

BID DOCUMENT
Single Stage - One Envelope Procedure

PURCHASE OF LAPTOPS

FOR THE YEAR 2016-17

SINDH GOVERNOR HOUSE, KARACHI

INSTRUCTIONS TO BIDDERS

CONDITIONS OF CONTRACT

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INSTRUCTIONS TO BIDDERS

The Deputy Secretary (ADMN)-I, Governor's Secretariat, Governor House, Karachi, intends to purchase following items on 'Single Envelope – Single Stage Procedure'. This Bid is issued for the supply, installation, putting into operation and demonstration of the working of the Bided items (Machines) as per Schedule of requirements given in this Bid Document.

In accordance with Sindh Public Procurement Rules, 2010 (amended 2013), the Deputy Secretary(ADMN)-I, Governor's Secretariat, Governor House, Karachi, invites sealed Bids for Supply of following items from the manufacturers, authorized dealers & experienced suppliers duly registered with Sindh Revenue Board as well as Sales Tax and Income Tax Department:

S.No	Name of Item	Qty	Tender Fee in (Rupees) (Non- Refundable)	Last date of purchase of Bid Document	Submission & Opening
01	Laptop: Branded Generation: 7 th Generation Intel core i7 RAM: Must not less than 4 GB and up-to optimum performance. Hard Drive: 512 GB (SSD) Solid State Drive Display: 15 inch display as per manufacturer Video Card: as per manufacturer Ports/Interface: 1 G LAN, HDMI, as per manufacturer Webcam: as per manufacturer Wireless: Wireless LAN + Bluetooth as per manufacturer Battery: 3-Cell Battery with adapter as per manufacturer Laptop Carrying Bag: YES, slim same brand bag Operating System: Window 10 professional licensed Warranty: 1 year including consumable parts (i.e. battery)	09 Nos	N/A		

- Quantity of above mentioned store could be increased or decreased according to SPPRA Rules 2010 (amended 2013).
- Interested manufacturers, authorized dealers & experienced suppliers may obtain the Bid documents from SPPRA, Sindh Government and Governor House websites and submit to the Deputy Secretary (Admin)-I, Governor's Secretariat, Governor House, Gate No. 4, Karachi, by submitting application on their letterhead along with valid copies of Income Tax, Sales Tax Registration Certificate, Sindh Revenue Board Registration Certificate, Latest Professional Tax Certificate and computerized CNIC duly attested.
- Sealed Bid on prescribed proforma along with 2% bid security of the total bid in the form of Pay Order / Demand Draft in favour of Governor House should reach in office of the Deputy Secretary (Admin)-I, Governor's Secretariat, Governor House, Gate No. 4, Karachi as mentioned above against each **LATEST BY MONDAY 22 MAY 2017, 11:30.**
- The bid shall contain original bid document purchased/downloaded by the bidder and each page.
- Rate quoted must include Income Tax and other taxes according to Government rules or submit exemption (if applicable).
- The Bid will be opened by Purchase Committee in presence of representatives bidders who choose to be present on the occasion, in the office of the Deputy Secretary(ADMN)-I, Governor's Secretariat, Governor House, Karachi on **MONDAY 22 MAY 2017 at 12:30 PM.**
- Only bids offered on the prescribed tender form published on the website of the Governor House and SPPRA, Government of Sindh, Karachi shall be accepted. However additional sheets may be attached, if required.
- Conditional Bid / application will not be entertained.
- Supply must be completed according to clause of bid document and handed over at the office of the Deputy Secretary (Admin)-I, Governor's Secretariat, Governor House, Gate No. 4, Karachi.
- Any further information needed, may be obtained from the office of the Deputy Secretary (Admin)-I, Governor's Secretariat, Governor House, Karachi on any working day during office hours.
- The competent authority reserves the right to reject any or all Bids in accordance with the SPPRA Rules 2010 (Amended 2013).
- In case Government announces a public holiday or unforeseen circumstances arise on the date of submission and opening of bid documents then same will be opened on the next working day.

