

GOVERNMENT OF PAKISTAN
SECRETARIAT OF COUNCIL OF COMMON INTERESTS
5th Floor, Kohsar Block, Pak. Secretariat

F. No. 4(12)/2023-General

Islamabad, the 26th April, 2024

From: **Azmat Ali,**
Section Officer (General)

To: **Mr. Rizwan Mehmood,**
Deputy Director (IT/Web),
Public Procurement Regularity Authority,
Islamabad

Subject: - **PUBLICATION OF TENDER NOTICE No.4-12/2023-GENERAL
ON AUTHORITY'S WEB SITE.**

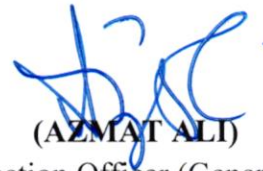
Dear Sir,

I am directed to forward herewith a tender notice for advertisement on the website of PPRA for the purchase of items for official use in the Secretariat of CCI. It is requested to direct quarters concerned to place the said tender notice on PPRA's Website.

2. Bill in this regard may kindly be furnished to this Secretariat for necessary payment.

Encl: **Tender Notice**

Yours faithfully


(AZMAT ALI)

Section Officer (General)

Ph: 9211946

Cc: Network Administrator for uploading of the tender notice on Secretariat of CCI website

IMMEDIATE
BY SPECIAL MESSENGER

GOVERNMENT OF PAKISTAN
SECRETARIAT OF COUNCIL OF COMMON INTERESTS
5th Floor, Kohsar Block, Pak. Secretariat

F. No. 4(12)/2023-General

Islamabad, the 26th April, 2024

From: Section Officer (General)
Ph:051-9211946

To: **Mr. Zaka Ullah,**
Assistant Director (Advt-I),
Press Information Department (PID),
Islamabad.

Subject: **PUBLICATION OF TENDER NOTICE**

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith a **Tender Notice** for publication in at least two national dailies in local edition, one in English and the other in Urdu on **28-04-2024 (Sunday)** for the purchase of items during Financial Year 2023-24, as per given details:

Sr. No.	Description of Advertisement	News Papers	Station	Position	Size	Date Publication
1	Tender Notice	1 English: Daily Express Tribune 2. Urdu (Daily Nai Baat)	Nation Wide	Ordinary	As per PID Standards	28-04-2024 (Sunday)

2. Press Information Department (PID) is requested that a copy of advertisement published in national dailies may be furnished to this Secretariat for information and connecting the relevant paper before passing bill on this account.

3. The expenditure will be debitable against the budget grant of this Secretariat.

Encl: **Tender Notice**

Yours faithfully,


(Azmat Ali)
Section Officer (General)

Copy to: -

Network Administrator, CCI Secretariat, for uploading the **Tender Notice** on the official website of CCI Secretariat (www.cci.gov.pk) on urgent basis.

TENDER NOTICE NO.4(12)/2023-GENERAL

Government of Pakistan
Secretariat of Council of Common Interests
ISLAMABAD
Tel: 051-9211946



TENDER FORM

FOR

**PURCHASE OF ITEMS FOR OFFICIAL USE IN
SECRETARIAT OF CCI.**

Sr.No.

CHECKLIST

The provision of this checklist is essential prerequisite along with submission of tenders.

<u>SR. #</u>	<u>DETAIL</u>	<u>YES/NO</u>	<u>PAGE#</u>
<u>KNOCKOUT CLAUSES</u>			
1.	Bid Security 5% of tender value with Financial proposal.		
2.	Minimum two-year business history from the date of authorization. from		
3.	Mandatory warranty of the product as per terms and conditions of the contract. Proof that the company is authorized to give warranty on behalf of the Principal to be provided.		
4.	Acceptance of terms and conditions, tender documents duly signed and stamped.		
5.	Company profile including engineering and managerial capability.		
6.	An affidavit on stamp paper of Rs.100/- submitting following clauses: i) that maintenance of goods and replacement of defective parts under warranty shall be done. ii) that the firm is never blacklisted on any grounds whatsoever.		
7.	Price should not be mentioned on technical bid.		
8.	Bank statement / Balance sheet, National tax number and General Sale Tax number certificate.		
9.	List of products supplied to Govt. and private sector.		
10.	Literature / brochure of product.		
11.	Manufacturer authorization form/certificate.(proof in form of reviews/opinions)		
12.	Certificate / documentary proof to the effect that the Principal is the original manufacturer of the required goods (major components, mainframe, etc.)		
13.	Bidder must indicate the country of origin (whereas the country of origin is the country where more than 50% of parts of the machine are manufactured).		
14.	Certificates regarding quality of production for conformity with International Standards (copy of certificate)		
15.	Detail of technical staff to be provided.		
16.	Latest income tax & GST paid, balance sheet, audit inspection report if any, at least one year bank statement.		
17.	Supply orders detail over last one year (minimum) Government and private as case may be.		

