

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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No.1/16/2019-20-General

Islamabad, the, 17<sup>th</sup> September, 2021

To,

Assistant Director (IT&M),  
PPRA (Cabinet Division),  
Federal Bank of Cooperative Building G-5/2,  
Islamabad.

Subject: - **UPLOADING OF TENDER & SPECIFICATIONS OF PROCUREMENT OF PLANT & MACHINERY, IT EQUIPMENTS / HARDWARE AND FURNITURE & FIXTURES FOR THE FY 2021-2022 ON PPRA'S WEBSITE**

I am directed to refer to subject cited above and to request that enclosed Tender and the specifications regarding "**PROCUREMENT OF PLANT & MACHINERY, IT EQUIPMENTS / HARDWARE AND FURNITURE & FIXTURES**" by Establishment Division in the Financial Year 2021-2022 may be uploaded on PPRA's website.

  
(Sajjad Hussain)  
Section officer (General)

(IT Section)

Diary No.....  
Dated.....

Copy to:-

1. Director (IT), with the request that the above Specifications may be immediately upload on Establishment Division's website.

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION

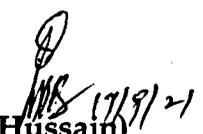
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**TENDER NOTICE**

Sealed tender is invited from Government's registered firms having complete set up in Islamabad/Rawalpindi for "**PROCUREMENT OF PLANT & MACHINERY, IT EQUIPMENTS / HARDWARE AND FURNITURE & FIXTURES**" for Establishment Division during Financial Year 2021-2022.

Terms & Conditions for participating in the tender can be obtained (free of cost) from the office of Section Officer (General), Establishment Division, Room No. 1094 & 1095, Cabinet Block, Islamabad during office hours. The same are also available on official websites of Establishment Division ([www.establishment.gov.pk](http://www.establishment.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

*Interested parties may submit their quotations in sealed cover to Section officer (General), Room No. 1094, 1095, Establishment Division, Cabinet Block, Islamabad upto 05-10-2021 by 1100hours. The tender will be opened in the Committee Room of Establishment Division, Cabinet Block, Islamabad on the same date at 11:30 hours in the presence of bidders or their authorized representatives, who may wish to attend.*

  
(Sajjad Hussain)

Section Officer (General)

Section Officer (Gen)  
Establishment Division  
Government of Pakistan  
Islamabad

**TERMS AND CONDITIONS FOR PROCUREMENT OF FURNITURE & FIXTURES DURING  
FINANCIAL YEAR 2021-2022**

1. Bids are invited for "Procurement of Furniture & Fixtures" through single stage two envelopes (Technical & Financial) method from well established firms/ contractors/dealers/suppliers duly registered with Sales tax/Income Tax, NTN& GST departments, and registered in (ALT) Active Tax Payer List having offices in Islamabad/Rawalpindi, during the Financial Year 2021-2022.
2. The Establishment Division reserves the right to award the contract to best suited bid.
3. The amount of the bid and earnest money @ 5 % of the bid price shall be required to be deposited with bids in shape of pay order or demand draft, in favor of Section Officer (General), Establishment Division (main), Islamabad.
4. Bids not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.
5. The language of the bids is English and alternative language shall not be considered.
6. Amendments or alterations/cutting etc., in the bids must be attested in full by the bidders.
7. Prices quoted shall correspond to 100% of the requirements specified.
8. The prices quoted by the bidder shall not be adjustable.
9. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
10. The PPRA Rules, 2004 will be fully applied / followed.
11. In the event of non-acceptance of offer, no intimation will be given to the individual bidder.
12. Discounts (if any) offered by the bidder shall be part of the bid.
13. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Establishment Division (main) would be final and binding on all matters relating to this tender.
14. The interested firms should have regular business office, Telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 05 years.
15. The proof of firm/company existence as legal entity and an affidavit that the company was not black listed by any Government ministries/Divisions/Departments shall be attached with the bids.
16. The items provided must be duty paid in respect of all applied duties and taxes, along with applicable warranty.
17. The quantities required may increase/decrease according to Establishment Division (main) requirements before award of contract. After award of contract/purchase order, the quantity can be increased up to 15% of the original quantity. The successful bidders will be bound to provide the order within a period of three months.
18. Electronic bids will not be entertained.
19. Telegraphic and conditional bids will not be accepted.
20. Unsealed bids will not be entertained / received.
21. Sealed tenders may be dropped in the tender drop box placed at 1<sup>st</sup> Floor, Room No. 1095, Establishment Division (Main), Cabinet Block, Islamabad. Clarification, if any, on the technical requirements may be obtained from above mentioned office.
22. Earnest Money of successful tenders will be retained and that of the rest will be returned.
23. Place of opening of Bids is: Room No.2080, Committee Room, Establishment Division (main), Islamabad.
24. The envelopes shall bear the following additional identification marks:  
**Bid for:** "Furniture & Fixtures"  
**Firm Name:** XYZ Firm  
**Attention:** 1<sup>st</sup> Floor, Room No. 1095, General Section, Establishment Division (Main), Cabinet Block, Islamabad.
25. The deadline for the submission of bids is:  
**Date 05-10-2021, at 1100 Hrs**