PREPARATION OF BID

1. Language of Bid

The Bid along with any accompanying literature shall be prepared in English language only.

2. Submission of Bid

- a. The bid shall comprise a single package containing both – Technical details and the Financial Proposal.
- b. The bid found to be the lowest evaluated bid shall be accepted.
- c. All mentioned annexures are enclosed herewith, shall be submitted in duplicate. The authorized person signing the Bid documents must state his full name and authorized position / designation underneath his signature.
- d. The erasing and / or alternations, if any, in the Bid shall be authenticated by the authorized person by his / her full signature.
- e. The Bid shall be accompanied with the original quotations from the manufactures, in case the Bid is submitted through their authorized agents or distributors, and shall be supported by credentials establishing the experience and standing of the manufactures and / or their authorized agents or distributors.
- f. Ambiguous and incorrect answers and / incorrect filling of Bid Documents will render the Bid liable to rejection.
- g. Quotations through cable, telegraph, telex, fax, or e-mail shall not be considered.
- h. The Bids shall not rely on any interpretation or correction given by any person except the written addenda and / or corrigenda to documents issued by the competent authority.

3. Bid Security Form and Bid Performance Security Form

- a. The Bidder shall enclose with his/ her Bid a Pay Order or Demand Draft to this Bid Documents, issued by a scheduled / commercial bank doing business in Pakistan, for an amount 2% of the total Bid of the stores as per the Bid submitted by him / her.
- b. The bid security shall be in favor of SO/DDO, Governor's Secretariat, Governor House, Karachi.
- c. If the Bid is rejected, the Bid Security will be returned as soon as possible after rejection.
- d. The Successful Bidder shall have to give a Contract Performance Security to the extent of 10% of the total value of the contract (inclusive of Bid Security).
- e. The Performance Security shall be retained by the SO/DDO, Governor's Secretariat, Governor House, Karachi till the completion of the period of guarantee.
- f. In case the Bidder after acceptance of Bid fails / refuses, the earnest money / bid Security will be forfeited.

4. Quality of Stores

- a. The equipment, spares and other relevant materials, (hereinafter called "Stores") quoted and supplied against this "Bid Notice" shall be strictly in accordance with the Specifications attach with this "Bid Document". The stores shall be the product of an established manufacturer, shall conform to internationally acceptable commercial standards, and shall be a model that has been successfully operated over a reasonable period of time in Sindh Government or in relevant industry.
- b. The Stores offered by the Bidders must be of a quality suitable for the purpose and operations for which they are required, and must be capable of rendering the required performance and services at site in the local conditions of extreme tropical climate.
- c. The Bidders must also warrant the use of best material in the making of the stores of the manufacturers. The use of substandard material shall make the Stores liable to rejection and Bidder liable to pay compensation. The Bid shall be for brand new "Stores" robust in manufacturing according to the modern practices, processes and standards.
- d. The "Procuring agency" has right to reject any bid because of local or less quality stores.

5. Literature

The Bidders must furnish with their Bids catalogues giving full technical details of the Store to enable the Purchase Committee to check their offers technically against the prescribed specifications failing which the offers will be liable to rejection.

6. Country of Origin

The Bidder must state in his Bid the country of origin of the Stores offered.

7. Prices

- a. The Price quoted must be total per unit in Pakistani Rupees.
- b. All the charges for packing, making, handling, insurance, inspection, guarantees, clearance, freight / transportation; agent's commission and all duties, taxes, levies etc; and
- c. The cost of installation, putting into operation and demonstration.

8. Validity of Prices / Bid

- a. The prices quoted shall be valid for a period of at least 90 days from the date of opening of the Bid.
- b. Until the final Contract is executed, the successful Bidder shall be bound by the terms and conditions of this Bid document.

9. Acceptance of the Terms

The Submission of the Bid against this Bid inquiry by the Bidder means that the Bidder has read and accepted the terms and conditions relating to all Bid document and annexure, and that he / she has thoroughly examined the specifications and particulars in the Bid document. Further the Bidder shall be deemed to be duly aware of the nature of the Stores and the purpose for which

they are required and shall be bound to accept the Contract if placed with him / her on the basis of the prices and of the delivery schedule as indicated in clause 12 hereof within the validity of his / her Bid.