Note: All the Firms are required to attach all documents as per above check list, otherwise the bid shall be rejected.

Sign and Stamp of the bidder

Government of Pakistan
Secretariat of Council of Common Interests
ISLAMABAD

TENDER FORM

Subject: - **PURCHASE OF ITEMS.**

Please read carefully all the conditions specified in the instant tender document/form before submission of the bid/quotation.

1. Sealed bids are invited from reputable firms registered with the Sales Tax Department having GST and NTN for Purchase of items. Detail of specifications and quantity attached at Annex-A.
2. **Single stage two envelopes bidding procedure (Financial & Technical Proposal) shall be applied. Detail of procedure at clause 22 of this tender form.**
3. The amount 5% of total offered bid as Bid Security / Earnest Money (Refundable) in the shape of Bank Draft/Pay Order/ Banker's Cheque in favour of Section Officer (General) Secretariat of Council of Common Interests, Islamabad is required to be submitted with the Financial Bid, without which or in case of less than of 5% of total bid, the offer shall be rejected.
4. Sealed bids are required to be brought in person by the authorized representative of the interested bidders as per given schedule in the office of the Section Officer (General) Secretariat of CCI, Islamabad (Specimen authority letter enclosed).
5. Only Technical Proposal shall be opened in the presence of the bidders or their authorized representative.
6. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
7. The firm shall furnish detail of its premises i.e. full address, telephone/Fax.No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad, land line number and fax number otherwise the firm would be disqualified.
8. Submission of any false statement / documents indulge concealing of information will disqualify the bidder.
9. This Invitation for Bids is open to all original Manufacturers/authorized Sole Agents of Foreign Principals in Pakistan for supply of goods. The bidder must possess valid authorization from the Foreign Principal / Manufacturer and in case of Manufacturer; they should have a documentary proof to the effect that they are the original Manufacturer of the required goods.
10. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacturer will be debarred from bid.
11. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
12. The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false and materially inaccurate or incomplete.
13. The Financial Proposal / bid should be submitted on **Original Bid Form** issued by the Secretariat of Council of Common Interests, Islamabad. The Bidder shall complete the Bid Form and an appropriate Price Schedule furnished in the bidding documents (Annexure A Form), indicating the goods to be supplied, and brief description of the goods, specifications, taxes, quantity, and prices. The Bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods, it proposes to supply under the Contract Form for Price Schedule is to be

filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/ bid number of the quoted item may be marked or highlighted with red/yellow marker. The Bidder should quote the prices of goods according to the technical specifications. The specifications of goods, different from the demand of enquiry, shall straightway be rejected. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/duties. The Prices offered should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bidder. While tendering your quotation, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.

14. The documentary evidence to be submitted in the **Technical Proposal** for the purposes of qualification and technical evaluation shall include:
- a) The Supplier/ agent shall have to produce letter of authorization from Manufacturer and in case of Manufacturer, documentary proof to the effect that they are the original Manufacturer of the required goods shall be provided.
 - b) The bidder shall clearly mention Brand Name, Model and specifications of the product/goods as required in Annexure A.
 - c) National Tax Number (NTN), General Sales Tax Number, Vendor Number and Professional Tax (if applicable) with documentary proof shall have to be provided by each Bidder in the tender.
 - d) The Bidder/ Manufacturer shall submit an affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the Bidder shall be disqualified forthwith and subsequently black listed.
 - e) The Bidder should have minimum two-year experience in the market which will be counted from the date of Authorized Letter of Principal/Local Manufacturer. Similarly it is mandatory that the item to be quoted by the Bidder/ Manufacturer should have already been used in different public/ private Institution/ organizations. Documentary proof shall have to be provided in this regard.
 - f) The Bidder is required to provide with the technical proposal the name of item(s), tender number and serial number in the exact manner as quoted in the financial proposals.
 - g) The Bidder must indicate the country of origin of the goods, capacity of production of the firm (in case of manufacturer), its financial status, necessary assurance of quality production, Certificate(s) for conformity with International standards of Quality (original or attested certification).
 - h) The list of Countries in which the specific product is available and is in use. Information to be duly certified by the appropriate forum/ Chapter of the Chamber of Commerce.
 - i) The Bidder shall provide firms balance sheet, latest tax paid, audit inspection report (if undertaken) and at least one year bank statement.
 - j) The Bidder shall provide total list of products it supplies in the market. The Bidder shall also be responsible for providing up to date and authentic contact details of both private and public organizations to which it has supplied over the last two years. Bidder shall also provide supply order of similar to the instant tender product's details over last one (01) year with complete and up to date details of its distribution sub-offices or/and representatives.
15. The bidder is required to offer/quote rates in the Form attached at Annexure-A. Tender Form are to be filled in very carefully, preferably typed. Any alteration/correction must

