



Rs.1000/-

**DIRECTORATE OF OIL & GAS**  
**ENERGY DEPARTMENT**  
**GOVERNMENT OF SINDH, KARACHI**

3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite  
C.M House Karachi.

**TENDER DOCUMENT**

**FOR**

**COMPUTER EQUIPMENTS, FAX MACHINE &  
PHOTOCOPIER**

**DIRECTORATE OF OIL & GAS**  
**ENERGY DEPARTMENT**  
**GOVERNMENT OF SINDH, KARACHI**

3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M  
House Karachi.

Dated: \_\_\_\_\_

To,

M/S. \_\_\_\_\_

\_\_\_\_\_

Invitation to Tender No. \_\_\_\_\_

Dear Sir,

You are invited to submit tender for supply of **NEW** computer equipments, Fax Machine & Photocopier subject to the condition as laid down in the instructions, contained in tender notice. The tender quoting against this invitation shall be deemed to have read and understood the conditions and specifications for this assignment.

2. The tenderer shall quote on the prescribed schedule attached with this invitation on the basis of specifications indicated therein and shall sign the certificate given therein to the effect that the stores shall be supplied exactly in accordance with the requirements specified in the schedule. In case there is any deviation, the same should be clearly stated by tenderer, otherwise it shall be presumed that the offer is strictly in accordance with the requirements of the tender notice.

3. The Directorate of Oil & Gas, Energy Department requires the delivery as stated in the schedule. This Purchase shall be governed by the Sindh Public Procurement Regulatory Authority Rules 2010 a copy of which may be obtained from the URL <http://pprasindh.gov.pk>.

4. The procuring agency may reject all or any bid or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPPRA Rules, without assigning the reasons.

Yours Faithfully,

**(SYED AMIR MUJTABA)**  
ASST. DIRECTOR (ADMIN/ A/C)

**DIRECTORATE OF OIL & GAS**  
**ENERGY DEPARTMENT**  
**GOVERNMENT OF SINDH, KARACHI**

3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M  
House Karachi.

**SCHEDULE TO INVITATION TO TENDER NO. -----**

1. Date of Opening of Tender: 27-11-2015
2. Date & Time of Receipt of Tender: 9-11-2015 to 27-11-2015 (upto 2.00 p.m)
3. Time of Opening Tender 3.00 P.M.

As per above mentioned schedule tenders shall be opened in the presence of bidders before the Department Purchase Committee, Energy Department, Government of Sindh, 3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M House Karachi.

The offer shall remain open for **15 days** from the date publication of tender notice. Tenderers should quote their price clearly on the basis of free delivery to consignee at Karachi, inclusive all taxes.

## DATA SHEET OF ITEM

S.NO	ITEMS	QTY	PARTICULAR / ITEM
1.	Desktop	03	Core i5 (unbranded), 5 <sup>th</sup> Generation, 4GB RAM, 500 GB Hard Disk, DOS, Keyboard, Mouse, DVD (RW), Intel Processor, 18.5" LED
2.	Printer Laserjet	01	Duplex print option, USB Port, Colour touch screen, print speeds up to 33 ppm A4 and 35 ppm letter. Reload paper less often with up to 300-sheet paper capacity
3.	Scanner	02	200 Flatbed 10 x 15 cm (4x6 in) color photo to file (200 dpi, 24-bit, TIFF)-USB-48bit
4.	Fax Machine	01	Plain paper fax, caller I.D, copier function, polling function, navigator key, out of paper reception.
5.	Photo Copy Machine	01	Up to 20 pages per minute in black & white output. Multifunction capabilities in copy, print and scan. Standard network printing at 1200 x 1200 dpi. Standard Scan capability in black & white and colour with optional send features for convenient document distribution. Standard duplex paper output for paper usage efficiency.

Bidders are requested to mention the specifications and specify the sample / standard size of the product with literature / brochures proposal, if any.

## TERMS AND CONDITIONS

### **Instruction to Bidders:**

- i. **General:** Sealed bids are invited for the purchase of aforesaid **NEW** items from the authorized dealers / sole distributors / suppliers / firms on free delivery basis, with warranty. The supplies are to be delivered and installed the equipment(s) at 3<sup>rd</sup> Floor, State Life Insurance Corporation of Pakistan Building No.3, Dr. Ziauddin Ahmed Road, Opposite to C.M House Karachi.
- ii. **Bill of quantities:** The price must be quoted against each item for each of the category with cumulative total at the end.
- iii. **Date & time of submission of tenders:** The interested bidders shall submit their bids on the prescribed form, available on written request on the firm/company letter pad available from the office of **the Assistant Director (Admin & Accounts)/DDO, Directorate of Oil & Gas, Energy Department** along with a **Pay Order / Bank Draft** amounting to **Rs.1000/- (Non-refundable)** in favor of **the Assistant Director (Admin & Accounts) / DDO, Directorate of Oil & Gas, Energy Department** on any working day upto **02:00 PM**, on or before 27-11-2015 which will be opened publicly on 27-11-2015 at **3:00 pm** in the presence of bidders or their representatives, who may care to be present.
- iv. **Bid Security:** The tenders without or containing less than 2% Bid Security of the total quoted amount in shape of Pay Order / Bank Draft or Bank Guarantee in favor of **Assistant Director (Admin & Accounts) / DDO, the Directorate of Oil & Gas Energy Department**, otherwise it will not be accepted.