10. Delivery Period

The entire stores must be delivered, installed and put into operation within 15 days after receiving the letter of award of the Contract.

11. Rights of the Purchase Committee

- a. The Purchase Committee of Governor House reserves the right to reject any or all Bids subject to provision of SPP Rules 2010 (AMENDED 2013).
- b. The Purchase committee reserves the right to award the Contract to one Bidder or divide it among several Bidders on item wise basis.
- c. The Purchase Committee of the Governor House reserves the right to increase or decrease the quantity of the Stores at its discretion without assigning any reason whatsoever, within the limit allowed under SPP Rules 2010 (AMENDED 2013).
- d. The Purchase Committee reserves the right to cancel the offer of the Bidder whose Bid has been found / evaluated to be the lowest if it is revealed to the Purchase Committee that the Bidder does not have the capability or financial resources or facilities to carry out the Contract in accordance with the terms and conditions of this Bid Document.

12. Evaluation & Comparison of Bid

- a. In comparing Bids, the Purchase Committee will consider, besides the prices quoted, such other factors as compliance with Specifications, relative quality of Stores, past experience of the Bidder, after sale service facilities available in Pakistan, the Bidder's capacity to perform, their financial stability through confidential bank statement and sales / Income tax certificate in the following manner.
- b. The evaluation criteria specification mentioned in the Specification will also be considered for evaluation of the Bids.
- c. For the purpose of evaluation of Bids, the prices to be compared shall be the total prices as stated in clause 7 titled "Prices" above.

13. Contracting the Purchaser

Any effort by a Bidder to influence the authorities of Governor House, Karachi / Purchase Committee in the decisions in respect of Bid evaluation, or Contract award will result in the rejection of the bidders bid.

14. Errors in the Bids

- a. Any arithmetic errors found during evaluation of Bids shall be rectified on the following basis.
 - i. If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the Purchase committee shall correct the total price.
 - ii. If there is a discrepancy between the words and figures, the amount in words shall prevail.

- iii. If there is any discrepancy between the total Bid price entered in the Articles of Agreement and the total shown in the schedule of Price, the amount stated in the Articles of Agreement shall be corrected by the Purchase Committee in accordance with the corrected Schedule of Prices.
- b. If the Bidder does not accept the corrected amount of Bid, his / her Bid will be rejected and the Bid Security submitted with the Bid shall be forfeited.

CONDITIONS OF CONTRACT

1. Scope of the Contract

- a. The Scope of the Contract shall be the supply, deliver, installation, putting into operation and demonstration of the working at the consignee's end, in accordance with the technical Specification and Bill of Quantities enclosed in this Bid Document.
- b. The Contractor shall within a period of 7 days of the execution of the agreement furnish a detailed program for supply and delivery of various items of the stores for necessary approval by the Inspection Committee.

2. Definition of Terms

In writing these conditions of Contract, Specifications and Bill of Quantities, the following words shall have the meanings hereby indicated, unless there is something in the subject matter or contract inconsistent with such condition.

- i) GOVERNOR HOUSE means Governor House.
- ii) The Purchase Committee shall mean the Purchase Committee of Governor House.
- iii) The DS (Admin)-I, Governor's Secretariat, GOVERNOR HOUSE shall mean the DS (Admin)-I, Governor's Secretariat of GOVERNOR HOUSE i.e. Purchaser including his successor in office and assignees, empowered to act in all matters pertaining to the Governor House.
- iv) The Contractor or Supplier shall mean the Bidder whose Bid has been accepted by the Purchase committee and shall include the Bidder's executors, administrators, and successors and permitted assignees.
- v) The Stores shall mean and include all the machinery, software/operating system, equipment, material and articles to be provided by the Contractor under the Contract.
- vi) The Contract shall mean the agreement signed by the Contractor with the Purchaser (Governor House) for the Supply, delivery, installation, putting into operation and demonstration for the working of the Stores, as stated under the Scope of the contract above.
- vii) The Contract Price shall mean the sum mentioned in or calculated in accordance with the provision of the contract, which is to be paid to the contractor for satisfactory execution of the Contract in accordance with these conditions of contract.
- viii) The Specification shall mean the specifications annexed to or issued herewith.
- ix) Month shall mean the Calendar month.
- x) Writing shall include any manuscript, type written, printed or other statement reproduced in any visible form and whether under seal or under hand.

