



TENDER NOTICE



General order Suppliers/Authorized dealers, having NTN, GST number, along with their Sales Centers/Offices in Islamabad/Rawalpindi are invited to submit their sealed bids inclusive of all taxes for supply and installation of the following equipments.

Serial/Item No.	Equipment	No. of Units
1	Laser Jet, 3 in 1 (MFP)	07
2	Laser Jet Printers (Black & White)	25
3	Laser Jet Color Printers	05

- Proof of income tax, sales tax (Active Tax Payer)
- Undertaking that the firm has not been blacklisted or debarred by any Government organization(s).
- A capacity statement on available IT equipment (software/hardware) relevant to the assignment.
- Single stage two envelopes method will be adopted.
- Valid proof of firms having at least 3 years experience in public/private sector which have been successfully delivered same kind of IT equipment.
- Tender documents having detailed specification along with terms and conditions may be obtained from office of the undersigned.

NEECA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-33 of Public Procurement Regulatory Authority Rules-2004.

The bids prepared in accordance with the instructions must reach at the address given below in sealed envelope by 14th February, 2022, at 03:00 PM. Tenders will be opened on the same day at 03:30 PM in presence of the bidders or their representatives.

Administrative Officer

National Energy Efficiency and Conservation Authority (NEECA)

NEECA Building, Sector G-5/2, Islamabad

Phone: 051-9209026

PID (I) No.5129/21

Government of Pakistan
Ministry of Energy (Power Division)
National Energy Efficiency and Conservation Authority (NEECA)

TERMS AND CONDITIONS OF TENDER

1. Tender Format

Single stage two envelope bidding procedure under Rule 36 (b) of PPRA Rules 2004 will be adopted. Bids must be accompanied by a bank draft/pay order/call deposit from any schedule bank in favour of National Energy Efficiency and Conservation Authority (NEECA), as earnest money of Rs. 100,000/-. Bids received without earnest money will be rejected. Conditional bids will also be rejected.

2. Date and Time of Receipt of Tender

Bid documents duly completed should reach this office **on or before 14-02-2022, 03:00**

P.M. on the tender closing date. Bids received after the closing date and time will not be entertained. No telegraphic or faxed bid will be accepted. Bids shall be opened on the same date at **03:30 P.M.** in presence of bidders or their authorized representatives in the **Committee Room, NEECA Building, Sector G-5/2, Islamabad.**

3. Earnest Money

The bidder will attach bank draft/pay order/call deposit from any schedule bank of Rs. 100,000/-, in favour of **National Energy Efficiency and Conservation Authority (NEECA)**, refundable on satisfactory completion of warranty period of equipment. Cheques will not be acceptable. Bids without valid earnest money shall not be entertained.

4. Prices

- i. Bidders will be required to quote on (Standard Bidding Document) all prices ex-Islamabad in Pak Rupees inclusive of government taxes, charges, octroi, GST, transportation etc. and at specified site in Islamabad. Items should be duties and tax paid.
- ii. The quotation should remain **valid for at least 90 days** from the date of opening the bid.

5. Technical Documents

- i. All information provided in bid should also be adequately supported by relevant documents and technical brochures. Bidder may attach documents that highlight the competitive edge and unique features of their proposal.

- ii. Manufacturer's Authorization Letter is to be submitted along with the tender.
- iii. Any specification or condition mentioned in tender document, if not found in bid document, shall give right to National Energy Efficiency and Conservation Authority (NEECA) to consider it as "condition not being met/fulfilled".

6. Equipment

- a. The equipment delivered should be new and in no case used or refurbished. The component of the equipment should be assembled by the manufacturer.
- b. The equipment should be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end, copies of the shipping documents will need to be deposited in NEECA.
- c. The successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of equipment.

7. Office/Service Centre in Islamabad

The bidding firm having valid NTN and duly registered with FBR for Sales Tax must have proper office/service support centre in Islamabad.

8. Delivery Period

The supplier will be required (**DDP**) delivery of equipment at customer's premises within **One month** from the date of issue of Purchase Order.

9. Warranty

03 Years comprehensive warranty for Laser Jet, 3 in 1 (MFP) Printers, Laser Jet (Black & White) Printers and Laser Jet (Colour) Printers from authorized manufacturer/ OEM dealer in Pakistan should be clearly specified.

10. Evaluation Criteria

Contract will be awarded on the basis of item-wise lowest cost to the party which meet specifications given in the bidding proforma, instructions mentioned in this tender document and the advertisement.

11. Schedule of Payment

No advance payment shall be made against the purchase of equipment. Bills of payment shall be submitted to NEECA after delivery of equipment on site with necessary installation & configuration where required.

12. Disqualifications

Offers are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document i.e.

