



PAKISTAN COUNCIL FOR SCIENCE AND TECHNOLOGY
(Ministry of Science and Technology)
Shahrah-e-Jamhuriat G-5/2, Islamabad
Ph: 051-9201988, 9205157. Fax: 9205171

**Tender Documents for Desktop
computers & external hard drives**



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TENDER DOCUMENT

Name of Firm/ Contractor: _____

Office Address:

National Tax Number:

GST No:

PTCL Telephone No:

Mobile No:

Signature _____

Pakistan Council for Science and Technology (PCST) invites tenders for the supply of desktop computers & external hard drives as per following specifications:

1- Description of Desktop computers (Quantity: 02 Nos.):	Rate per unit
<p>Optiplex 7040 Mini Tower</p> <ul style="list-style-type: none"> • IntelCore i7-6700 Processor • 8GB DDR4 System Memory • 1TB, 7200 RPM Hard disk drive • Tray Load DVD RW Optical Storage • Optical Mouse & Keyboard • 18.5" LED Monitor <p>Manufacturer: HP or Dell or equivalent</p> <p>Warrantee: 03 year Local Warrantee</p>	
2- Description of External Hard Drives(Quantity: 02 Nos.):	Rate per unit
<p>WD 2TB Black My Passport Portable External Hard Drive-USB 3.0</p>	

GENERAL TERMS & CONDITIONS:

- a) Use of white fluid or over writing on Tenders will not be accepted.
- b) The rates/prices should be quoted inclusive of all taxes in Pakistani Rupees.
- c) Rates/prices should remain fixed and no claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained. Tenders submitted with floating/adjustable price quotation will not be entertained and be rejected.
- d) Tender, complete in all respects, must reach the office of Assistant Director (Admin) on or before **02-11-2017 by 11:00 a.m.** No tender(s) will be accepted after the closing date & time.
- e) The tenders will be opened on the same day i.e. **02-11-2017 at 11:30 a.m.** in the presence of the bidders or their authorized agents who care to attend.
- f) Tenders received late will neither be accepted nor entertained and will be returned unopened by hand or by mail.

- g) Incomplete tenders will be ignored straightway.
- h) PCST reserves the right to accept or reject any or all quotations with assigning reasons as per PPRA rules

TENDER VALIDITY

The tender should remain valid and open for acceptance for a period of 60 days from the date of tender opening which should clearly be mentioned in the tender. Tender without validity period or with shorter period shall be rejected as non-responsive.

DOCUMENTS / CERTIFICATES

- a) Copy of GST/NTN Registration Certificates;
- b) Proof of experience in supplying to Government Departments (Copies of Purchase Orders received from Government departments along with Satisfactory performance certificate should be enclosed); and
- c) Declaration /Affidavit on stamp paper to the fact that the firm is not black listed and has no dispute with any government organization may be furnished.

EVALUATION CRITERIA / PROCEDURE

- a) Purchase Committee shall examine/evaluate the tenders to determine whether they
- b) Fulfill the eligibility criteria,
- c) Submitted the requisite documents
- d) Meet the terms and conditions specified;
- e) Complied with all the instructions contained therein, etc. For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation and accepted to the Committee.
- f) The Committee then will decide on lowest quoted qualified bidders.

AWARD OF CONTRACT / COMPLETION OF SUPPLY

- a) The successful bidder shall ensure supply within 01 week from the receipt of supply order failing which the Council reserves the right to cancel the order and forfeit the earnest money.
- b) The firms will ensure that the equipment being supplied is brand new.Re-conditioned and re-furbished equipment shall not be acceptable.Items having defect of any shape/kind including manufacturing shall have to be immediately replaced with a new one.
- c) The equipment shall be under warranty for a period of three years from the date of supply as per manufacturer's standards. A certificate to this effect is to be provided alongwith the supply. Bidder will responsible for fault free operations of hardware and itsfree of cost onsite maintenance including free replacement of defected parts, if required,during the

mandatory warranty period.

- d) The purchase/technical committee will carry out the inspection of the items supplied. The decision of inspecting authority regarding approval or rejection of the items will be final and binding to all concerned.
- e) The quantity of the items can be increased or decreased.
- f) PCST reserves the right to purchase different items individually from different vendors or as a package from a single vendor on the basis of lowest average of the quoted rates.

EARNEST MONEY / SECURITY DEPOSIT

- a) Security Deposit amounting of Rs. 3 % of the quoted price drawn on _____ dated _____ must be submitted with the bid in the form of pay order/ bank draft. No cheque will be entertained.
- b) Pay order /Bank draft should be in the name of Pakistan Council for Science and Technology, Islamabad.
- c) Security deposit of the un-successful bidders will be refunded after the award of contract to the successful bidder.
- d) Security deposit of the successful bidder will be released on satisfactory completion of delivery of items.
- e) Tenders without security deposit will be rejected without consideration.

PAYMENT OF BILLS:

- a) Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction. Payment will be made directly to the supplier.
- b) The Firms must be registered with Sales Tax Department and have NTN. The copies of the certificates in this regard must be submitted along with the quotations.
- c) Income Tax will be deducted at source as per prevailing Government rate.
- d) Payment will be released within 30 days from the date of delivery of the supply order.