3. Contract Documents

The terms Contract Document shall mean the following documents which shall be deemed to form an integral part of the Contract:

- a. Instruction to Bidders:
- b. Conditions of Contract:
- c. Contractor's Proposal / Offer including the relevant correspondences prior to signing of the agreement with all Annexure duly filled in:
- d. The Specifications of the Stores; and
- e. Bill of Quantities with prices.

In the event of any conflict between the above mentioned document, the present Articles of Agreement and Conditions of Contract shall prevail.

4. Signing of the Contract Agreement

Within 15 days of the issue of the letter of Acceptance, the successful Bidder (Bidders) will be required to sign an agreement with the Governor House for the supply of such quantity, in whole or in part, of the Bided Stores as will be communicated to him / her (them) in the letter of Acceptance.

5. Packing, marking and Handling

- a. All the Stores, whether imported or locally manufactured / available, shall be delivered to the consignee's end in safe and secure condition at the risk and cost of the Contractor.
- b. The packing, marking and handling shall be so arranged by the contractor as to prevent any loss of or damage to the Stores.

6. Inspection

There shall be joint inspection of the Stores by the Inspection Committee of GOVERNOR HOUSE, Karachi. The inspection committee shall sign the inspection report, which inter-alia should indicate the condition in which each item of the Stores. The Contractor or his authorized representative will arrange the inspection within 7 days on completion of supply as per work order.

7. Taking Over

The Contractor shall coordinate with the office of GOVERNOR HOUSE Karachi after approval of the inspected stores, contractor will supply the stores within 15 days after the inspection and ensure safe and secure delivery at the GOVERNOR HOUSE office and shall obtain certificate from the Incharge Stores / Incharge IT that supplied stores has been received properly in acceptable condition. The taking over of the damaged item(s) will be withheld until the same are replaced and re-inspected and delivered within 15 days in acceptable condition.

8. Installation and Demonstration of Stores

a) Installation

- i. After delivery and taking over of the stores, as stated in Clauses 6 and 7 above of CC the Contractor shall install those items of Stores, which are to be Permanently,

positioned. For this purpose, the Contractor shall co-ordinate with Incharge Stores / Incharge IT concerned for making arrangements for the infrastructure needed for the installation.

- ii. The successful Contractor shall provide, along with his offer, the details of the infrastructure needed for each item of the Stores separately. The contractor at his cost shall provide the technical and other personnel needed for installation of the Stores. The entire cost of installation, except that of the needed infrastructure, shall be borne by the said Contractor.

9. Completion Certificate

After completion of the installation and demonstration as mentioned above, a certificate is to be obtained by the Contractor from the Incharge Stores / Incharge IT stating that the stores (item-wise) have been satisfactorily installed and demonstrated by the contractor.

10. Terms of Payment

After completion of the installation and demonstration, Governor House will be liable to pay the 100% payment (after deduction of taxes if any) to the contractor on submission of original invoice in duplicate and completion certificate form the Incharge Stores / Incharge IT as mentioned above.

11. Warranty / Guaranty

The Contractor shall guarantee supply of good quality Stores in accordance with the Specifications.

Further, the Stores shall be brand new and absolutely free from all defects in material, quality and workmanship. In case of defects, the defective Stores, or the defective parts / components of the stores thereof, shall be replaced by the Contractor free of cost to the Governor House as mentioned at Clause No. 7 of CC.