  
(Sajjad Hussain) 17/9/21  
Section Officer (General)  
Section Officer (Gen)  
Establishment Division  
Government of Pakistan  
Islamabad

**TERMS AND CONDITIONS FOR PROCUREMENT OF PLANT & MACHINERY DURING FINANCIAL YEAR 2021-2022**

1. Bids are invited for "Procurement of Plant & Machinery through single stage two envelopes (Technical & Financial) method from well established firms/ contractors/dealers/suppliers duly registered with Sales tax/Income Tax, NTN& GST departments, and registered in (ALT) Active Tax Payer List having offices in Islamabad/Rawalpindi, during the Financial Year 2021-2022.
2. The Establishment Division reserves the right to award the contract to best suited bid.
3. The Plant & Machinery / Other Items should be original branded/company guaranteed.
4. The amount of the bid and earnest money @ 5 % of the bid price shall be required to be deposited with bids in shape of pay order or demand draft, in favor of Section Officer (General), Establishment Division (main), Islamabad.
5. Bids not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.
6. The language of the bids is English and alternative language shall not be considered.
7. Amendments or alterations/cutting etc., in the bids must be attested in full by the bidders.
8. Prices quoted shall correspond to 100% of the requirements specified.
9. The prices quoted by the bidder shall not be adjustable.
10. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
11. The PPRA Rules, 2004 will be fully applied / followed.
12. In the event of non-acceptance of offer, no intimation will be given to the individual bidder.
13. Discounts (if any) offered by the bidder shall be part of the bid.
14. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Establishment Division (main) would be final and binding on all matters relating to this tender.
15. The interested firms should have regular business office, Telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 05 years.
16. The proof of firm/company existence as legal entity and an affidavit that the company was not black listed by any Government ministries/Divisions/Departments shall be attached with the bids.
17. The equipment provided must be duty paid in respect of all applied duties and taxes, along with applicable warranty.
18. The quantities required may increase/decrease according to Establishment Division (main) requirements before award of contract. After award of contract/purchase order, the quantity can be increased up to 15% of the original quantity. The successful bidders will be bound to provide the order within a period of three months.
19. Electronic bids will not be entertained.
20. Telegraphic and conditional bids will not be accepted.
21. Unsealed bids will not be entertained / received.
22. Sealed tenders may be dropped in the tender drop box placed at 1<sup>st</sup> Floor, Room No. 1095, Establishment Division (Main), Cabinet Block, Islamabad. Clarification, if any, on the technical requirements may be obtained from above mentioned office.
23. Earnest Money of successful tenders will be retained and that of the rest will be returned.
24. Place of opening of Bids is: Room No.2080, Committee Room, Establishment Division (main), Islamabad.
25. The envelopes shall bear the following additional identification marks:  
Bid for: "Plant & Machinery / Others Items"  
Firm Name: XYZ Firm  
Attention: 1<sup>st</sup> Floor, Room No. 1095, General Section, Establishment Division (Main), Cabinet Block, Islamabad.
26. The deadline for the submission of bids is:  
Date 05-10-2021, at 1100 Hrs

