



**Please read tender document carefully while filling up rates, product specification etc.**

Tender document for	<u>IT Equipment</u>
Tender document No.	8/(31)/Admin-2024
Total Pages	13
Detail of Pages	<p>Page-2 General Instructions/Terms &amp; Conditions for Bidders.</p> <p>Page-4 Annex "A" Financial Proposal.</p> <p>Page-12 Document Check list Annex "B"</p> <p>Page-13 Technical Evaluation Criteria Annex "C"</p>

**Controller of Patents**

**IPO-Pakistan**

**The Patent Office: IP-House: Plot # CD-3 behind KDA Civic Centre Gulshan-e-Iqbal Karachi, Tel: + 92 - 21 - 99230591. Fax: +92 - 21 - 99230592, Email:**

**[patent@ipo.gov.pk](mailto:patent@ipo.gov.pk) Website: [www.ipo.gov.pk](http://www.ipo.gov.pk)**

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS</b>	
1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2.	Company profile with detail of contracts undertaken should be submitted.
3.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
4.	Bidder(s) must attach 5% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft in favor of Director General, IPO-Pakistan. Bid(s) with 5% Earnest Money in the form of Cheque shall not be accepted.
5.	No bidder will be allowed to submit its second or third offer with the same bid.
6.	Only those Bid(s) will be considered which would be submitted on the IPO-Pakistan's tender documents Form.
7.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
8.	The envelopes shall be marked as "FINANCIAL PROPOSAL and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
9.	The supplier should be authorized dealer of the product (Documentary Proof Required).
10.	The bid shall be delivered in person or sent by the registered mail which should reach office of the Controller of Patents. (Address given above).
11.	Bid should be submitted in sealed envelope having necessary information regarding tender notice and warning message "DO NOT OPEN BEFORE 12:30 pm on 30th May, 2024. No open, e-mailed bid will be accepted.
12.	Modification or withdrawal of bids after the deadline for submission of bids will not be allowed.
13.	Quoted prices must include all taxes and charges including delivery and installation.
14.	Bid validity period will be 180 days
<b>Bid opening Procedure</b>	
15.	Single stage- single envelope procedure will be adopted to evaluate the offer(s).
16.	The tender committee will open the bids at 12:30 PM on 30th May, 2024 in the presence of bidders /representatives at the address given below.
17.	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted.
18.	The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
19.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
20.	IPO-Pakistan reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
21.	The bidder must quote all items in a category as required in BOQ and the tender will be awarded as per lowest evaluated/ most advantageous bidder as per PPRA Rules.
22.	The successful bidder will provide specified goods/services within 2 weeks, after the issuance of purchase order.
23.	Periodic inspection, in respect of system and its auxiliaries must be carried out on monthly basis.
24.	Warranty period of product including details should be specified.
25.	Payment will be made after complete delivery.

26.	In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Grievance Committee, Patent Office whose decision shall be final and binding on both parties.
27.	Only that/those Bid(s) will be considered which would be submitted on the IPO's tender document with stamp and signed by bidders.
28.	Bidders indemnify Patent Office against all third party claims of infringement of patent trademark, industrial design rights arising from use of the goods of any part thereof in Pakistan.
29.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
30.	All item(s) shall be inspected at above mentioned address.
31.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
32.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
<b>Terms for Payment</b>	
33.	All Payments shall be made through cross cheque in the Pak Rupees.
34.	Taxes will be deducted at source as per government rules at the time of payment.
35.	The earnest money of 5% as specified earlier or equivalent bank guarantee of successful bidders shall remain held with the IPO-Pakistan until the warranty period from the successful bidders expires.
<b>Mandatory Requirements</b>	
36.	Location of offices/ service centers/branches must be in Karachi or its proximity (Documentary Proof Required).
37.	At least five (05) years of relevant experience in supply of IT Equipment mention in all Categories (Document Proof Required).
38.	Must have completed 5 similar projects in terms of Supply, Installation and Commissioning of IT Equipment mention in all Categories. (Documentary Proof Required).
39.	An affidavit on Legal stamp paper worth Rs.100 to the effect that the firm has not been blacklisted by any Government / semi Government organization.
40.	The Bidder/supplier should be authorized distributor/reseller of the product in Pakistan (Documentary Proof Required).
41.	If the storage device is to be replaced / repaired during warranty period, the bidder / supplier shall be bound to recover official data from the faulty storage device or pay the recovery cost if recovered by third party (Documentary endorsement required).
42.	The bidder will be bound to provide sufficient documentation of solution / product proposed by him to verify the compliance of offered product / solution with the technical specifications mentioned in the tender notice.
43.	The Bidder/supplier will be bound to provide the Licensed software with Media Kit (e.g. Windows and Office)
	Three years' local warranty onsite with labor and parts should be provided. Bids with International warranty shall be rejected.

