

**Government of Pakistan
Ministry of National Health Services, Regulation & Coordination
ISLAMABAD**



TENDER DOCUMENT

REQUEST FOR QUOTATION FOR SUPPLY OF

Hardware / IT Equipment etc

From

The Project

National Action Plan on Population

www.nhsrc.gov.pk

+

F.NO 9-92/2019-DD(P&D)
GOVERNMENT OF PAKISTAN
Ministry of National Health, Services, Regulation & Coordination

TENDER NOTICE

Ministry of National Health Services Regulations & Coordination, Islamabad (M/o NHR&C) invites sealed bids from reputed firms/suppliers/distributor having minimum five (05 -10) years' experience of similar works/assignments and registered with FBR on quotation basis for supply and installation of "Hardware / IT Equipment" from the project **National Action Plan on Population**

1. All the firms / bidders should submit proposals as per 36 (a) of PPRA rules (**Quotation**).
2. Rs.50,000 bank draft / earnest money / guarantee should be attached with the bids, which in case of unsuccessful tenders will be released and in case of successful bidders after satisfactory completion of work.
3. The sealed bids /proposals will be received latest by **14th March, 2025** at 11:00am and will be opened on the same day at **11:30am** the office of Director General (Development) in the presence of available bidders or their representatives.
4. Ministry of NHS, R&C reserves the right to accept /cancel/reject any or all-proposals, as per Rule 33 of PPR 2004.

(Ahmad Nauman)
Deputy Director (P&D)
Ministry of NHS,R&C
3rd Floor, Pak Secretariat, Kohsar Block,
Islamabad.

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1. SCOPE OF WORK

- i) Hardware /software etc installation, configuration and support services will be solely responsibility of the vendor.
- ii) Software bidder will be responsible for the installation, configuration and support services.
- iii) **In case of any discrepancy** or less item bid will be rejected. Compliance/ Checklist sheet with the Technical specification must be attached with the Technical proposal.
- iv) Product Support Services must be within 24 hours hardware replacement under warranty period as described in detailed specifications, and 10 years for Passive LAN work/components.
- v) In case of failure or malfunctioning of hardware equipment/component, a free replacement and installation of the device/part will be the responsibility of the vendor and on exchange bases as Free of Cost (FOC) under warranty.
- vi) Technical Support services should include resolution of complaints related to equipment.
- vii) The drivers/applications support CD/media must be provided for hardware equipment compatible with the OS respectively (if any)
- viii) Hardware devices having end of life must be communicated, moreover, nearly end of life hardware devices will not be acceptable.
- ix) Vender will responsible for all types of IT equipment being delivered.
- x) 24 x 7 availability of hotline.

Note: *Vendor is solely responsible to provide the support services for the offered product even the support for the same product would have been discontinued by the OEM*

TERMS, CONDITIONS AND INSTRUCTIONS FOR THE BIDDERS

(Please Read Carefully)

A formal agreement will be signed by the qualified bidder with the **M/o NHS, R&C** in this regard.

2.1. Documents Required

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Bid Security Rs.50000/- of quoted price in the shape of Bank Draft/Pay Order bearing No., Date & Rs.
- v. Compliance sheet for offered product.
- vi. Official Authorized Partnership Certificate from sole manufacture along with Product Broachers for ICT infrastructure and IT Equipment.
- vii. Proof of Financial capability and experience certificate.
- viii. Proof of after sale Service Centre located in Islamabad / Rawalpindi.

2.2. Opening of Competitive Bids

- i. All the firms/ bidders should submit quotations as per ppra rules and above terms and conditions
- ii. Bids are required to be submitted lot wise; clearly indicating rates in

Pak Rupees and should be valid for 90 days.

2.3. Rejection of the Bid

- i. Any offer not compliant with the terms & conditions of the tender enquiry is liable to be rejected under provision of PPRA Rules-2004.
- ii. Any offer will not be entertained if:
 - Firm/bidder is black listed/suspended by any Government department.
 - Offer with shorter price/delivery validity than required in the tender enquiry.
 - Not compliant with the required specifications, terms & conditions.
 - Bid submission after the time and date fixed for its receipt.
 - Received without earnest money.
 - Tender is received by telegram.
 - Tender/offer is un-signed.
 - Offer is ambiguous.
 - Offer is conditional.
- M/o NHS, R&C Islamabad further reserves the right to accept or reject any or all tender(s) without assigning any reason.

2.4. Performance Guarantee

- i. N.A

2.5. Warranty/ Guarantee

- i. The successful bidder shall provide warranty/guarantee as specified in detailed specifications against each hardware item.
- ii. The warranty period will start from the date of supplies received in M/o NHS, R&C
- iii. The qualified bidder must warranty the IT Equipment and ensure availability of Technical support services as informed through electronic & non-electronic means. Each and every complaint should be completely responded by the competent resource of the firm and visit on-site within 24 hours of its notification.
- iv. If any bidder fails to rectify the problem in the provided equipment during warranty period due to any reason, M/o NHS, R&C will be authorized to repair or replace the faulty equipment/component thereof and forfeit the Bank Guarantee/retained value.
- v. The security deposit for warranty and guarantee will be released after expiry of the warranty period.

2.6. Taxes

- i. The rates should be quoted inclusive of all applicable taxes.
- ii. The bidder should provide the Income Tax and Sales Tax Registration Certificates.
- iii. The project authorities will deduct the taxes at source as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

2.7. Bidding

- i. Rate quoted for the offered product in Pak Rupees.
- ii. Installation and commissioning charges of equipment must be included in the quoted rates.
- iii. Tender documents must be filled in, stamped and signed by

- authorized representative of the firm.
- iv. Any bid with erasing/cutting/crossing etc. must be properly signed by the authorized person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted. Softcopy should also be provided.
 - v. The participated firm must be an official authorized partner from principal for the quoted brand.