- be signed. Every page of the tender documents/form is to be signed and stamped at the bottom.
16. The bidder should quote the rates of items according to the specifications as provided at relevant Annexures. The specification different or below from the demand of enquiry will straightaway be rejected. Conditional offer will also be considered as non-responsive bidder.
 17. All kinds of goods shall ORIGINAL manufactured by the company concerned, not compatible or refurbished etc. otherwise the Securities Deposit will be forfeited and the firm would be disqualified.
 18. Bid Security 5% of the total quoted value should be attached in the shape of Bank Draft/Pay order/Banker's Cheque attached with Financial Proposal in the name of "Section Officer (General) Secretariat of Council of Common Interests Islamabad ".The Bids shall be accompanied by an earnest money in shape of above mentioned banking instrument.
 19. The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.
 20. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
 21. All bidding documents to be duly attested (signed and stamped) by the authorized person of company.
 22. Single stage - two envelopes bidding procedure shall be applied:
 - (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
 - (ii) the envelopes shall be separately marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion, otherwise the bid will be rejected.
 - (iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late. If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.
 - (iv) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
 - (v) the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of Procuring Agency without being opened.
 - (vi) the Procuring Agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements.
 - (vii) during the technical evaluation no amendments in the technical proposal shall be permitted.
 - (viii) the financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance; technically accepted bids only.
 - (ix) the financial proposal of bids found technically non- responsive shall be returned un-opened to the respective Bidders.
 - (x) The bid found to be the lowest evaluated bid shall be accepted.
 - (xi) After technical evaluation is completed, the Procuring Agency shall notify the date, time and location for opening of the financial proposals. Bidders' attendance at the opening of financial proposals is optional.
 - (xii) Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidders and the technical score of the bidder shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and unopened (financial proposals those Bidders failing to secure minimum marks in the technical

evaluation shall be returned unopened). These financial proposals shall be then opened, and the total prices read aloud and recorded.

23. For the purposes of determining the lowest evaluated bid, facts other than price such as previous performances, previous experience, engineering/ technical capabilities, financial soundness and such other details as the Procuring Agency at its discretion, may consider appropriate shall be taken into consideration. The following evaluation factors/ criteria will be employed on **technical proposals**. The number of points allocated to each factor shall be specified in the Evaluation Report. Only bids securing minimum of 70% marks would be declared technically accepted.

24. ASSESSMENT PARAMETER MARKS

The following parameters are applicable.

- Note: 1. Checklist and summary page shall be provided by the firm concerned.
2. One (01) year services and parts Warranty of the product offered by company is mandatory.

S.No	Assessment Parameter	Marks (Maximum)
01	Physical Feature of the Product (see and complete Annex-A) a. Having required specifications (30) b. Having more than required (35) c. Not Having required specification (0)	35
02	Sales Tax Registration (10) Income Tax Registration (10)	20
03	Financial Position / soundness • Income Tax Paid last return (2.5) • GST return of last month (2.5) • Bank Statement last two years (2.5) • Balance sheet (2.5)	10
04	Establishment of the firm in • Last 2 years or Less than 2 years (02) • More than 2 years but upto 5 years (04) • Greater than 5 years (10)	10
05	Past business activity: Provide copies of supply orders of similar items with delivery challans during the last and current financial years. Two & half marks for each supply order.	25

25. **Financial proposals would be evaluated as follows:**
- Incomplete bid shall stand rejected.
 - Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency.
 - The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.
 - The Procuring Agency reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions, keeping in view the budgetary position. However the required order (if any) will be governed under PPRA Rules.
26. The Procuring Agency shall notify the successful Bidder in writing by registered letter that its bid has been accepted.