**(SIGNATURE & SEAL OF BIDDER)**

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
1	Laptop (Genuine Windows and Office included)	<p><b>Generation and Processor Type:</b> 13th Generation (or later) Core i5  <b>Processor Frequency:</b> 1.3 GHz base frequency, Max Turbo frequency up to 4.6 GHz  <b>Processor Cache:</b> 12MB L3 or more  <b>RAM:</b> 16GB DDR4 (upgradable up to 32GB)  <b>Storage/HDD:</b> 512GB SSD (upgradable up to 1TB)  <b>Display (Diagonal):</b> 15.6" FHD  <b>Ports and Connectors:</b> Super Speed USB Type-A (2 ports); Super Speed USB Type-C (2 ports); Stereo Headphone / Microphone combo (1 port); RJ-45 (1 port); HDMI (1 port); AC Power (1 port);  <b>Wireless Technologies:</b> Wi-Fi 6 or later; Bluetooth 5.3 or later  <b>Keyboard:</b> Spill-resistant backlit keypad with numeric keys  <b>Camera:</b> 720p HD or better  <b>Operating System:</b> Windows 11 Professional 64 Bit (OEM Licensed) or later  <b>Office:</b> Microsoft Office 2021 Professional Plus (OEM Licensed) or later  <b>Local Warranty:</b> 03 years Parts &amp; Labor, Onsite  <b>Carry Case/Bag:</b> Branded</p>	07			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
2	PC With Keyboard and Mouse	<p><b>Form Factor:</b> Tower  <b>Generation and Processor Type:</b> 12th Generation (or later) Core i5  <b>Processor Frequency:</b> 2.5 GHz base frequency or more, Max Turbo frequency up to 4.4 GHz or more  <b>Processor Cache:</b> 18MB or more  <b>RAM:</b> 16GB or more  <b>Storage/HDD:</b> 1TB SATA HDD with 256GB SSD (as boot drive) or more  <b>Display:</b> 19.5" LED Monitor  <b>Optical Disk Drive:</b> DVDRW  <b>Ports and Connectors:</b> Super Speed USB Type-A; Super Speed USB Type-C; Stereo Headphone / Microphone combo; Ethernet (RJ-45) Integrated 10/100/1000M GbE LAN; HDMI; Display Port;  <b>Keyboard and Mouse:</b> Branded  <b>Operating System:</b> Windows 11 Professional 64 Bit (OEM Licensed) or later  <b>Office:</b> Microsoft Office 2021 Professional Plus (OEM Licensed) or later  <b>Local Warranty:</b> 03 years Parts &amp; Labor, Onsite</p>	20			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
3	<p align="center"><b>Monochrome Laser Printer (Duplex)</b></p>	<p><b>Print Technology:</b> Laser  <b>Supported Page Size:</b> A5/ A4 / Letter / Legal  <b>Duplex:</b> Yes  <b>Mobile Printing Capability:</b> Yes  <b>Wireless Printing Capability:</b> Yes  <b>Processor Speed:</b> 1200MHz or better  <b>Memory:</b> 256MB or more  <b>Print Speed (Simplex Printing):</b> 40ppm or better  <b>First page out:</b> 6.3 sec or better  <b>Monthly Duty Cycle:</b> 80,000 pages or more  <b>Recommended Monthly Print Volume:</b> 750 – 4000 pages or more  <b>Print Resolution:</b> up to 1,200 x 1,200 dpi or better  <b>Connectivity:</b> Hi-Speed USB 2.0; Gigabit Ethernet 10/100/1000Base-T Network; 802.11b/g/n Wi-Fi;  <b>OS Compatibility:</b> Windows 11; Windows 10; Android; iOS; Mac OS  <b>Local Warranty:</b> 3 years onsite , labor and parts</p>	12			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