- a. Technical details/brochures and literature pertaining to the offered items are not attached.
- b. Tenders are submitted without the required earnest money.
- c. Bids/Tenders are received after specified date and time of receipt.
- d. Specifications and other requirements are not properly adhered to or manufacturer's brochure shows specifications different from those given in tender.
- e. GST/NTN certificate is not attached.
- f. Shipping/documents demonstrating that the equipment arranged through legal channels.
- g. Service centre is not in Islamabad and service response time exceeds 24 hours.
- h. Any other major discrepancy found in the proposal.

13. Clarifications required if any

If further clarification is required regarding this tender, the intended bidder is advised to contact in writing to Director General (HR & SS), National Energy Efficiency and Conservation Authority (NEECA), NEECA Building, Sector G-5/2, Islamabad. The response to clarification will be sent to the bidder.

14. Rights reserved

National Energy Efficiency and Conservation Authority (NEECA) reserves the right to accept or reject any or all the bids under provisions of Rule 33 of PPRA Rules 2004. NEECA also reserves the right to increase/decrease the quantity of equipment or may withdraw the tender without assigning any reason thereof.

STANDARD BIDDING DOCUMENT

Item: Color Printer

Detailed specification		Conformation to the specification	
		Yes	No
Brand	Internationally top recognized brands		
Print Speed	50 ppm or higher		
Technology	Laser Technology		
Print Color	Color		
Quality	Print: 1200 x 1200dpi, Copy: 600 x 600dpi or higher		
Paper size	At least A4, Letter, Legal or higher (A3)		
Duplex Printing	Automatic Duplex Printing		
Connectivity and Authentication	Min. 2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device, Standard built-in Gigabit Ethernet and Wi-Fi 802.11 b/g/n;		
Memory	3 GB		
Hard Disk	500 GB		
Monthly Duty Cycle	Letter, 100,000 pages or higher		
Processor speed	Min. 1.2 GHz		
Paper handling Input	100-sheet multi-purpose tray, 550-sheet input tray 2		
Paper handling output	500-sheet output bin		
Page Description Languages	PCL5e, PCL6, Postscript, pdf		
OS Support	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Vista; Android; macOS 10.11 El Capitan; macOS 10. Linux; UNIX		

Note: 03 (three) Years Parts/Labor OEM On Site warranty for all components with supplier on-site support.

Rate quoted per unit (Including taxes)	Quantity	Total Amount (In Pak Rupees)
	05	

STANDARD BIDDING DOCUMENT

Item: **Black and White Printer**

Detailed specification		Conformation to the specification	
		Yes	No
Brand	Internationally top recognized brands		
Functions	Print		
Print Speed	19 ppm or higher		
Technology	Laser Technology		
Print Color	Black color		
Quality	Print: 600 x 600dpi or higher		
Paper size	At least A4, Letter, Legal		
Connectivity and Authentication	Min. 2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device, Standard built-in Gigabit Ethernet and Wi-Fi 802.11 b/g/n;		
Monthly Duty Cycle	8,000 pages or higher		
Processor speed	Min. 500 MHz		
Memory	16 MB		
Paper handling Input	150-sheet input tray		
Paper handling output	100-sheet output bin		
Page Description Languages	PCL5e, PCL6, Postscript,		

NOTE: 03 (three) Years Parts/Labor OEM On Site warranty for all components with supplier on-site support.

Rate quoted per unit (Including taxes)	Quantity	Total Amount (in Pak Rupees)
	25	

STANDARD BIDDING DOCUMENT

Item: Laser Jet, 3 in 1, Multifunction Printer

Detailed specification		Conformation to the specification	
		Yes	No
Brand	Internationally top recognized brands		
Functions	Print, Copy, and Scan		
Print Speed	Up to 22 ppm or higher		
Technology	Laser Technology		
Print Color	Black color		
Quality	Print: 1200 x 1200dpi, Copy: 600 x 600dpi or higher		
Paper size	At least A4, Letter, Legal or higher (A3)		
Printing/Scanning	Manual Duplex Printing/Scanning (Standard)		
Connectivity and Authentication	Min. 2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device, Standard built-in Gigabit Ethernet		
Monthly Duty Cycle	10,000 pages or higher		
Processor speed	Min. 1.2 GHz		
Maximum Memory	Min. 256MB		
Display	2-line LCD		
Automatic document feeder capacity	35 Sheets or higher		
Paper handling Input	150-sheet input tray		
Paper handling output	100-sheet output tray		
Page Description Languages	PCL5e, PCL6, Postscript		
OS Support	Microsoft Windows 10, Mac OS X v 10.6, 10.7, Linux, Microsoft Server 2003, 2008 (32bit & 64bit), 2008R2 64bit, 2012 driver support		

NOTE: 03 (three) Years Parts/Labor OEM On Site warranty for all components with supplier on-site support.

Rate quoted per unit (Including taxes)	Quantity	Total Amount (in Pak Rupees)
	07	