- v. **Change in Quantities:** Directorate of Oil & Gas, Energy Department reserves the right to increase/decrease quantities depending upon the availability and release of budget and it will be the responsibility of the supplier/contractor to deliver the item on time, at the stipulated site.
- vi. **NTN/GST Certificate:** Bidders must be registered with FBR/SRB and furnish a copy of NTN and GST certificates along with tender.
- vii. **Tax deductions:** Taxes will be deducted from the amount as per rules enforced at that time.
- viii. **Acceptance/Rejection:** Procuring Agency may reject all or any bids / proposals subject to relevant provision of PPRA Rules.

## **2. Specification criteria:**

All bidders must be mentioned the specification in data sheets with unit price rate as per item wise.

## **3. Delivery time:**

- i. Maximum delivery / installation time for the supply of tender items will be one week from the date of supply order.
- ii. Validity period of the bid shall be 15 days from the date of opening of bids. During this period successful bidders will be bound to supply the items on the quoted rates.
- iii. In case the supplier fails to supply & install the agreed material in time, the competent authority reserves the right to reject his offer and confiscate the bid security.

## **4. Procedure of open competitive bidding:**

The "Single Stage One Envelope" method will be used for competitive bidding.

## **5. Bid evaluation criteria:**

- The bids shall be evaluated on the basis of required specification and competitive price for each item.
- The Procurement Purchase Committee will open the bids on **25-11-2015 at 3:00 pm** in the presence of the bidders or their authorized representatives, who may like to be present. Bids not accompanied by the documents shall be declared as Non-responsive.
- The price must be quoted against each item for each of the category with cumulative total at the end.
- The description of the items in Tender Document must be supported with brochure.

## **6. Quality of items:**

All item(s) supplied by successful bidder should be whole some and include all the basic Criteria. The offered item(s) should not be of substandard nature.

## **7. Warranty:**

Please mention the specification against each item.

## **8. Installation:**

The installation of goods should be provided free of cost at the locations of Energy Department, Government of Sindh.



NO.ED/SO(Admn)/6-8/P.C/2015  
GOVERNMENT OF SINDH  
ENERGY DEPARTMENT

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Karachi, dated the 2<sup>nd</sup> September, 2015

**SAY NO TO CORRUPTION**

**NOTIFICATION**

NO.ED/SO(Admn)/6-8/P.C/2015:- In partial modification of this department's Notification No.ED/SO(Admn)/6-8/2013 dated 22-02-2013, the Competent Authority has been pleased to re-constitute the Departmental Purchase Committee for Procurement of all Goods & Services, of offices under the administrative control of this department and other related items such as Development / Non-Development side with the following composition:-

1.	Additional Secretary (Admn), Energy Department.	Chairman
2.	Deputy Secretary (Admn), Energy Department.	Member
3.	Deputy Director, Village Electrification Programme Sindh.	Member
4.	Technical Officer (Coal), Coal Energy Development Cell .	Member
5.	Section Officer (B&A), Energy Department	Member / Secretary


**AGHA WASIF ABBAS**  
SECRETARY TO GOVERNMENT OF SINDH

NO.ED/SO(Admn)/6-8/P.C/2015:

Karachi, dated the 2<sup>nd</sup> September, 2015.

**A copy is forwarded for information to:-**

1. The Accountant General Sindh, Karachi.
2. The Director, Village Electrification Program, Camp Office, Karachi.
3. The Superintendent, Sindh Government Printing Press, Karachi.
4. The Electric Inspectors (All), Government of Sindh \_\_\_\_\_.
5. The District Accounts Officer, Concerned \_\_\_\_\_.
6. The Focal Person, Information Science & Technology, Department, Govt. of Sindh.
7. P.S to Secretary, Energy Department, Govt. of Sindh, Karachi.
8. P.A to Additional Secretary (Admn), Energy Department, Karachi.
9. P.A to Additional Secretary (Power), Energy Department, Karachi.
10. The Section Officers (All), \_\_\_\_\_ Energy Department, Karachi.
11. Office copy.

  
**(ASHRAF MIAN BUKHARI)**  
SECTION OFFICER (ADMN)  
FOR SECRETARY TO GOVT. OF SINDH

**Office Address:-** 3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M House Karachi. Email. [energy@sindhenergy.gov.pk](mailto:energy@sindhenergy.gov.pk)