

TENDER DOCUMENTS
FOR PURCHASE OF IT EQPT AND ACCESSORIES
TENDER NOTICE 01/FY 2025-26

RESEARCH & SUPPORT DIRECTORATE (IT Cell)
ENGINEER IN CHIEF's BRANCH
GHQ RAWALPINDI

Organization Name	RESEARCH & SUPPORT DIRECTORATE (IT CELL) ENGINEER IN CHIEF's BRANCH GHQ RAWALPINDI.
Address	President Local Purchase Committee, R&S Dte (IT Cell) E in C's Branch GHQ
City	Rawalpindi
Tel No.	051 9271293
Fax No.	051 9271288
Receipt No	-
Tender No	01/FY 2025-26
Description	IT Eqpt and IT Accessories
Remarks	For detail please see attached file
Advertisement Date	04 Oct 2025
Closing Date	20 Oct 2025
Closing Time	1100 hours 20 Oct 2025
Opening Time	1200 hours 20 Oct 2025
Tender Nature	National
Bid Validity	Till 30 Jun 2026
Bidding/Tender Document Cost	Free download from MES web site (www.mes.gov.pk) or can be obtained from R&S Directorate (IT Cell) E in C's Branch GHQ Rawalpindi
Remarks	For detail please see attached tender Document

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GHQ RAWALPINDI

GENERAL TERMS AND CONDITIONS

1. The tender document can be obtained from R&S Directorate (IT Cell) E-in-C's Branch or can be downloaded from the MES web site (www.mes.gov.pk).
2. The bids shall be submitted in a sealed package that the contents are fully enclosed and cannot be known until duly opened.
3. Single stage – two envelope procedure will be followed.
 - a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain two separately the financial proposal and the technical proposal.
 - b. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion.
 - c. Initially only the envelope marked “Technical Proposal” shall be opened.
 - d. E-in-C's Branch will evaluate the technical proposal as per annexure **C** attached with this document, without reference to the price and reject any proposal which does not conform to the specified requirements.
 - e. During the technical evaluation no amendments in the technical proposal shall be permitted.
 - f. Financial Proposal will be opened for technically qualified bids on the same date.
4. The bid should be addressed to **President Local Purchase Committee, R&S Dte (IT Cell) E-in-C's Branch GHQ Rawalpindi**. The sealed bid must reach the President LPC before / on 1100 hours on 20 Oct 2025. Technical bid will be opened at 1200 hours on 20 Oct 2025, followed by financial bid. No bid will be accepted after the given time at the given place.
5. The bid must be unconditional and complete in all respects and be submitted in a file/folder/bound form with all the sheets/ documents secured properly. Bid not fulfilling the conditions will be rejected.
6. All items should be quoted as per format (attached as annexure-**A**).
7. All quoted prices will be firm, final and in Pak Rupees.

8. No bidder will be allowed to alter or modify his bid after the bids have been opened. However E-in-C's Branch may seek and accept clarification to the bid that does not change the substance of bid.
9. The quoted prices should be inclusive of INCOME TAX, GST & all Govt taxes, where applicable. The lowest evaluated bid will be considered for each category / item separately. Income Tax will be deducted from the payment of the contractor as per prescribed rule.
10. There should be no cutting, crossing, rubbing or overwriting in the quotation.
11. The validity period of quotations must be indicated and should valid till **30 Jun 2026**.
12. Samples of the quoted items are required to be produced on demand.
13. Rates of all items listed in the documents must be quoted.
14. The bidder should indicate the warranty period of all the items (warranty must be at least one year).
15. Technical specifications/ performance characteristics and guarantee/ warranty of all items will be listed and Brochures/ Leaflets describing the equipment will also be provided along with the bidding documents.
16. Unit price for all Items must be mentioned in the bid in accordance with the specifications attached with this document. Any variations to this must be reflected and underlined for ease in scrutiny. Any query regarding any item specification should be clarified from the authority before signing the agreement.
17. E-in-C's Branch reserves the right to increase or decrease the quantities or totally drop certain items and award tender in full, in parts or in sections.
18. E-in-C's Branch may reject all bids or proposals at any time prior to the acceptance of a bid proposal.
19. The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulation or policy of the Federal Government, will be awarded the procurement contract, within or extended period of bid validity.
20. Tendering firms will be required to provide the samples of selected items, which will be approved by the user prior to award of tenders.
21. The equipment/ stores/ accessories/ tools are to be delivered within 01 months from the date of signing of contract. If delivery period is extended, the supplier shall arrange the extension of Bank Guarantee within 03 days after the original delivery period to keep its

