOR SUPPLY OF IT EQUIPMENT FOR FINANCE DIVISION**

(To be printed on letterhead of the bidding firm)

## **TENDER SUPPLY AND INSTALLATION OF IT EQUIPMENT/ INFRASTRUCTURE**

Reference advertisement dated \_\_\_\_\_ printed in leading newspapers well as uploaded on website of PPRA and Finance Division inviting sealed bids from authorized dealers for the supply of equipment per required specifications, terms & conditions and rates quoted therein separately in Technical and Financial Proposals: -

### **SCOPE OF WORK FOR IT INFRASTRUCTURE**

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- i) Product Support Services must be within 24 hours hardware replacement under warranty period as described in detailed specifications and 10 years for LAN work/components.
  - ii) Professional certification training for two (02) relevant personnel with certificate issued from OEM.
  - iii) In case of failure or malfunctioning of hardware equipment/component, a free replacement and installation of the device/part will be the responsibility of the vendor and on exchange bases as Free of Cost (FOC) under warranty.
  - iv) Technical Support services should include resolution of complaints related to equipment.
  - v) All operating system support, compatibility issues and setup/configuration services are the responsibility of equipment provider.
  - vi) The drivers/applications support CD/media must be provided for hardware equipment compatible with the OS respectively.
  - vii) Hardware devices having end of life must be communicated to Finance Division. Moreover, nearly end of life hardware devices will not be acceptable.
  - viii) Vender will responsible for all types of IT equipment being delivered.
  - ix) 24 x 7 availability of hotline.

**Note:** *Vendor is solely responsible to provide the support services for the offered product even the support for the same product would have been discontinued by the OEM.*

# **TERMS, CONDITIONS AND INSTRUCTIONS FOR THE BIDDERS**

*(Please Read Carefully)*

Respondent organization is bound to accept all supply orders issued on the offered rates for supply of required quantities of product within prescribed period after receipt of the supply order. A formal agreement will be signed by the qualified bidder with the Finance Division in this regard.

## **1- Documents Attached**

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money equals to 2% of quoted price in the shape of Bank Draft/Pay Order bearing No. ...., Date ..... & Rs.....
- v. Name & address of schedules Bank for Rs.....
- vi. Compliance sheet for offered product.
- vii. Official Authorized partnership Certificate from sole manufacture along with Product Broachers.
- viii. Proof of Financial capability and experience certificate.
- ix. Proof of after sale Service Centre located in Islamabad/ Rawalpindi.

## **2- Opening of Competitive Bids**

- i. A method of Single Stage- Two Envelope will be followed. The bidders must furnish technical proposals and financial proposals in different envelopes. The envelope clearly be marked as "Technical proposal" and "Financial Proposal".
- ii. Earnest money should be enclosed in financial proposal.
- iii. Technical evaluation process examines the strict compliance for the offered product with the required specifications, terms and conditions. Financial proposal of the firm will not be considered and returned un-opened if product not compliant.
- iv. Schedule for Opening of Bids.

<b>Date/ Time</b>	<b>Venue</b>
02-05-2025 by 1200 hours	Room No. 107, First Floor, Q-Block, Pak Sectt, Islamabad


## **3- Rejection of the Bid**

- i. Any offer not compliant with the terms & conditions of the tender enquiry is liable to be rejected under provision of PP Rules-2004.
- ii. Any offer will not be entertained if:
  - Firm/bidder is blacklisted/suspended by any Government department.
  - Firm is not official partner for hardware & software from principal.
  - Offer with shorter price/delivery validity than required in the tender enquiry.
  - Not compliant with the required specifications, terms & conditions.
  - Bid submission after the time and date fixed for its receipt.
  - Received without earnest money.
  - Tender is received by telegram.
  - Tender/offer is un-signed.
  - Offer is ambiguous.
  - Offer is conditional.
  - Finance Division, Islamabad further reserves the right to accept or reject any oral tender(s) without assigning any reason.

#### **4- Performance Guarantee**

- i. The qualified bidder/firm will be required to furnish 2% performance guarantee of the total amount of supply order in the shape of CDR/Bank Guarantee and released after satisfactory completion of the warranty/guarantee period. In addition, earnest money can also be retained as a performance guarantee, if vendor desires.
- ii. The Bank Guarantee must be issued by a scheduled bank.
- iii. In case, if supplier/contractor fails to complete the given assignment within specified timeframe, the performance guarantee/security deposit will be forfeited in favour of Finance Division.

