

TENDER NOTICE

Intellectual Property Organization (IPO-Pakistan) intends to Purchase IT Equipment (Laptops/PCs, Printers, Scanners) for its Head Office, Islamabad. The IT Equipment & its quantity to be procured would be as per detail given below:-

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
1	15.6" Laptop (Genuine Windows and Office included)	Intel® Core i7 Branded laptop or better equivalent Screen: 15.6" Generation: 11 th or Higher Processor: Core i7 processor with turbo frequency 4.7GHz or higher Memory: 8 GB DDR4 or higher (upgradable up to 64GB) Storage: 512 GB SSD (upgradable up to 2TB SSD) Camera: 720p HD Camera or better I/O Ports: 2 Super Speed USB Type C; 2 Super Speed USB Type-A; 1 stereo headphone/microphone combo; 1 HDMI or more; Connectivity: Wireless connectivity (Wifi); HDMI; Bluetooth Keypad: Spill Resistant Backlit keyboard with numeric keypad Operating System: Windows 10 Pro 64 Bit (OEM Licensed) or later Office: Microsoft Office 2019 Home & Business (OEM Licensed) or later Charging Adapter and Cable: Branded Carry case/Bag : Branded Local Warranty: 03 years Parts & Labour, Onsite	6
2	Sheetfed Scanners	Branded Sheetfed Scanner Automatic Document Feeder (ADF): Yes Duplex: Yes Scanning Sensor Technology: CIS Scanning Speed: <i>(Black & White)</i> 45ppm (simplex) / 90ipm (duplex) [200dpi/300dpi] <i>(Color)</i> 30ppm (simplex) / 60ipm (duplex) [200dpi]	2

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SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		<p>20ppm (simplex) / 40ipm (duplex) [300dpi]</p> <p>ADF Capacity: 60 sheets (A4, Letter, Legal)</p> <p>Long Document: up to 3000mm</p> <p>Scanner Advanced Features:</p> <p>Automatic Page Size Detection, Deskew, Colour Dropout (RGB), Colour Enhancement (RGB), Auto Colour Detection, Shadow Cropping, Adjustable gamma settings, Skip Blank Page, Folio Mode, Batch Separation with white blank sheet or patchcode, Moiré Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Background Smoothing, Double Feed Release, Double Feed Detection, 256 level gray scale, Passport Scanning</p> <p>Paper Weight: 27-209g/m²</p> <p>Daily Duty Cycle : up to 4000 scans with bundled software</p> <p>Connectivity: USB 2.0 or later</p> <p>OS Support: Windows 7 and later</p> <p>Warranty: 3 years onsite , labour and parts</p>	
3	Branded Laser Printer	<p>Branded Printer HP or equivalent</p> <p>Print Technology: Laser</p> <p>Print Speed (Normal, A4): Up to 38 ppm</p> <p>First page out: As fast as 6.3 sec (ready); As fast as 8.8 sec (sleep)</p> <p>Resolution: 600 x 600 dpi, Up to 4800 x 600 enhanced dpi</p> <p>Auto Duplex: Yes</p> <p>Paper Size: A4, A5, A6 and custom sizes up to 8.5 x 14in</p> <p>Duty Cycle (monthly, Letter or A4): Up to 80,000 pages</p> <p>Processor speed: 1200 MHz or more</p> <p>Display: LCD graphic display</p> <p>Connectivity: 1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n</p> <p>Wireless: Yes, built-in Wi-Fi 802.11b/g/n</p> <p>Mobile Printing Capability: Yes</p> <p>Memory: 256 MB or more</p> <p>OS compatibility: Windows 7 and later; Mac OS</p>	5

SN	DESCRIPTION	TECHNICAL SPECIFICATIONS (MINIMUM)	QTY
		Warranty: 3 years onsite , labour and parts	
4	Branded Laser Printer	Branded Printer HP or equivalent Print Technology: Laser Print Speed (Normal, A4): Up to 52 ppm Print Speed (Duplex, A4): Up to 43ppm First page out: As fast as 5.4 sec (ready); As fast as 7.9 sec (sleep) Resolution: Up to 1200 x 1200 dpi Auto Duplex: Yes Paper Size: A4, A5, A6 and custom sizes up to 8.5 x 14in Monthly Duty Cycle (Letter or A4): Up to 250,000 pages Processor speed: 1.2GHz or more Display: LCD graphic display Connectivity: 1 Hi-Speed USB 2.0 Device; 2 Hi-Speed USB 2.0 Host; 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket Memory: 512 MB or more OS compatibility: Windows 7 and later; Mac OS Warranty: 3 years onsite , labour and parts	3