27. The notification of Award shall constitute the formation of the Contract.
28. At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the Parties.
29. Within (03) three days of receipt of the Contract Form, both the successful Bidder and the Procuring Agency shall sign and date the Contract on the legal stamp paper. The Procuring Agency shall issue Purchase Order on the same date of signing of Contract. If the successful Bidder, after completion of all codal formalities shows inability to sign the Contract then their bid Security/ earnest money to the extent of proportionate percentage shall be forfeited and the firm shall be blacklisted minimum for two years for future participation. In such situation the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.
30. On the date of signing of the Contract, the successful Bidder shall furnish the Performance Guarantee. The Performance Guarantee will be 5% of the contract amount. The Performance Guarantee shall be deposited in the shape of deposit at call.
31. The supplies shall be delivered within 07 to 15 days w.e.f the next date after the date of issue of Purchase Order (without penalty), and with prescribed penalty, as per following schedule of requirement:

Mode of Penalty	Delivery Period	Grace Period	Total delivery period
Without Penalty	07 days	07days	15 days

In case of late delivery of goods beyond the periods specified in the Schedule of Requirements, penalty @ 0.1% per day of the cost not exceeding 10% of the purchase order value for late delivered supply shall be imposed upon the Supplier.

32. All goods and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services. For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing or processing.
33. The goods supplied under this Contract shall conform to the standards mentioned in the bidding documents/ Technical Specifications.
34. The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
35. The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information except for purposes of performing the Contract. All documents, and Contract itself, shall remain the property of the Procuring Agency.
36. The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier.
37. The Supplier shall indemnify the Procuring Agency against all third-party

- claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the country.
38. To ensure storage and installation arrangements for the intended supplies, the Supplier shall inform end user for pre-requisites well in time for proper installation. In case the Supplier abides by the given time frame he shall not be penalized for delay.
 39. The Procuring Agency or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency.
 40. For the purpose of inspections and tests of goods. The Supplier, all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to the Procuring Agency. However, if the Supplier proves an undue delay is conduct of inspection on the part of Procuring Agency, the Supplier shall not be liable for penalty on account of that delay. The cost of such lab tests shall be borne by the Manufacturer/ Supplier.
 41. The Procuring Agency's right to inspect test and, where necessary, reject the goods after the goods have been installed at Procuring Agency's destinations.
 42. Nothing in any Clause shall not in any way release the Supplier from any warranty or other obligations under this Contract.
 43. The goods shall be acceptable subject to physical inspection, tests and/ or in accordance with the approved sample as decided by the Procuring Agency.
 44. The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of the goods.
 45. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.
 46. Transportation including loading/ unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price. The addresses of destinations/ offices shall be provided at the time signing of Contract.
 47. The Supplier shall be required to provide the incidental services and the cost of which should include in the total bid price.
 48. A warranty of one year will be provided for free service and parts at the installation site.
 49. The supplier shall warrant that the equipment supplied under the contract (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier, which may develop under normal use of the supplied items under the conditions prevailing at final destination.
 50. Secretariat of Council of Common Interests shall promptly notify the supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost to Secretariat of CCI immediately.
 51. Period of comprehensive warranties and maintenance with labor and material cost shall be minimum for one (1) year (local warranty with card) with Parts and service.
 52. During the warranty period due to any reason, if the supplier failed to rectify the problem, Secretariat of CCI shall get repair the equipment or replace the defective parts thereof and forfeit the Guarantee/retained values.
 53. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Agency's prior written consent.
 54. The Supplier shall not be allowed to sublet the job and award subcontracts under this Contract.
 55. Delivery of the goods shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

56. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the goods, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.
57. Supply order, if given, shall be subject to execution of a formal contract agreement on stamp paper worth Rs.100/= between the supplier and Secretariat of Council of Common Interests.
58. The supplies shall be delivered at the address given in the supply order, in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Secretariat of Council of Common Interests account and the firm will be blacklisted for future participation.
59. The supplier may not be liable to forfeited of its earnest money, liquidated damages or termination/blacklisting for default, if and to the extent of delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause Force Majeure means an Act of God or an event beyond the control of the supplier and not involving the suppliers fault or negligence directly purporting to misplaning, mismanagement and or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolution, fires, floods, earthquakes, quarantine restriction and freight embargoes. If Force Mejeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of supply order under this Tender Form and will submit its recommendations to the competent authority. However unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.
60. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Secretariat of Council of Common Interests in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Secretariat of Council of Common Interests Account.
61. Payments will be made on receipt of original delivery challans and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.
62. **Sealed tenders may be submitted/ reached to the office of Deputy Secretary (Admn) Secretariat of Council of Common Interests, Islamabad latest by 15.05.2024 at 10:30 AM as advertised in the advertisements appeared PPRA Website & Secretariat of CCI's website. The Technical bids will be opened on the same day at**

11:00 AM in the Committee Room of Secretariat of Council of Common Interests,
5th Floor, Kohsar Block, Islamabad, in presence of the bidders or their authorized
representatives.