#### **5- Warranty/ Guarantee**

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- i. The successful bidder shall provide warranty/guarantee as specified in detailed specifications against each hardware item.
  - ii. All licensed software(s) should have warranties for one year against defects/bugs as well as update patches without any cost to be borne by the purchaser.
  - iii. The warranty period will start from the date of supplies received in Finance Division.
  - iv. The qualified bidder must warrant the IT Equipment and ensure availability of technical support services as informed through electronic & non-electronic means. Each and every complaint should be completely responded by the competent resource of the firm and visit on-site within 24 hours of its notification.
  - v. If any bidder fails to rectify the problem in the provided equipment during warranty period due to any reason, Finance Division will be authorised to repair or replace the faulty equipment/component thereof and forfeit the Bank Guarantee/retained value.
  - vi. The security deposit for warranty and guarantee will be released after expiry of the contract period.

#### **6- Taxes**

- i. The rates should be quoted inclusive of all applicable taxes.
- ii. The bidder should 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**

##### **General**

- i. Rate quoted for the offered product should be in Pak Rupees.
- ii. Installation and commissioning charges of equipment must be included in the quoted rates.
- iii. Tender documents must be filled in, stamped and signed by authorized representative of the firm.
- iv. Any bid with erasing/cutting/crossing etc. must be properly signed by the authorised person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any overwriting, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

- v. The participated firm must be an official authorized partner from principal for equipment.

### Laptop/ Desktop Computers Specifics

- i. Offered product must be a Business/ Professional category.
- ii. Laptop and Desktop computer must be offered with **pre-installed licensed Microsoft Windows 11 Pro 64-bit operating system** from manufacturer.
- iii. All software including Microsoft Office 2019 must be licensed.

### **8- Bid Evaluation**

- i. Bids shall be evaluated in accordance with advertised specifications of equipment, terms & conditions.
- ii. Rates offered by the firms.
- iii. Supply time, and maintenance of warranty period.
- iv. Physical compliance with required specifications and quality conformance for the offered product in demonstration session.
- v. Active part inspection will be carried-out visiting the site where offered product installed and operational.
- vi. Willingness of the firm to enter into contract agreement with the Finance Division for supply of equipment on the rates tendered by the firm/bidder in its financial bid.

### **9- Supply of Stores**

- i. The items mentioned in the list are required to be delivered at Finance Division within time period mentioned in the tender notice.
- ii. The stores are required by the consignee within stipulated date. However, the tender is required to indicate their own guarantee earliest date by which the items/store should be brand new and in original manufacturers packing.

### **10- Finance Division's Rights Within Provision Of PP Rules-2004**

- i. Finance Division reserves the right to:
  - Award contract to more than one bidder.
  - Accept or reject any or all tenders.
  - Increase the quantity of items or may order partial supplies or cancel any or all items.
  - Purchase full or part of the store or ignore/scrap/cancel the tender.
  - 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 offered prices are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy the bidder thereby undertakes to refund the excess amount being over-charged.
- ii. The renderers / bidders must certify that:-
  - Item quoted is of latest and current production model.
  - Item quoted is bearing the manufacturing batch/serial/code No. for verification.

**17- Undertaking**

We undertake and declare that

- i. The prices quoted including of all taxes, transportation and cost of installation etc. The quantity of above item can be increased.
- ii. All products are covered under warranty issued by manufacturer/principal starting from the date of supply/installation and in case of any defect and malfunctioning we shall be responsible for repair/replacement as per guarantee/warranty.
- iii. The supplier is responsible to arrange replacement/technical support during warranty/guarantee period.



We understand that: -

Finance Division reserves the right to accept or reject our bid and we under taken to question the decision in this regard.

The earnest money amounting 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

