

No. F.2/30/2021-22/Log-I
FEDERAL PUBLIC SERVICE COMMISSION
AGA KHAN ROAD, F-5/1,

Islamabad, the 19th April 2022

TENDER NOTICE NO.02/2021-22

INVITATION TO BIDS FOR PURCHASE OF MACHINERY, HARDWARE & IT EQUIPMENTS

Federal Public Service Commission invites sealed bids from original manufactures/ authorized distributors/suppliers/contractors duly registered with Income Tax/sale tax departments for supply/provision of following items alongwith installation/fixation complete in all respect, during the current financial year 2021-22 in pursuance of rule 36(b) of Public Procurement Rules 2004 as amended from time to time i.e. single stage two envelopes procedures:-

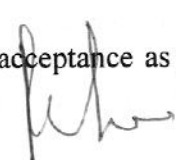
Sr. No	Name of Items	Quantity
1	Digital Copy Printer	03
2	OMR Scan Reader	02
3	Desktop Computer	03
4	Heavy Duty Printer	02
5	Desktop Scanner	02
6	SSD Hard Drive	04
7	NAS(Network Attach Storage)	01
8	Laptops	12
9	Color Printer	01

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available in the office of Director (Logistics), FPSC, Headquarters, Islamabad which may be obtained on any working day during office hours, as provided under Rule-23(5) of Public Procurement Rules, 2004, as amended from time to time.

3. The bids, duly accompanied with prescribed bid security and prepared in accordance with the instructions as per bidding documents, must reach at FPSC, Headquarters, Islamabad on or before 6th May 2022 (Friday) by 11:00 am where bids will be opened on the same day at 11:30 a.m in the presence of bidders or their representatives, who choose to be present.

4. This Tender Notice can be down loaded from PPRA website at www.ppra.org.pk and FPSC website www.fpsc.gov.pk.

5. FPSC reserves the right to reject all bids or proposal at any time prior to acceptance as provided under Public Procurement Rules, 2004, as amended from time to time.


(M.A.REHAN)
Director (Logistics)
Ph. 051-9210782

FPSC 2024-65
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Subject: **BIDDING DOCUMENTS-INSTRUCTIONS/ TERMS & CONDITIONS TO THE BIDDER IN RESPECT OF FPSC'S TENDER NOTICE NO. 02/2022 FOR PURCHASE OF MACHINERY, HARDWARE AND IT EQUIPMENTS**

1 INTRODUCTION

Federal Public Service Commission intends to purchase Machinery, Hardware and IT Equipments during current financial year 2021-22 through open competitive bidding in pursuance of rule-36(b) of Public Procurement Rules, 2004 i.e. single stage two envelopes procedure.

1.1 SOURCE OF FUNDING

Regular budget of FPSC for the financial year 2021-22.

1.2 SCOPE OF WORK

Purchase of Digital Copy Printers, OMR Scan Readers, Desktop Computers, Heavy Duty Printers, Desktop Scanner, SSD Hard Drives, NAS Drives, Laptops, Color Printers, as per details, quantity and specifications shown in Annex-I to these bidding documents. .

2. ELIGIBILITY OF BIDDERS

In addition to the bidding criteria as laid down in clause 5 of this bidding document; standard terms and conditions, inter alia, shall be as under:-

- 2.1 The bidder is registered with FBR for the purpose of Income Tax and Sale Tax. Certificate of Registration shall be provided.
- 2.2 Bidder has valid vendor Number issued by AGPR.
- 2.3 The bidder has never been black listed from any Govt. Organization. A certificate to this effect shall be provided.
- 2.4 The bidders are experienced for supply of Machinery, Hardware & IT Equipments.

3. GENERAL INFORMATION

Bidders shall produce general information regarding their business alongwith bids as follows.

- 3.1 Firm's Name and Address with bank account number & vendor number by the office of AGPR.
- 3.2 Year of establishment in Pakistan.

4. FORM OF BID(S)

The form, language and other requisites of bids shall be as follows:

- 4.1 The bid(s) shall be in the form of sealed envelopes addressed to Director(Log), FPSC, Headquarters, Aga Khan Road, F-5/1, Islamabad.
- 4.2 Bid related documents or correspondence may be made in English(preferable) or in Urdu.
- 4.3 The bid(s) should be attached with a proper covering letter on printed letter head of the firm. All pages of bids should be initiated/signed and shall bear official seal of the person authorized to sign/endorse.

