


GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/income Tax Departments (FBR) and having their own offices/stock/ manpower/expertise in the procurement of, works and services as required for the Financial Year 2024-25.

Procuring Agency	Ministry of Climate Change & Environmental Coordination, Government of Pakistan, Islamabad.
Number of Tender(s):	One
Annual Procurements:	Purchase of IT Equipment
Closing Time, Date & Place:	The tender must be uploaded online and can also be dropped in the Tender Box by 11:30 AM on 5 th May, 2025, at the Ministry of Climate Change & Environmental Coordination, 4th Floor, Room No. 423, LG&RD Complex Building, G-5/2, Islamabad.
Opening of Bids:	12:30 PM on 5 th May, 2025, at the 3 rd Floor Committee Room of the Ministry.

2. Rs. 221,000/- bids Security of quoted price of the tender in shape of Bank Draft/Pay Order (refundable) in favour of D.D.O Ministry of Climate Change & Environmental Coordination, Islamabad must be attached with each bid separately.
3. MoCC&EC invites the submission of proposals/bidding documents online through the e-Pak Acquisition and Disposal System (EPADS) portal of PPRA in a single-stage, single-envelope procedure. Applications other than those submitted through EPADS will not be considered or entertained.
4. All Government Rates & Taxes shall be applicable at the time of supply / workorder in the quoted rates.
5. The electronic bids must be submitted by using EPADS on or before **5th May , 2025 till 11:30 AM.** (closing time). Electronic Bids will be opened by the Purchase Committee using EPADS on the same day i.e **5th May, 2025 at 12:30 PM.** at Committee Room, 3rd Floor.
6. Detail of specifications of above items including Terms & Conditions and quantities can be obtained from **4th Floor, Room. No. 423, LG&RD Complex Building, G/5/2, Islamabad** or can be downloaded from the Ministry of Climate Change & Environmental Coordination Website (www.mocc.gov.pk) and PPRA Website (www.ppra.org.pk) on any working day during office hours by closing date & time (free of cost).


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F.No.4(5)/2024-25-General-CC
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

Tender Notice

The sealed tenders are invited from well-reputed firms for the purchase of IT equipment required for the complete implementation of E-Office and other related tasks during the financial year 2024-2025 for the Ministry of Climate Change & Environmental Coordination. The participating firms should be financially sound, registered with the Sales Tax and Income Tax departments, and have their offices or shops located in Islamabad or Rawalpindi.

Details of the bidding documents, including the list of items to be purchased and the terms & conditions, can be obtained from the General Section of this Ministry during working hours. The bid, along with a pay order or bank draft of Rs. 221,000/- as bid security (equivalent to the total quoted price) in favor of the D.D.O., Ministry of Climate Change & Environmental Coordination, should reach the undersigned by **5th May 2025 at 11:30 a.m.** The bids will be opened on the same day at **12:30 p.m.** in the Committee Room of the Ministry, located on the 3rd floor. The opening will be conducted in the presence of the purchase committee and representatives of firms/bidders who choose to be present. The bid security amount will be refunded to unsuccessful bidders within one week.

The competent authority reserves the right to accept or reject the tender, in whole or in part, in accordance with the PPRA Rules, 2004. Blacklisted firms/bidders are not eligible to participate in the bidding process. The firms/bidders must submit a separate affidavit confirming this. The Ministry of Climate Change and Environment (MoCC&EC) invites the submission of proposals and bidding documents online through the "e-Pak Acquisition and Disposal System (EPADS)" portal of PPRA, following a single-stage, single-envelope procedure. Applications submitted outside of E-PADS will not be considered or entertained.


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INSTRUCTIONS TO BIDDERS

This Tender document is for the submission of competitive bids for the purchase of various items and services for the Ministry of Climate Change & Environmental Coordination, Islamabad. Interested bidders (manufacturers/suppliers/authorized dealers) may obtain the tender documents from 4th Floor, Room No. 423, LG&RD Complex Building, G/5/2, Islamabad, or they can download them from the Ministry of Climate Change & Environmental Coordination's website (www.mocc.gov.pk) and the PPRA website (www.ppra.org.pk). The most advantageous bid will be awarded a framework contract as per PPRA Rules, 2004. The detailed evaluation criteria are attached herewith.

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION

The Tender must be filled out carefully (preferably typed). Any corrections or alterations, including overwriting, are not allowed. Each page must be signed and stamped by the bidder. Incomplete forms or bids will not be accepted.

The single-stage, one-envelope bidding procedure specified in the Public Procurement Rules, 2004 will be followed for receiving and processing bids. The bid, along with a pay order or bank draft of Rs. 221,000/- as bid security (equivalent to the total quoted price) in favor of the D.D.O. Applicable taxes of the Government of Pakistan will be incorporated at the time of the work/supply order (according to Rule-26 of PPRA Rules-2004) as mentioned in the Tender Documents, and must be provided in the form of a pay order or bank draft in the name of DDO, Ministry of Climate Change & Environmental Coordination, Islamabad. Bids without earnest money will not be considered for evaluation, and any bid without a bank draft/pay order will be rejected.