**Signature & Stamp**  
**Of Authorized Agent**

# HARDWARE SPECIFICATIONS

Sr.	Item	Detailed Specifications
01	Branded Laptop	<p><b>Category:</b> Professional/Business</p> <p><b>Processor:</b> Intel Core™ i5- 13 Gen, Iris Xe graphics, 2.4 GHz base frequency, 12 MB Cache or higher</p> <p><b>Chipset:</b> Intel Professional series</p> <p><b>Hard Drive:</b> 1 TB HD SSD</p> <p><b>Memory:</b> 16 GB DDR4, 3200 or higher</p> <p><b>Display:</b> up to 15.6" diagonal HD anti-glare LED-backlit</p> <p><b>Camera:</b> Front side HD web camera</p> <p><b>Input Devices (built-in):</b> Spill resistant Keyboard, Touchpad</p> <p><b>Interfaces:</b> Giga bit Ethernet, HDMI, 2 USB 3.1, 1 USB 2.0, 1 USB 3.1 Type-C</p> <p><b>Wireless Interfaces:</b> Intel® Dual Band Wireless- AC 3168, 802.11 a/b/g/n/ac</p> <p><b>Battery Backup time (normal load):</b> 42 whr or higher, Minimum Long-Life Li-ion</p> <p><b>Battery Charger:</b> 45 W or higher</p> <p><b>Operating System:</b> Windows 11 Pro (Licensed)</p> <p><b>Accessories:</b> Original carrying case</p> <p><b>Warranty:</b> Three (3) year complete hardware</p> <p><b>MAL: Manufacturer Authorization Letter</b></p>
02	Branded Standard Scanner (25PPM or above)	<p><b>Scan Technology:</b> CMOS CIS (Contact Image Sensor)</p> <p><b>Scan Type:</b> Sheet Fed Scanner; Colour Scanning: Yes</p> <p><b>Scan Speed</b> 25 ppm or above / (black &amp; white)</p> <p><b>Scan Resolution Hardware:</b> Up to 600 x 600 dpi (colour and monochrome);</p> <p><b>Optical:</b> Up to 600 dpi (colour and monochrome);</p> <p><b>Scan File Format</b> For text and images: PDF, JPEG, PNG, BMP, TIFF, and searchable PDF</p> <p><b>Scan. Input Modes</b> Scan front-panel function: Save as PDF, Save as JPEG, Email as PDF.</p> <p><b>Passport Scanning:</b> Yes</p> <p><b>Output resolution dpi settings</b> 150, 200, 240, 300, 400, 500, 600</p> <p><b>Grayscale Levels/Bit Depth</b> 256; Bit Depth: 24-bit</p> <p><b>Duty Cycle (daily)</b> Up to 4,000 - 5000 pages</p> <p><b>Auto Document Feeder Capacity</b> Standard, 60 sheets (80 g/m<sup>2</sup> or above</p> <p><b>Duplex Scanning:</b> Yes</p> <p><b>Scanner Advanced Features</b> Blank page removal; Auto orientation; Auto colour detect; Capable to Scan A3 size Document, Auto page size detection; Auto resolution setting, background smoothing, character emphasis deskew, double feed release, edge emphasis, folio mode, long document mode, multi stream, pre-scan prevents bleed-through/remove background, shadow cropping, skip blank page, Digital Sending Standard Features Scan to email; Scan to PC;</p> <p><b>Media Size:</b> Legal, A4; A5; A6; B5; <b>Media Weight:</b> 27 to 209</p>

		<p>g/m<sup>2</sup></p> <p><b>Media Thickness:</b> 4mm or above</p> <p><b>External I/O ports:</b> Hi-Speed USB 2.0</p> <p><b>Software:</b> Bundled Software Windows ISIS Twain Driver, (Windows 7 SPI/ 8.1/10.Windows Server 2008/2012/2016, Mac ISIS Twain Driver compatible with Mac OS 10.10, 10.11, 10.12</p> <p><b>Country of Origin:</b> UK, USA, or Japan</p> <p><b>Warranty:</b> One year local</p> <p><b>MAL: Manufacturer Authorization Letter</b></p> <p><b>Experience: 5 Years or above with Quoted brand</b></p>
03	<b>Branded Printer</b>	<p><b>Technology:</b> Laser jet</p> <p><b>Speed:</b> 38 -40 PPM</p> <p><b>Resolution:</b> 1200 x 1200 dpi or higher</p> <p><b>CPU:</b> 1.2 GHz or high</p> <p><b>Ports &amp; Connectivity:</b> 1 x Hi-Speed USB, RJ-45</p> <p><b>Duplex Printing:</b> Automatic (Built-In)</p> <p><b>Memory:</b> 256 MB at least</p> <p><b>Monthly Duty Cycle:</b> 80,000 pages or higher</p> <p><b>Paper Handling input:</b> 250 sheets or more + 100 sheets multi-propose tray</p> <p><b>Warranty: Three (03) year Warranty</b></p> <p><b>MAL: Manufacturer Authorization Letter</b></p>