  
(Sajjad Hussain)

Section Officer (General)

Section Officer (Gen)  
Establishment Division  
Government of Pakistan  
Islamabad

**ESTABLISHMENT DIVISION  
CABINET SECRETARIAT  
TERMS AND CONDITIONS FOR PROCUREMENT OF HARDWARE / IT Equipments**

Establishment Division (Main), Cabinet Secretariat, Government of Pakistan invites sealed bids from well established firms/ contractors/dealers/suppliers duly registered with Sales tax/Income tax, NTN & GST departments, and registered in (ALT) Active Tax Payer List having offices in Islamabad/Rawalpindi for supply of the Hardware / IT, during the Financial Year 2021-2022.

bidders (original manufacturers/authorized distributors/suppliers) of Hardware / IT Items with Income Tax and Sales Tax Departments, having minimum (05) years relevant experience in same brand stationed at Islamabad/Rawalpindi for supply & support of Hardware / IT items At Establishment Division, Cabinet Secretariat Islamabad.

1. As per PPRA rules, **Single stage-two envelops procedure** shall apply. **"Technical"&"Financial"** Bids in sealed and **separate envelops**, must reach at the office of **Section Officer (General), Establishment Division(Room No.1094), Cabinet Secretariat**, on/or before **1100 hours by 05-10-2021**. Late submission of bids will not be accepted.
2. **"Technical Bids"** will be **opened in the Committee Room, Establishment Division, Cabinet Secretariat on the same date at 11:30 hours** in the presence of the bidders or their authorized representatives, who may choose to be present. Whereas, the Financial Bids of only technically qualified (i.e. compliant to technical specifications and other terms & conditions) bidders shall be opened publically, lateron. The **"Financial Bid"** must be supported by earnest money @ 5% of the total bid value, in the shape of pay order/demand draft/ call deposit in the name of **Section Officer (General), Establishment Division**.
3. The Bid Bond to be enclosed in a **SEPARATE ENVELOPE**, labelled as **"BID BOND"**, and should be **SEALED**.
4. ***RO must confirm on company's letter head that the Bid Bond is being submitted separately as required by Establishment Division in their technical bid.***
5. All bids and prices must remain valid for a period of **120 days** from the closing date of the submission of tender documents. However, the ROs are encouraged to state a longer period of validity of the bids.
6. The financial bids of those bidders will be opened who qualify the technical bids, the financial bids of unsuccessful in technical bids will be returned (sealed).
7. Quoted prices must include all taxes and charges including delivery and installation.
8. The earnest money or equivalent bank guarantee of successful bidders shall be remained hold in department till the warranty period from the successful bidders.
9. The successful bidder will provide specified goods/services within (02) week.
10. The Responding Organization (RO) must provide copies of the certificates (Sale Tax, Income Tax, NTN) with the bid document and RO must be on the Active Tax Payer List of FBR.
11. The RO may not propose any item/equipment which is refurbished, used, end of life, expire or near to expire.
12. The RO shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price **MUST** be inclusive of all taxes. The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a procurement contract with the Government.
13. Onsite installation & relevant services to be provided by the vendor/RO/contractor and cost must be included in the bid price.
14. The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
15. All equipment/items should be supplied through verifiable distribution channels.

16. Financial capability and yearly growth rate (business revenue) of RO in past 02 years.
17. RO must be in relevant business /supplies for last two (02) years at least.
18. RO may bid for one, any number or for all items.
19. The Establishment Division reserves the right to accept or reject any or all bids as per PPRA Rules or accept the whole or part of the tender.
20. The Supplier shall also be bound to provide onsite after-sales services.
21. Certificate to the effect that the bidder has never been blacklisted in the past.
22. Certificate showing that the product is being used by at-least three large size public sector organizations.
23. Conditional / incomplete bids will be liable for rejection.
24. Establishment Division may reject all bids at any time prior to the acceptance of a bid in accordance with Public Procurement Rules, 2004.
25. Establishment Division reserves the right to change the quantity of the quoted items to be procured.