12. Breach of Contract

In case of breach of warranty / Guarantee or Contract, the damages suffered by the GOVERNOR HOUSE shall be recovered from the Contractor out of any payment due to the Contractor and / or in accordance with the terms and conditions of the Contract Performance Security given at Annexure "D" enclosed with this Document, without notice the Contractor.

13. Contractor's Default Liability

- a) The GOVERNOR HOUSE may upon written notice of default to the Contractor terminate the contract and to forfeit the amount of contract performance Security in the circumstances detailed hereunder:
 - i. If in the judgment of the GOVERNOR HOUSE the Contractor fails to make delivery of the Stores within the time specified in the Contract Agreement or within the period for which extension has been granted by the board: and
 - ii. If in the judgment of the GOVERNOR HOUSE the Contractor fails to comply with any of the other provisions of the Contract.
- b) In the event the GOVERNOR HOUSE terminates the Contract in whole or in part as provided in Clause 13 a) above of CC, the SINDH

GOVERNOR HOUSE reserves the right to purchase on such terms and conditions as it may deem appropriate, stores similar to the one terminated and the Contractor will be liable to the GOVERNOR HOUSE for any Additional Costs for such similar Stores.

- c) The GOVERNOR HOUSE will pay to the Contractor the contract Price for the completed Stores delivered to and accepted by it.

14. Termination of Contract

If, for any cause as set forth in Clause 15 hereafter, the Contractor finds it impracticable to continue operation or, if owing to force majeure or to any cause beyond its control, the GOVERNOR HOUSE finds it impossible to continue with the contract, then prompt notification in writing shall be given by the party affected to the other.

15. Force Majeure

The Contractor shall not be liable for any additional cost for delay or any failure to perform the Contract arising out of force majeure or cause beyond his / her control including acts of God, or of the public enemy, or of the government, fires, floods, strikes, freight embargoes and provided that the Contractor shall within ten (10) days from the beginning of such delay notify the GOVERNOR HOUSE in writing of the causes of the delay. The GOVERNOR HOUSE shall ascertain the facts and the extent of the delay and extend the time for completing the supplies as in its judgment the findings justify.

16. Rejection

In the event any portion of the Stores supplied by the Contractor is found before taking over to be defective in material or workmanship, or otherwise not in conformity with the requirements of the Contract, the Purchase Committee shall have the right to either reject or require, in writing, rectification of the Stores. In the later case, the Contractor shall with utmost diligence, and at his own expense, made remove the defects so specified or replace the defective Stores. If the Contractor fails to rectify or replace the rejected Stores, the GOVERNOR HOUSE may terminate the Contract according to the terms & conditions of Contract.

17. Extension of Time

If the completion of the Contract is delayed due to reason beyond the control of the Contractor, the Contractor shall without delay request the GOVERNOR HOUSE in writing of his claim for an extension of time. The GOVERNOR HOUSE on receipt of such request may agree to extend the completion date as may be reasonable in the circumstances of the case by without prejudice to other terms and conditions of the Contract.

18. Delays in Delivery- Liquidated Damages

- a) Should the progress of the contract at any time be lagging behind the program agreed between the Governor House and the Contractor, the GOVERNOR HOUSE will notify the Contractor in writing and the Contractor shall there upon take such steps as he / she may deem fit to expedite the progress of the Contract. Non-issuance of this notice by the GOVERNOR HOUSE shall not in any way absolve the Contractor of the liquidated damages.

- b) If the Contractor fails to complete the Contract, in full, within the time laid down in the Contract Agreement or any extension thereof, there shall be deducted from the Contract Price, as Liquidated damages, a sum of one half of one percent (0.5%) of the Contract price of each unit of the delayed Stores for each calendar week a delay subject to the maximum of 10 percent of the Contract Price of the unit or units so delayed, and such deduction shall be in full satisfaction of the Contractor's liability for the said failure. The Procurement Agency has right to terminate the contract impose liquidity damages and other remedial measures as provided in the contract agreement.