63. The purchaser reserves the right to accept or reject any or all the tenders as per PPRA Rules.
64. In case of any dispute, decision of the Chairman Purchase Committee shall be final.
65. The bidder hereby accepts the terms and conditions of this tender and will abide by the same faithfully.
66. After installation of equipment, the Supplier will impart training and orientation to the staff of free of cost.
67. Rejection of the bid shall be if:
 - i) Any offer received against terms and conditions of the instant Tender Form/ instructions.
 - ii) Bid is received without earnest money which is 5% of the bid amount.
 - iii) The Tender documents are un-signed or not original/issued by the Secretariat of CCI.
 - iv) The offer is ambiguous.
 - v) The offer is conditional.
 - vii) The bidder is black listed or suspended by any Govt. Department.
 - viii) The bid do not confirm to the specifications annexed herewith.

Name of Bidder/Firm _____

Signature. _____

Date:

Seal

NOTE:

***BEFORE SUBMISSION OF THE BID SIGNATURE AND STAMP OF THE BIDDER
ON EACH AND EVERY PAGE OF THE ORIGINAL TENDER FORM IS
MANDATORY.***

Biding Form
(Part-1 of Financial Bid)
(To be printed on letter head)

To: Section Officer (General)
Secretariat of CCI,
Kohsar Block Room No.543,
Islamabad

Date:

Tender No.4(12)/2023-General

Sir,

Having examined the conditions to tender and specifications of tender the receipt of which is hereby duly acknowledged, we, the undersigned, offer to install, supply and deliver in conformity with specifications mentioned in tender Documents for the sum of *[Total Bid Amount]*, *[Bid Amount in words]* or such other sums as may be ascertained in accordance with the said conditions.

If our bid is accepted we shall deliver the equipment mentioned in the tender documents within 07 days from the date of receipt of your firm purchase order.

We agree to abide by the terms and conditions of the tender for the period of ----- from the date of fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 202-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____
2. _____

Government of Pakistan
Secretariat of Council of Common Interests

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BID FORM
(Part-2 of Financial Bid)

S. No.	Descriptions/items	Brand, Make & Model	Rate per Unit including all taxes	Total Cost
1.	Computer <ul style="list-style-type: none"> • Core i-7Intel® 12th generation • Ram 8 GB, DDR-4 • Hard Disk 1 TB • DVD RW / COMBO • LAN • USB LASER MOUSE AND KEY BOARD • LED 24" SAME BRAND • CPU WITH LOCK • WITH ONE YEAR LOCAL WARRANTEE WITH CARD FOR PARTS & SERVICE 			
2.	LAZER JET PRINTER (Printer 4003dn or Equivalent) <ul style="list-style-type: none"> • PRINTING SPEED: Black (normal, A4): Up to 38 ppm; • Paper type A4/A5/B5/Legal/Letter/Envelop. • Connectivity USB1, 1 Gigabit Ethernet 10/100/1000T network. • Memory Standard/Maximum: 128 MB • With one year local warrantee with card for parts and service. 			
3.	LAZER JET PRINTER (COLOUR) (4791FDN or Equivalent) <ul style="list-style-type: none"> • PRINTING SPEED: Black (normal, A4): Up to 38 ppm; • Paper type A4/A5/B5/Legal/Letter/Envelop. • Connectivity USB1, 1 Gigabit Ethernet 10/100/1000T network. • Memory Standard/Maximum: 128 MB <p>With one year local warrantee with card for parts and service.</p>			
4.	LAPTOP <ul style="list-style-type: none"> • Core i-7Intel® 12th generation • Ram 8 GB, DDR-4 • Hard Disk 500 SSD • LAN Port • HDMI Port <p>WITH ONE YEAR LOCAL WARRANTEE WITH CARD FOR PARTS & SERVICE</p>			
5.	SCANNER DR-C240 or Equivalent <ul style="list-style-type: none"> • Front / Back / Duplex • Black and White 45ppm / 90ipm • Colour 30ppm / 60ipm • Output resolution 150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi <p>WITH ONE YEAR LOCAL WARRANTEE WITH CARD FOR PARTS & SERVICE</p>			
6.	Latest Firewall with subscription (03-05-Years) for fifty users Palo-alto or Equivalent FortiGate or Equivalent			