  
(Sajjad Hussain)

Section Officer (General)  
Establishment Division  
**Islamabad**  
Phone No: 051-9103575

Section Officer (Gen)  
Establishment Division  
Government of Pakistan  
Islamabad

**Color LaserJet Printer Specifications:**

Printer Technology	Laser
Function	Print
Processor	Upto 800Mhz
Memory	Upto 256MB
Print Speed	Up to 22ppm
Duplex Printing	Yes; Automatic two-sided printing
Print Resolution	Up to 600 x 600 dpi
Print Cartridge Number	4 (1 each, black, cyan, magenta, yellow)
Duty Cycle	Monthly Up to 30,000 pages
Paper Handling	100-Sheet multipurpose tray 1; 250-Sheet tray 2
Connectivity	Hi-Speed USB; built-in 10/100/1000Base-TX Ethernet; wifi 802.11/b/g/n
Warranty	One Year Local

*[Handwritten Signature]*  
 30/8/21  
*[Handwritten Signature]*  
 30-8-2021

**LaserJet Multi Purpose Printer Black & White Specifications:**

Printer Technology	Laser
Function	Print, Copy, Scan, Fax
Processor	Upto 800Mhz
Memory	Upto 256MB
Print Speed	Up to 40ppm
Scanning	50-Sheets ADF with single-pass, two sided scanning
Duplex Printing	Yes; Automatic two-sided printing
Print Resolution	Up to 600 x 600 dpi
Print Cartridge Number	1 Black
Duty Cycle	Monthly Up to 30000 pages
Paper Handling	100-Sheet multipurpose tray 1; 250-Sheet tray 2
Connectivity	Hi-Speed USB; built-in 10/100/1000Base-TX Ethernet; wifi 802.11/b/g/n
Warranty	One Year Local

*Officer*  
*30/8/21*  
*Upolu*  
*30-8-2021*

**LaserJet Standalone Printer Black & White Specifications:**

Printer Technology	Laser
Function	Print
Processor	Upto 500Mhz
Memory	Upto 16MB
Print Speed	Up to 19ppm
Print Resolution	Up to 600 x 600 dpi
Print Cartridge Number	1 Black
Duty Cycle	Monthly Up to 8000 pages
Paper Handling	150-Sheet input tray; 100-Sheet output bin
Connectivity	Hi-Speed USB; built-in wifi 802.11b/g/n
Warranty	One Year Local

*Handwritten signature*  
*30/8/21*  
*Wale*  
*30-8-2021*

**Purchase of Multi Function Photocopier Machine  
(Canon, Konica Minolta or equivalent) as per below Specification:-**

**Qty Required:01 No**

S.#	Description	Specification
1.	Brand	Canon, Konica Minolta or equivalent
2.	Technology	Laser Beam Photoconductor
3.	Copy Per Minute (CPM)	100 CPM (Minimum)
4.	Display	LCD Panel
5.	Copy Selector	1 to 9999
6.	Paper Capacity	1100 sheets (Minimum)
7.	Paper Size	A3 to A5
8.	Duplex	Built in
9.	Auto Document Feeder (Reverse)	Built in
10.	Memory (Standard)	2GB (Minimum)
11.	USB Direct Print	Built in
12.	Printing Resolution	600 x 600 dpi (Minimum)
13.	Zoom (Range)	25 to 400 (0.1%)
14.	Network Interface	Ethernet 100 Base TX (Minimum), USB 2.0 (Full Speed), Parallel Interface
15.	Network Color Scanner	Built in
16.	Scanning Destinations	Scan to Email, SMB, HDD and USB Memory
17.	Network Printer	Built in
18.	Input Capacity	1000 sheets (Minimum)
19.	Dual Scan Document Feeder	Must be built in
20.	Processor Speed	1.0 GHz (Minimum)
21.	Trolley	Must be Supplied
22.	Extra Toners	Three (3), Unit prices of extra toners must be shown separately
23.	Warranty	1 Year

**All the necessary cables, bundled software and accessories must be supplied.**