5. SUBMISSION OF BID(S)

- 5.1 As per Rule 36(b) of Public Procurement Rules, 2004 i.e. single stage two envelopes procedure.
- 5.2 The submission of envelopes shall be in a sealed package or packages in such a manner that contents are fully enclosed and cannot be known until opened.

6. OPENING AND EVALUATION OF BIDS

- 6.1 Bids shall be opened by the Purchase Committee of FPSC at 11.30 am on 6th May 2022 in the presence of bidders or their representatives, who choose to be present. Later in due course, the Purchase Committee shall evaluate all received bids in the light of the criteria as laid down in the bidding documents.
- 6.2 An evaluation report of bids made in the light of criteria laid down as per bidding documents shall be announced as provided under Rule 35 of Public Procurement Rules 2004, before approval of the final recommendations by the competent authority.
- 6.3 A comparative statement showing Tender specifications and their compliance be enclosed in the technical proposal along with other relevant documents to facilitate technical evaluation of the proposal.
- 6.4 Technical proposal will be opened first. The financial proposals of bidders found technically non-responsive will be returned un-opened to the respective bidders

7. CLARIFICATION OF BIDS

No bid shall be allowed to be modified, altered or withdrawn after opening of the bid(s). Clarifications (if any) shall follow Rule 31 of Public Procurement Rules 2004

8. DEADLINE FOR SUBMISSION OF BID

- 8.1 Bids duly sealed and complete in all respects should reach, Office of Director (Logistics), FPSC, Headquarters, Islamabad positively on or before 6th May 2022 by 11:00 am.
- 8.2 Bids received after due date and time, shall not be entertained and shall be returned to the respective firm un-opened.
- 8.3 No bid will be acceptable by FAX/Telegraph/E-mail etc.,

9. VALIDITY OF BID

The bid(s) shall remain valid for financial year 2021-22 i.e. up to 30 June, 2022.

10. BID PRICE

- 10.1 Price should be quoted in Pakistan Rupees.
- 10.2 The price shall be clearly written/typed inclusive of all taxes, standard accessories, installation charges, delivery charges and on site user training in a firm and final manner leaving no ambiguity, as per following format:

S.No.	Items Name	Specifications	Unit price	Quantity	Cost including all of condition (10.2)
Total					

- 10.3 The bidders shall be deemed to have obtained all related information as to requirement thereto which may affect the bid price.

11. BID SECURITY.

- 11.1 The bidder shall furnish a bid security @5% of total bid price in the form of bank draft, or deposit at call, issued by the Scheduled Bank of Pakistan in favour of Director (Logistics) FPSC. Bid security @5% will be retained as performance guarantee which will be released after completion of warranty period.
- 11.2 Any bid not accompanied by the bid security shall be rejected.
- 11.3 Bid security shall be returned upon award of contract to the successful bidder or on expiry of the validity of bid security, whichever is earlier.
- 11.4 The bid security shall be forfeited if:-
- The bidder withdraws the bid during the period of bid validity.
 - The bidder does not accept correction of bid price.
 - The bidder fails to provide desired Machinery, Hardware and IT Equipment service required in time.

12. AMENDMENT IN THE BIDDING DOCUMENTS.

12.1 FPSC may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of Public Procurement Rules, 2004.

12.2 FPSC may, at its discretion, extend the deadline for submission of bids; as provided under Rule 27 of Public Procurement Rules, 2004.

13. RESPONSIVENESS OF THE BIDS.

A bid shall be considered as non-responsive for not being generally in order if:

13.1 The bid is not found accompanied with required bid security.

13.2 The bid is not valid till required period.

13.3 The bid prices is not inclusive of all taxes, duties etc.,

13.4 The supply period is not within specified time lines.

13.5 The bid is not accompanied with requisite experience /office/shop/NTN/GST Registration No. etc.,

13.6 The bid is found to be in contravention of any clause of bidding documents.

14. CLARIFICATION OF BIDDING DOCUMENTS

Interested bidder(s) requiring any clarification(s) regarding tender documents may send a request in writing addressed to Director (Logistics), FPSC, Islamabad on any working day during office hours before last date for submission of bids.

15. COST OF BIDDING

The bidder shall bear all costs associated with preparation and submission of bid(s).

16. JOB COMPLETION SCHEDULE

Within 15 days of receipt of work order from FPSC.

17. WARRANTY:

Items supplied should contain minimum one year warranty for replacement on technical/manufacturing fault and two years after sale service free of cost.

18. ENTRY INTO FORCE OF PROCUREMENT CONTRACT

As provided vide Rule 44 of Public Procurement Rules, 2004.