19. Period of Guarantee / Warranty

- a) The term period of guarantee mean the period of twelve (12) months from the date on which the Stores have been put into operation and demonstrated to the GOVERNOR HOUSE. In any case this period shall not exceed eighteen (18) months from the date of taking-over certificate.
- b) During the period of guarantee, the Contractor shall remedy, at his / her expense, all defects in design, materials, and workmanship that may develop or are revealed under normal use of the said Stores upon receiving written notice from the GOVERNOR HOUSE; the notice shall indicate in what respect the Stores are faulty.
- c) The provisions of this Clause include all the expenses that the Contractor may have to incur for delivery and installation of such replacement parts, material, equipment as are needed for satisfactory operation of the GOVERNOR HOUSE.
- d) The contractor shall provide guarantee for supply of spare parts as consumable for at least 03 years.
- e) The contractor shall remain responsible for providing after sale service after even expiry of warranty period for 03 years (minimum).

20. Non-assignment

The Contractor shall not have the right to assign or transfer without the prior approval of the GOVERNOR HOUSE the benefit and obligations of the Contract or any part thereof.

21. Expenditure under Contract

The Contractor shall not make any expenditure for the purpose of this contract in any country not authorized by the Government of Pakistan.

22. Withholding Tax, Sales Tax and other Taxes

The Contractor is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan / Sindh, from all payments for services rendered by any Contractor who signs a contract with the GOVERNOR HOUSE. The Contractor will be responsible for all taxes on transaction and / or income, which may be levied by Government. If Contractor or any supplies are exempted from any specific taxes, then it will provide the relevant documents with the proposal.

23. Stamp Duty

Stamp duty for contract documents shall be borne by Contractor / bidder at the time of signing of contract at the rate fixed by the government.

24. Payments Due from the Contractor

All costs, ascertained damages or expenses for which under the Contract that Contractor is liable to the GOVERNOR HOUSE may be deducted by the Governor House from the money due or may become due to the Contractor under the Contract or may be recovered by action of law or otherwise from the Contractor.

25. Legal proceedings

The laws of Pakistan and no proceedings to govern the Contract and the Bid Documents or arising out of any of them shall be instituted in any courts other than those situated at Karachi.

26. Dispute

Should any question or dispute arise as to the material, design, construct or delay in the supply of the Stores or the purpose or the performance for which they are required or are warranted, the GOVERNOR HOUSE shall nominate an independent certifier / expert having knowledge of stores, who will, after affording the parties to the dispute an opportunity to present their contention, and after having tests made as the certifier deems fit, certify whether there has been any breach of Contract or warranty and. If so, what sum shall be paid to the Governor House in diminution or extinction of price, and such certificates shall be paid to the Governor House in diminution or extinction of price, and such certificates shall be final and binding and shall not be questioned and shall be acted upon in arbitral or other legal proceedings. The award of the costs of the certifier will be within his / her own discretion and shall be recoverable from the party against which the costs are awarded.

27. Arbitration

All disputes and matters of difference whatsoever (other than those relations to the certificate of expert certifier) between the Governor House and the Contractor relation to and arising out of the Contract and Bid Documents thereof, each party nominating its own arbitrator. The arbitrators within the first three-arbitral hearings will nominate the umpire. The award of the arbitrators or of the umpire shall be final and binding upon the parties. The arbitral proceedings shall be held at Karachi.

SAMPLE FORMS

BID FORM

(LETTER OF OFFER)

To:

The Governor's Secretariat,
Governor House,
Karachi

Sir:

- Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.
- Pak Rupees (in figures _____ in words _____) or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.
- We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule provided in the Schedule – A, Special Stipulations to Bid.
- If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance of the Contract.
- We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.
- We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2017

WITNESS

Signature -----

Name-----

Title:-----

Address.-----

BIDDER

Signature -----

Name -----

Title-----

Address-----

Bid Particulars

THE BIDDERS MUST SUPPLY THE FOLLOWING SPECIFIC INFORMATION FOR EACH ITEM OR GROUP OF ITEMS OF THE STORES:

1. Conformation of Stores:

Whether the Stores offered conform to the particulars specified in the Schedule.