4	Sheetfed Scanner	<p><b>Automatic Document Feeder (ADF):</b> Yes  <b>Duplex Scanning:</b> Yes  <b>Scanning Sensor Technology:</b> CIS  <b>Optical Resolution:</b> up to 600dpi or better  <b>Scanning Speed (Simplex) @300dpi:</b> 45ppm or more (Black &amp; White); 20ppm or more (Color)  <b>ADF Capacity:</b> 60 sheets (A4, Letter, Legal) or more  <b>Long Document:</b> up to 3000mm or more  <b>Scanner Advanced Features:</b> Automatic Page Size Detection, Deskew, Color Dropout (RGB), Color Enhancement (RGB), Auto Color Detection, Shadow Cropping, Adjustable gamma settings, Skip Blank Page, Folio Mode, Batch Separation with white blank sheet or patch code, Moiré Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Background Smoothing, Double Feed Release, Double Feed Detection, 256 level gray scale, Passport Scanning  <b>Paper Weight:</b> 27-209g/m<sup>2</sup>  <b>Daily Duty Cycle:</b> up to 4000 scans with bundled software  <b>Connectivity:</b> High Speed USB 2.0 or later  <b>OS Support:</b> Windows  <b>Local Warranty:</b> 3 years onsite , labor and parts</p>	05			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
5	Flatbed Scanner	<p><b>Scanner Technology:</b> CMOS CIS (Contact Image Sensor).  <b>Scan Type:</b> Flatbed, ADF  <b>Color scanning:</b> Yes  <b>Duplex ADF Scanning:</b> Yes  <b>Scan Speed:</b> Up to 40 ppm/80 ipm (b&amp;w, gray and color, 300 dpi)  <b>Media size (ADF):</b> Letter; Legal; Executive; A4; A5; A6; B5; B5 (JIS)  <b>Media Weight (ADF):</b> 45 to 120 g/m<sup>2</sup>  <b>ADF Capacity:</b> Standard, 100 sheets (80 g/m<sup>2</sup>)  <b>Multi Feed Detection:</b> Yes  Scan File format (for text and images): PDF, JPEG, PNG, BMP, TIF, Text (TXT), Rich Text (RTF), SEARCHABLE PDF, PDF/A, Word (DOC), Word (DOCX), Excel (XLS), Excel (XLSX), CSV  <b>Scan size:</b> ADF: 216 x 5362 mm Maximum; 89 x 148 mm Minimum; Flatbed: 216 x 356 mm  <b>Scan resolution:</b>  Optical: Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed);  <b>Hardware:</b> Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed)  <b>Scanner Advanced Features:</b>  Blank page removal, Auto orientation, Auto color detect, Auto crop, Autoexposure, Hole removal, Straighten content, Erase edges, Clean up background, Auto threshold, Color drop out, OCR, 256 level gray scale</p>	03			



Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
		<p><b>Duty Cycle (Daily):</b> up to 6000 Pages (ADF), up to 250 Pages (Flatbed)</p> <p><b>Connectivity:</b> Standard Ethernet 10/100/1000 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct; OS</p> <p><b>Compatibility:</b> Windows 7 or higher</p> <p><b>Warranty:</b> 3 years onsite , labour and parts</p>				
6	Colour Printer	<p><b>HP LaserJet Color Printer or equivalent</b></p> <p><b>Printing Technology:</b> Color Laser</p> <p><b>Print Speed (A4 or letter):</b> up to 28ppm or higher</p> <p><b>First Page Out (Ready) :</b> 9.5 sec or better</p> <p><b>First Page Out (Sleep) :</b> 11.4 sec or better</p> <p><b>Print Resolution:</b> 600 x 600 dpi, Up to 38,400 x 600 enhanced dpi or better</p> <p><b>Paper Size:</b> Letter, legal, executive, 3 x 5 in, 4 x 6 in, 5 x 8 in</p> <p><b>Duty Cycle (monthly, Letter or A4):</b> Up to 50,000 pages</p> <p><b>Duplex:</b> Yes (Automatic)</p> <p><b>Processor Speed :</b> 1200MHz or higher</p> <p><b>Memory:</b> 256MB or higher</p> <p><b>Standard Connectivity:</b> Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000 Base-TX network port; Host USB</p> <p><b>Mobile printing capability:</b> Yes</p>	01			

Sr#	Item	MINIMUM SPECIFICATIONS	QTY	Rate per item without taxes	Rate incl. tax	Total Amount Incl. tax
		<p><b>Wireless capability:</b> Built-in Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; WPS; WiFi Direct Printing;</p> <p><b>Control Panel:</b> 3.0-in intuitive color touchscreen; 3 Buttons (Home, Help, Back)</p> <p><b>Local Warranty:</b> 3 years onsite , labour and parts</p>				
7	Barcode Printer	<p><b>Printing Method:</b> Thermal Transfer &amp; Direct Thermal</p> <p><b>Resolution:</b> 8 dots/mm (203 DPI)</p> <p><b>Max. print speed:</b> 152.4 mm (6")/second</p> <p><b>Max. print width:</b> 108 mm (4.25")</p> <p><b>Max. print length:</b> 2,794 mm (110")</p> <p><b>Memory :</b> 8 MB Flash memory • 16 MB SDRAM</p> <p><b>Interface:</b> USB 2.0 • Internal Bluetooth 4.0 (factory option)</p> <p><b>Internal fonts:</b></p> <ul style="list-style-type: none"> <li>• 8 alpha-numeric bitmap fonts</li> <li>• Monotype Image ® true type font engine with one CG Triumvirate Bold Condensed scalable font</li> </ul> <p><b>Label length:</b> 5 ~ 2,794 mm (0.2" ~ 110")</p> <p><b>Printer language:</b> TSPL-EZD (Compatible to EPL, ZPL, ZPL II, DPL)</p> <p><b>Media type:</b> Continuous, die-cut, black mark, fan-fold, notched (outside wound)</p> <p><b>Media width:</b> 20 ~ 112 mm (0.8" ~ 4.4")</p> <p><b>Media thickness:</b> 0.06 ~ 0.19 mm (2.36 ~ 7.48 mil)</p> <p><b>Media core diameter:</b> 25.4 ~ 38 mm (1" ~ 1.5")</p>	01			

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		OS Support: Microsoft Windows 7 or higher				

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**DOCUMENTS CHECKLIST FOR VENDOR**

<b>S #</b>	<b>Documents</b>	<b>Attached (Please tick)</b>
1.	Request Letter for Tender Documents	
2.	CNIC copy	
3.	Company Profile	
4.	List of Support Team	
5.	Bid Security	
6.	Minimum 07 work orders for the supply of the similar item/product (in government organizations)	
7.	Financial Proposal (bid offer on above format)	
8.	Legal Status Undertaking (Company is not blacklisted)	
9.	Vendor Details (NTN, GST certificates etc)	

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**TECHNICAL EVALUATION CRITERIA FOR PURCHASE OF IT-EQUIPMENT**

<b>Criteria</b>	<b>Max. Marks</b>
Performance Profile: Performance Certificates from Major Clients (Ministries/ Divisions/Departments, Organization) to whom services provided (02 Mark for each year)	20
Experience of the company years (02 Mark for each year)	20
Financial Position of the Firm	20
Technical Staff	20
Delivery time	10
Clients	10
<b>Total</b>	<b>100</b>
Minimum score to pass for financial evaluation	70

(SIGNATURE & SEAL OF BIDDER)