TERMS & CONDITIONS

1. Bids Submission Requirements.

- 1.1 Two envelop bids (one for technical proposal and other for financial proposal) indicating "IT Equipment" on the envelop(s) should reach the undersigned at the address given below during the working hours in sealed cover(s) on or before 12:00pm on 30th March 2021.
- 1.2 Technical bids will be opened on the same day at 12:30 pm at IPO-Pakistan Head Office, Islamabad in presence of bidders or their representative authorized to attend.
- 1.3 The envelopes shall be marked as "FINANCIAL PROPOSAL and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 1.4 The financial bids of those bidders will be opened who qualify the technical bids.
- 1.5 Quoted prices must include all taxes and charges including delivery and installation.
- 1.6 A Bank Draft or Pay Order of 2% of the bid amount as Earnest Money should accompany the financial bid in favor of "Director General, IPO-Pakistan".
- 1.7 Products model/ brand should be European/American/Japanese or equivalent quoted by the bidder in his bid.

- 1.8 The supplier should be authorized dealer of the product **(Documentary Proof Required)**.
- 1.9 The supplier should be registered with Income Tax and Sales Tax departments **(Documentary Proof Required)**.
- 1.10 The bidder can quote single category or all categories.

2. General Terms and Conditions

- 2.1 The tender shall be awarded to the **"most advantageous bid"** in each category.
- 2.2 The successful bidder will provide specified equipment within 2 weeks.
- 2.3 All equipment will be delivered and installed at IPO-Pakistan Head Office, Islamabad and consequently after sale services support.
- 2.4 IPO-Pakistan reserves the right to accept / reject wholly or partially any tender at any stage of the tender process under PPRA Rules.
- 2.5 The financial bids and earnest money of technically non-qualifying bidders shall be returned to the bidders un-opened.
- 2.6 The Earnest money of technically qualified but unsuccessful bidders shall be returned after the decision of "Procurement Committee" for the award of said tender.
- 2.7 The Earnest money of the successful bidder shall be returned to the bidder upon successful delivery, installation and configuration of the equipment subject to condition 3.2 (Terms for Payment)
- 2.8 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 Director General, IPO-Pakistan whose decision shall be final and binding on both parties.
- 2.9 Bidders indemnify IPO-Pakistan against all third party claims of infringement of Patent, Trademark, Copyright, Industrial design rights arising from use of the goods of any part thereof in Pakistan.
- 2.10 The supplier shall be bound to provide onsite after sales services at IPO Pakistan Head Office, Islamabad.
- 2.11 Warranty period of product should be specified.
- 2.12 Conditional / incomplete bids will be liable for rejection.

3. Terms for Payment

- 3.1 There will be no advance payment. The payment shall be released after successful delivery, installation and configuration of equipment at IPO-Pakistan Head Office, Islamabad subject to condition 3.2 (Terms for Payment).
- 3.2 The successful bidder shall be bound to submit a Bank Draft or Pay Order of five percent (5%) of the total invoice amount in favor of "Director General, IPO-Pakistan" which will be released after successful completion of warranty period.
- 3.3 All Payments shall be made through cross cheque in the Pak Rupees.
- 3.4 Applicable taxes will be deducted at source as per government rules at the time of payment.

4. Mandatory Requirements

- 4.1 The Bidder/supplier should be authorized distributor / reseller of the product in Pakistan **(Documentary Proof Required)**.
- 4.2 If the storage device is to be replaced/repared 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 on Company Letter Head)**.
- 4.3 It will be the responsibility of the bidder 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.
- 4.4 Bidder should have office/presence in Islamabad to ensure onsite support. **(Documentary Proof Required)**
- 4.5 Bidder should provide three (03) CV's/profiles of their support and configuration team having skills and expertise in providing required services of this project.

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EXECUTIVE DIRECTOR (Admn)

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