2.8. Bid Evaluation

- i. Bids shall be evaluated in accordance with advertised specifications of equipment, terms & conditions.
- ii. Rates offered by the firms.
- iii. Supply time, and maintenance of warranty period.
- iv. Physical compliance with required specifications and quality conformance for the offered product in demonstration session.
- v. Active part inspection will be carried-out visiting the site where offered product installed and operational.
- vi. Willingness of the firm to enter into contract agreement with the M/o NHS, R&C for supply of equipment on the rates tendered by the firm/bidder in its financial bid.
- vii. The weightage of Technical bid will be 60% and Financial bid will be 40%.

2.9. Supply of Stores

- i. The items mentioned in the list are required to be delivered at M/O NHS,R&C within time period mentioned in the tender document.
- ii. The stores are required by the consignee within stipulated date. However, the tender is required to indicate their own guarantee earliest date by which the items/store should be brand new and in original manufacturers packing.

2.10. M/o NHS, R&C Rights Within Provision Of PPRA Rules-2004

- i. M/o NHS, R&C reserves the right to:
 - Award contract to more than one bidder.
 - Accept or reject any or all tenders
 - Increase the quantity of items or may order partial supplies or cancel any or all items.
 - Purchase full or part of the store or ignore/scrap/cancel the tender.
 - Claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

2.11. Payment

The payment for the supplies made by the successful bidder shall be released provided that:-

- i. The invoice is complete, accurate and to the entire satisfaction of the procuring agency/client.
- ii. Supplies are delivered/installed according to the instructions of the M/o NHS, R&C
- iii. Vendor must produce satisfactory inspection with the invoice issued by the M/o NHS, R&C that authenticates the quality conformance,

- quantity of products delivered and amount of work done successfully.
- iv. 2% performance guarantee is provided with the invoice having validity up to the date of Warranty period.
 - v. The payment against a supply order shall be made on the completion of the delivery of supplies including installation, commissioning, etc. as mentioned in the supply order.

2.12. Arbitration

Any disputed situation/condition between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressed Committee of M/o NHS, R&C

The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

2.13. Penalty

For failure to comply with the supply/work order and the liquidated damages will be levied as under:-

- i. 1% of the cost of that items mentioned in the supply order that remain un-delivered/un-finished for each day of non-supply up to maximum of twenty (20) days exceeding the job completion/delivery period.
 - ii. If the material is not supplied for 20 consecutive days, M/o NHR&C reserves the right to cancel the contract and get the full or remaining assignment completed from the other competitive bidders on the equivalent price/amount that will be deducted from the securities deposited by the default firm/supplier.
- 1- Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods / services to Government departments.
 - 2- The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.

2.14. Undertaking

We undertake and declare that

- i. The prices quoted including of all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The offered prices must be valid up to **90** days starting from the date of tender opening.
- iii. All products are covered under warranty issued by manufacturer/principal starting from the date of supply/installation and in case of any defect and malfunctioning we shall be responsible for repair/replacement as per guarantee/warranty.
- iv. The supplier is responsible to arrange replacement/technical support during warranty/guarantee period.

We understand that:-

M/o NHS, R&C reserves the right to accept or reject our bid and we undertake not to question the decision in this regard.

The earnest money amounting Rs. submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above

Signature &

Stamp Of

Authorized Agent

3. Technical Specification

Supply, installation, configuration, commissioning and support services of, Hardware/Network /Furniture at M/o NHS,R&C. The Quantity may Increase or Decrease

A. HARDWARE SPECIFICATIONS

| S. No | Items | Qty | Price |
|-------|--|--|-------|
| 1 | <p>Dell Branded Desktop Computer 12th Gen i5-12500 (6 Cores/1 8MB/12T/3.0GHz to 4.6GHz/65W)</p> <p>8GB (1x8GB) DDR4 Memory 256GB SSD Hard Drive ENERGY STAR Qualified Power Cord Intel Integrated Graphics Internal Speakers Trusted Platform Module Discrete TPM Enabled Dell USB KeyBoard + Mouse Dell 18.5" Led Display UBUNTU One years Warranty with parts replacement. With Original Windows 11</p> | <p>As per requirement and budget</p> <p>Please provide unit cost</p> | |
| 2 | <p>Hp Laser Jet 107 Print speed black (ISO, A4) : Up to 20 ppm First page out black (letter, ready) Duplex printing: Drivers Supported Duty cycle (monthly, letter): Up to 10,000 pages Print quality black (best):Up to 1,200 x 1,200 dpi Print technology: Laser Connectivity, standard: USB Display: LED Processor speed: 400 Mhz Memory: 64MB Compatible Operating Systems: Windows 10, 11 Media sizes supported: A4; A5; A5 (LEF); B5 (JIS); Oficio; Envelope</p> | -do- | |
| | Power consumption: 220 to 240 VAC, 50/60Hz | | |
| 3. | <p>Dell Branded Desktop Computer 12th Gen i5 / i7 -12500 (6 Cores/1 8MB/12T/3.0GHz to 4.6GHz/65W)</p> | | |
| | 8GB (1x8GB) DDR4 Memory | | |
| | 256GB SSD Hard Drive | | |
| | ENERGY STAR Qualified | | |
| | Power Cord | | |
| | Intel Integrated Graphics | | |
| | Internal Speakers | | |

| | | | |
|----|--|--|--|
| | Trusted Platform Module Discrete TPM Enabled | | |
| | Dell USB KeyBoard + Mouse | | |
| | Dell 18.5" Led Display | | |
| | UBUNTU | | |
| | One years Warranty with parts replacement With Original Windows 11 | | |
| 4. | ADF Scanner Heavy Duty | | |