validity after acceptance of stores. A fine at the rate of 1% will be imposed for 1st 10 days and 10% for subsequent 7 days after which order may be cancelled and second lowest bidder shall be asked to provide the equipment on his risk and cost and deposited earnest money will be confiscated.

22. E-in-C's Branch will neither issue any letter for clearance of items being tendered nor will be responsible for their clearance in any way whatsoever. Delivery of items will be solely contractor's responsibility.

23. No payment will be made in advance. All the payments will be made after users' acceptance certificate/ issue of Certified Receipt Voucher (CRV).

24. Following information must be included about the firms participating in tender:-

- a. Authorized dealership.
- b. National Tax No.
- c. GST Registration No.
- d. Complete Postal Address.
- e. Telephone, Fax, E-Mail and web address if available.
- f. Company profile/references in Pakistan (relevant to this offer only).

25. Schedule For Submission and Tender Opening

a. Issue of Tender documents: Can be downloaded Free of cost from MES web site (www.mes.gov.pk) or can be obtained from R&S Directorate (IT Cell) E-in-C's Branch GHQ Rawalpindi.

b. Date/Time of submission:

Till 1100 Hours on 20 Oct 2025

c. Opening of Tender :

At 1200 Hours on 20 Oct 2025

26. Tender format is attached as Annexure **A** and equipment specifications are attached as Annexure **B**. Quotations for each category should be provided separately with in single technical bid.

27. Submitted tenders will be evaluated as per evaluation criteria attached as Annexure **C**.

28. Check list has been attached as Annexure **D**.

29. A subtotal of every section bid should be indicated beneath every section. The bids will be evaluated for each category separately.
30. In case of any conflict/ ambiguity PPRA Procurement Code will prevail.
31. Efforts will be made to mutually settle any ambiguity or dispute between contractor and E-in-C's Branch with mutual consent, however final decision will lie with E-in-C.
32. Procuring agency have the right to blacklist the firm in case of fake information or late delivery.

President Local Purchase Committee
Research and Support Directorate (IT Cell)
Engineer in Chief's Branch
GHQ Rawalpindi
Phone: 051-9271293
Fax: 051-9271288

FORMAT FOR TENDERING

S/N	Items	Qty	Unit Price	GST	Total Price
1					
2					
3					
	Grand Total Rs.				

SPECIFICATIONS**TENDER NOTICE 01/FY2025-26**

<u>ENGINEER-IN-CHIEF's BRANCH (Tender Specification)</u>		
ITEMS	DESCRIPTION	QTY
Computers	Dell Vostro 3030 intel core i5 14th Gen, 8GB RAM, 512 SSD, Tower, LED Dell 24" with Dell keyboard & Mouse	17
Laptop	LEO iBook with Core i7 13th Gen CPU, 16GB RAM, 512GB SSD, Finger print scanner, 15.6" FHD IPS display	03
Color Printer	Color printer HP – 5225dn A3 size heavy duty	01
Photocopier Machine	Photocopier Machine Ricoh MP-2702 with ARDF	01
Plotters	Plotter HP T-1708 (42")	01
Scanner	HP A3 Size	01
Misc Items	RAM 32GB	01
	RAM 16GB	14
	RAM 8GB	15
	SSD 256 / 512 GB 1TB	06
	Graphic Card(2 / 4 / 8 GB)	06
	LAN Nodes	27
Cartridges	Cartridges for plotter HP-T520 Black (711 No)	13
	Cartridges for plotter HP-T520 Cyan (711 No)	03
	Cartridges for plotter HP-T520 Magenta (711 No)	03
	Cartridges for plotter HP-T520 Yellow (711 No)	03
	Cartridges for plotter HP-650 Black (712 No)	19
	Cartridges for plotter HP-650 Cyan (712 No)	01
	Cartridges for plotter HP-650 Magenta (712 No)	01
	Cartridges for plotter HP-650 Yellow (712 No)	01
	Cartridges for plotter HP-1708 Photo black (731 No)	02
Total		139