The single-stage, one-envelope bidding procedure, as specified in the Public Procurement Rules (PPRA), 2004, will be followed for receiving and processing bids. The bid must be accompanied by a pay order or bank draft of Rs. 221,000/- as bid security (equivalent to the total quoted price), payable to the D.D.O. The applicable taxes, as mandated by the Government of Pakistan, will be incorporated at the time of the work/supply order, in accordance with Rule-26 of the PPRA Rules, 2004, and as detailed in the Tender Documents. Bids without earnest money will not be considered for evaluation, and any bid submitted without a bank draft or pay order will be rejected.

For each item, the manufacturer's/company's name, brand name, or equivalent must be quoted.

The bid must demonstrate financial capability by providing a bank statement, tax return for the last five (5) years, and attaching supply/work orders carried out by the bidders for the last three (3) years in the Government sector.

Each bidder must indicate their Active National Tax Number, GST Registration Number, Vendor Number, and bank account number.

If the tender is accepted by the competent authority, the earnest money shall be retained until the delivery of all items within the stipulated period. The earnest money of unsuccessful bidders will be returned upon receipt of a written request.

After the satisfactory supply of items by the successful bidder(s), the earnest money shall be retained until 30-06-2025. The bid validity period until 30-06-2025 must be clearly mentioned in the bid.

Bidder's Name/Signature/Stamp: _____

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The bidder must submit an affidavit on stamp paper amounting to Rs.100/- stating that the firm has not been blacklisted in the last ten (05) years due to inefficiency, etc., by any public sector organization. The affidavit must be attested by the Notary Public. Submission of a false statement will result in the firm being blacklisted and debarred from participating in the bidding process for all Government Departments in Pakistan.

If any item is found to be substandard, defective, or not meeting the prescribed specifications, it will not be accepted under any circumstances. Actions will be taken against the supplier, which may include forfeiting the bid security and blacklisting the firm for a minimum of ten (10) years from participating in the procurement process for all Government Departments in Pakistan.

The framework contract may be awarded to the most advantageous bidder. The bids will be evaluated by the Purchase/Tender Committee, whose decision will be binding on the bidders and has the authority to accept or reject any tender without providing reasons or justifications.

The result of the bid evaluation, in the form of a report, will be announced within fifteen (15) days prior to awarding the framework contract to the successful bidder through websites. In case of any complaints, a Redressal Committee already constituted in the MoCC&EC will address grievances, if any.

No negotiations on quoted/offered price/rate will be conducted as per PPRA Rules 2004.


Bidders (manufacturers/authorized dealers/suppliers) must provide the complete address of their Head Office & Branch Offices, including telephone/fax numbers and contact persons.

Income Tax or any other tax, if applicable, will be deducted at source at the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.

The successful bidder (manufacturer/authorized dealer/supplier) must complete the supply within five (05) days of receipt of the Supply/Work Order. In case of an emergency, the firm shall be bound to provide the items on the date/time as directed. If the supply/work is not completed within the stipulated period, a penalty of 2.0% (two percent) per day of the amount of the pending items on the supply order will be imposed, and the amount will be deducted from the supplier's bills/earnest money.

Earnest money will be forfeited if a bidder fails to provide/supply items as per work orders/supply orders during the financial year 2024-25. The firm will be blacklisted for future business with Government Departments for the next ten (10) years as per PPRA Rules 2004.

No advance payment will be made for any purchase.


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Bidder's Name/Signature/Stamp: _____

EVALUATION CRITERIA FOR SUPPLY OF IT EQUIPMENT

The Bids received both online and in hard copy within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day, in the presence of the bidders or their authorized representatives. The bids will be evaluated according to the prescribed criteria and PPRA Rules. The results will be announced in the form of an Evaluation Report, providing justification for whether the bids are deemed responsive or non-responsive, in accordance with Rule 35 of PPRA Rules-2004.

2. I/We have read and agreed with the above mentioned terms and conditions.


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Name of Bidder/Firm/Supplier _____

DETAIL OF THE ITEMS QUANTITY AND SPECIFICATIONS

S. No.		Specification	Qty.	Rates inclusive of all Taxes
1.	Laptop	Gen 9 14-Inch 2.8k Intel Core Ultra 7 16GB RAM 1TB SSD Storage Battery Life: Up to 12+ hours Lightweight" 1.4 kg Thin & Convertible (360-degree foldable design) Backlit Keyboard	05 Nos.	
2.	Desktop + LED+ Keyboard + Mouse	Gen 4 Processor: Intel Corei7-13700 Memory: 16GB- DDR4 Ram Storage: 1TB PCIe SSD Optical Drive: DVDRW Graphics: Integrated Intel UHD Graphic Screen Size 24" inches (LED Monitor) Keyboard , Mouse best quality	07 Nos.	
3.	LaserJet Printer, Duplex, Black and White, Wifi	LaserJet Printer, Duplex, Wifi, Black and White, MaxPrint Speed: Up to 19cpm Max Resolution" Up to 600 x 600dpi Power: 300 watts Active Printing 1.9 watts Sleep, 0.2 watts manual off 0.2 watts Auto off/Manual on Memory: 128 MB Processor Speed: 1 GHz	12 Nos.	
4.	Scanner, Duplex, Max, 60 Pages Per Minute	Scanjet Pro 3000 s4 Sheet-feed Scanner. Max 60 pages per minute, Duplex	41 Nos.	


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