7.	Unmanageable Switch (48-Ports) TP-Link or Equivalent D-Link or Equivalent TP-link Archer AX10-AX1500-Wi-f 6 Asses point or Equivalent Patch Panels Nodes Installation			
8.	LEDs Size 32`` to 55`` inch Smart Screen (Led) for Committee Room White Curtain Screen for Projector			
9.	Refrigerator big and small Water Dispenser			
10.	Photocopier Heavy Duty (45-CPM) and (55-CPM)			
11.	Air Conditioner 2-Ton			
12.	Sound system with central control (committee room) for minimum 15 persons			
13.	Furniture Executive Rack, Executive Table, Executive Revolving Chairs, Computer Tables, Computer Chairs, Officer Table, Officer Chair, Visitor Chair, Coat Stand, Wooden Cabinet, Steal Almira, Simple Side Rack, Cabinet Rack (for IT Room), Sofa Set 5 & 7-Seater with Table Sets, Iron Bunker Bed with Matrice (for day care Center)			
				Total amount of Bid
Mention Detail of PAY ORDER/BANK DRAFT / BANKER'S CHEQUE of 5 % of total amount of bid as earnest money:				

- Note:
1. In case of discrepancy between unit price and total, the unit price shall prevail.
 2. One (01) year services and parts Local Warranty of the product offered by bidder/company is mandatory.
 3. The amount 5% as Bid Security / Earnest Money (Refundable) in the shape of Deposit at Call/ Call Deposit Receipt in favour of Section Officer (General) Secretariat of Council of Common Interests, Islamabad is required to be submitted with the Financial Bid, without which or in case of less than of 5% of total bid, the offer shall be rejected.
 4. The Procuring Agency reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions, keeping in view the budgetary position. However the required order (if any) will not increase 15% under PPRA Rules.

Name of Bidder/Firm _____

NTN No. _____ GST No. _____ Vender No. _____

Signature _____

Date

Seal: _____

Tele: _____

GOVERNMENT OF PAKISTAN
SECRETARIAT OF COUNCIL OF COMMON INTERESTS
(CCI DIVISION)

TENDER NOTICE
No.4-12/2023-General

1. General order Suppliers/Authorized dealers, having NTN, GST number and vendor number and having their Sales Centers/Offices in Islamabad/Rawalpindi are invited to submit their sealed bids for supply of the following items to the Secretariat of Council of Common Interests, Islamabad

Sr. #	Name of items	Qty required
1.	Desktop Computers System with LCD-24`` Core i7 Intel® 12 th Generation	10
2.	LaserJet Printers	10
3.	LaserJet Printer (Colour)	01
4.	Laptop	06
5.	Scanner	05
6.	Photocopier (Heavy Duty)	02
7.	Refrigerator	02
8.	Water Dispenser	02
9.	Air conditioner 2 Ton	02
10.	LEDs 32`` to 55`` inch	04
11.	Complete Sound system for Committee Room	01
12.	Screen (Led) for Committee Room Size 98``	01
13.	White Curtain Screen for Projector	01
14.	Furniture and Fixture	As per list
15.	IT Accessories/ Equipment's	As per list

2. Tender documents having detailed specification along-with terms and conditions can be obtained from the office of undersigned during the office hours on or before 14.05.2024.
3. Single stage two envelopes procedure as contains in Rule-36(b), 2004 will be adopted.
4. Secretariat of CCI may increase or decrease the quantity of items as per requirements.
5. The tender/bid should reach the office of DS (Admn) Secretariat of CCI, latest by 15.05.2024 at 10.30 AM.
6. The bids will be opened on same day at 11:00 AM in the Committee Room of Secretariat of CCI, in the presence of the bidders or their authorized representatives.
7. Earnest money will be 5% of the total bid price.
8. The procurement will be as per instructions from the Finance Division.

(AZMAT ALI)

Section Officer (General), Room No.543,
5th Floor, Kohsar Block Islamabad.
Ph: 051-9211946