Technical Evaluation Performa
For
IT Equipment/Accessories and Related Items

Technical Evaluation Proposal	100%
Part A: Mandatory	25%
Part B: General Evaluation	75%

Part A Mandatory Requirement (25%)				
1.	Firm is registered in Income tax and sales tax department and will produce Sales Tax and Income Tax Registration certificate. (5)			
2.	Firm has to produce Authorization dealer/ OEM certificate of the principle/manufacturer for Pakistan. (5)			
3.	The bidders must have office in Pakistan (5)			
4.	Financial strength verified through a bank certificate (5)			
5.	The firm should not be black listed by any government organization.(5)			
Part B General Evaluation (75%)				
Corporate Profile				
Ser	Attributes	Max. Score	Weightage	Criteria
1.	Offices in Rawalpindi/Islamabad	5	5	Firm has its Office in the Islamabad/ Rawalpindi.
2.	Authorized Dealer	10	10	Principle directly participating in the bid.
			5	Firm has produce Authorization dealership certificate of the principle/ manufacturer for Pakistan.
3.	Details of Repair and Maintenance Facilities	5	5	Firm has a repair and maintenance/ support facility in Islamabad/ Rawalpindi.
			2	Firm has repair and maintenance facility in other city.
4.	Spare Parts Availability	5	5	Firm will supply Spare Parts within 3 days.
			3	Firm will supply Spare Parts within 7 days.
			1	Firm will supply Spare Parts within 15 days.
5.	Delivery Duration	5	5	Delivery within 15 days
			2	Delivery within 1 month.
6.	Financial Strength verified through a Bank Certificate	5	5	Firm has more than Rs. 20 Million annual Turnover for last one (01) year.
			3	Firm has between Rs. 15 Million to Rs. 20 Million annual Turnover for last one (01) year.
			2	Firm has Rs. 10 Million Turnover for last one (01) year.
7.	Similar Projects Completed (Documentary proof and references are required)	5	5	Firm has completed more than or equal to twenty (20) similar projects.
			3	Firm has completed ten (10) to nineteen (19) similar projects.
			2	Firm has completed five (05) to nine (09) similar projects.

8.	Manufacture/ brand life	5	5	Marks will be given as per their experience. One mark per year.
9.	Branded Equipment; Panasonic HP, Dell or equivalent	10	10	As per evaluation by technical committee
10.	Quoted Product Compliance to international standards	5	5	No. of standards of product of Bid in consideration / Maximum No. of standards amongst all the Bids
11.	Specification Compliance	5	5	To be assigned by the Technical Evolution Committee
12.	Quoted Product extra features bundled other than required in tender specifications (Additional Memory, greater Hard disk capacity, Higher graphics card, Additional USB or memory card support etc).	5	5	No. of extra features of product of Bid in consideration / Maximum. It will be decided by technical evaluation Committee
13.	Technical Bid Completeness (documentary proof, brochures, diagrams etc)	5	5	To be assigned by Technical Evaluation Committee
Sub Total		75		

Note:

1. Financial proposal of the bidder who has secured minimum 60% from technical weightage will be opened.
2. During the warranty period, all charges related to repair and maintenance will be borne by the firm irrespective of where the repair takes place.

(To be Printed and Typed on Company's Letter Head)**Undertaking Checklist – Mandatory**

S/No	Required Documents	Attached? [x] [/]	Placed At
1.	Bid is valid till 30 Jun 2026		
2.	Official Bank Account number		
3.	Copy of NTN certificate		
4.	Copy of Sales tax registration certificate		
5.	Affidavit regarding firm is not black listed		
6.	Detail of Annual Tax Return for last 01 year		
7.	Active Tax Payer List Certificate		
8.	Copy of Professional Tax Certificate		
9.	Bank Statement for last 3 year		

Company Full Address: _____

Contact Person: _____

Cell #: _____

Signature: _____

Name: _____

Designation: _____

Date: _____

(Company Seal)