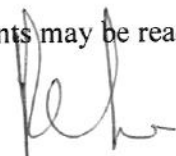
19. RIGHTS RESERVED.

As provided under Rule 33(1) of Public Procurement Rules, 2004 FPSC reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. It may, upon request from bidder who submitted bid or proposal, communicate grounds of rejection of all bids or proposals but is not required to justify those grounds.

20. REDRESSAL OF GRIEVANCES

As provided under Rule 48 of Public Procurement Rules, 2004.

NOTE:- The term PPRA Rules, 2004 wherever appears in these documents may be read and understood as PPRA Rules, 2004 as amended from time to time.


(M.A.Rehan)
Director(Logistics)
Ph:9210782

BIDDING DOCUMENTS-SPECIFICATIONS FOR PURCHASE OF MACHINERY, HARDWARE & IT EQUIPMENTS

The Federal Public Service Commission (FPSC) intends to purchase the Machinery & IT Equipment as per following specifications:-

- A) DIGITAL COPY PRINTER (Qty-03)**
Speeds; 130 ppm high speed printing or higher, Resolution; Printing, 300x600 dpi, quick master making, Mode; 300dpi x 400 dpi, Scanning 600dpi x 600dpi, Paper size; Legal, Master Making Time; Quick master making, approx. 17 second, Normal Master making, approx. 19 second, Master Making/printing method; High speed digital master making/fully automatic printing, Functions; original scanning mode, scanning level, enlargement/reproduction, dot process, ink saving, quick master making, speed, direct printing, USB flash-via-printing, I Quality system, Image processing mode; Line, photo, duo, pencil, Paper feed tray stacking capacity; 1000 sheets.
- B) OMR SCAN READER (Qty-02)**
Throughput Speeds; 60 ppm/120 ipm at 300 dpi at color, grayscale, black & white or advanced/higher, Flatbed support; built in book edge flatbed, Image sensor, CCD, Document feeding capacity; 250 to 350 sheets of 80 gsm, warranty; 01 year; Vendor type; Bidder should provide MAL Letter from manufacturer in favour of procuring authority in which OEM should undertake the warranty period.
- C) DESKTOP COMPUTERS (Qty-03)**
Processor: Intel Core i7, 11th Generation, 3.4 to 4.0 GHz (8MB Cache), RAM DDR4 4 X 2=8GB, HDD 1 TB 72000 RPM SATA, Optical Drive: Super Drive DVD RW, Integrated Graphics (Intel HD), Sound and NIC, LED Monitor: 24", USB Optical Mouse & USB Standard Keyboard, Operating system Win 10 64bit chassis: Mini Tower with specific Warranty Year (at least one year). Hp, Dell or equivalent.
- D) HEAVY DUTY PRINTERS (Qty-02)**
Printing Technology: Monochrome laser, Print Color: Black, Maximum Resolution : 1200 x 1200 dpi, Print Speed: 62 ppm or higher, First print-out time: As fast as 8.5 sec. Duplex printing= yes, Network printing= yes
- E) DESKTOP SCANNERS (02)**
Flatbed scanner A4, Legal size, Scanning speed 20 ppm or higher, resolution 1200 x 1200 dpi, ADF 50 sheets, brand hp, Cannon, Kodak or equivalent
- F) SSD HARD DRIVES (Qty-04)**
SSD Hard Drive, Capacity : 1.92 TB x 4, Form factor: 2.5", Compatible with already installed Server of Fujitsu Primergy 300S6 Model.
- G) NAS (NETWORK ATTACH STORAGE) (Qty-01)**
NAS storage 24 TB should support Linux server, Interface USB 3.0 Gigabit Ethernet, Connector USB-C Ethernet RJ45
- H) LAPTOP (Qty-12)**
- | | |
|-------------|---------------------------------------|
| Processor: | Intel Core i7, 11 gen or higher, vpro |
| RAM: | 164GB DDR4 |
| Hard drive: | 512 GB PCIe SSD |
| Display: | 15.6" |
| Graphic: | Integrated Intel Iris Xe Graphics |
- I) COLOR PRINTER (Qty-01)**
Functions, Print, copy, scan: Print Speed, 30ppm or higher, Resolution (colour); 1200 x 1200 dpi, monthly duty cycle up to 30000 pages, print technology laser, automatic paper sensor = yes, network = built in gigabit Ethernet, memory 4GB, paper handling output 500 sheets output. HP, Canon or equivalent