2. Manufacturing Details:

- a. Brand of stores:
 - i. Name and address of manufacturer; and
 - ii. Country of origin of Stores.

Delivery schedule

- (i) Earliest date by which delivery can be effected;
- (ii) Complete schedule of delivery; and
- (iii) If the delivery period is different for different items, it must be indicated item-wise.

Whether the specification for packing given in the Bid documents will be adhered to.

TECHNICAL & FINANCIAL PROPOSALS FORM

The minimum requirements of 7th Generation Core i7 Branded Laptop with Accessories are given below. The quoted system specifications should be equal or higher.

S#	ITEM DESCRIPTION / SPECIFICATIONS	Qty Nos	SPECIFICATION OFFERED	Rate per Unit	TOTAL Amount
01	<p>Laptop: Branded</p> <p>Generation: 7th Generation Intel core i7</p> <p>RAM: Must not less than 4 GB and up-to optimum performance.</p> <p>Hard Drive: 512 GB (SSD) Solid State Drive</p> <p>Display: 15 inch display as per manufacturer</p> <p>Video Card: as per manufacturer</p> <p>Ports/Interface: 1 G LAN, HDMI, as per manufacturer</p> <p>Webcam: as per manufacturer</p> <p>Wireless: Wireless LAN + Bluetooth as per manufacturer</p> <p>Battery: 3-Cell Battery with adapter as per manufacturer</p> <p>Laptop Carrying Bag: YES, slim same brand bag</p> <p>Operating System: Window 10 professional licensed</p> <p>Warranty: 1 year including consumable parts (i.e. battery)</p>	09 Nos			

FINANCIAL PROPOSAL FORM

S#	NAME OF ITEM / SPECIFICATION	Amount in Figure & Words		
		Rate per Unit PKR	GST/all taxes (PKR)	Total Amount (PKR)
01	Laptop: Branded Generation: 7 th Generation Intel core i7 RAM: Must not less than 4 GB and up-to optimum performance. Hard Drive: 512 GB (SSD) Solid State Drive Display: 15 inch display as per manufacturer Video Card: as per manufacturer Ports/Interface: 1 G LAN, HDMI, as per manufacturer Webcam: as per manufacturer Wireless: Wireless LAN + Bluetooth as per manufacturer Battery: 3-Cell Battery with adapter as per manufacturer Laptop Carrying Bag: YES, slim same brand bag Operating System: Window 10 professional licensed Warranty: 1 year including consumable parts (i.e. battery)			

Tender are required to comply with all the clauses mentioned in the terms and conditions of the tender along with submission of all the relevant documents required. In case of any deviation / incomplete documents from tenderer will be prohibited for competing in the tender / render their offer invalid.

Pay Order / Demand Draft No. ----- drawn on -----

(Name & address of the Bank) for an Amount of Rs. ----- in words (-----

-----) of Bid Security equal to 2% of the total bid amount
(original must be attached with Bid)

Full Name & Address of Firm _____

CNIC No. of authorized Person _____

Signature of Authorized Person _____

Seal / Stamp of Firm _____

GENERAL INFORMATION OF THE COMPANY

1	Name of Bidder	
2	No. of Years in business in Pakistan	
3	No. of Offices locations in Pakistan	
4	Status of the Bidder	
	Sole Proprietor	
	Partnership	
	Private Limited	
	Public Limited	
	Entity registered/incorporated outside Pakistan (if yes, give detail)	
	Other (please specify)	
5	Names of Owner / Partners / Chief Executive / Directors	
6	Details of Registered Head Office (address, phone, fax, email & website information)	

Mandatory Requirements:

Mandatory qualifying Requirements	Failing to qualify/submission any mandatory requirement will be disqualification in entire evaluation	
	01	Registration of National Tax Number (NTN) of the Company with Federal Board of Revenue (FBR)
	02	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR)
	03	Affidavit That firm is not Blacklisted and involved in any active litigation in Pakistan
	04	Authorization/Partnership/Distributor Letter from Manufacturer