



**PAKISTAN POST OFFICE
GOVERNMENT OF PAKISTAN
(MINISTRY OF COMMUNICATIONS)**

**TENDER NOTICE
FOR PURCHASE OF COMPUTERS AND OTHER EQUIPMENT**

Sealed tenders/bids are invited from the sole distributors / authorized dealers registered with Sale Tax Department having NTN number and their own offices and workshops in major cities of Pakistan for selection of vendors and approval of rates for procurement of the computer equipments to be made during the financial year 2015-2016.

1. Hardware demand under the terms and conditions mentioned is given as follows:-

Items	Desktop Computer Qty	UPS-3KVA Qty	Laser Printer Qty	2-D Barcode Scanner QTY	Laptop QTY
Total	349	86	83	170	08

The terms and conditions mentioned as under:

2. Bidding will be made under PPR Rules-2004.
3. The tender documents and Specifications may be obtained from the Asstt. Dy. Director General (Procurement), office of the Directorate General, Pakistan Post, Sector G-8/4, Islamabad during office hours on production of original receipt for **Rs.1000/- per set (non refundable)** deposited in any Post Office under head "Unclassified Receipt" in form ACG-67. The tender document for the work will be issued to only those firms/authorized bidders having experience in the relevant field.
4. Separate sealed tender for each category of items should be submitted and category should clearly be written on the envelope.
5. Separate technical and financial bids should be furnished to the Asstt. Dy. Director General (Procurement) office of the Directorate General, Pakistan Post, Sector G-8/4, Islamabad. The technical bids will be opened first on **27-10-2015** at 1130 Hours.
6. The technical bids of tender will be opened by the Tender Committee of the Directorate General, Pakistan Post in the presence of bidders or their representatives present at the time.
7. The financial bids of only those firms will be opened whose technical bids are found complied with the requirements.
8. A demand draft for **2% of the Total bid** as an earnest money may be deposited in favor of the Director General, Pakistan Post, Islamabad and should be attached, otherwise the tender will not be accepted. Bank Cheques are not acceptable.
9. Security Deposit of 5% would be deposited by the successful vendor in shape of Bank Draft which will be released on expiry of warranty period of last delivery.
10. The rates inclusive of all the taxes should be offered on per unit basis.

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11. The Circle wise estimated required quantity of Computers and related hardware is available in the tender document.
12. At least three years comprehensive onsite warranty (labour, parts and service) for Computers and one year comprehensive onsite warranty (labour, parts and service) for other items are required.
13. The quoted prices should remain valid during the financial year 2015-2016.
14. The equipment delivery at designated sites of Circle Offices will be the responsibility of the vendor.
15. Vendors should avoid offering various options / alternate / models in the bids and required to quote only those items which strictly confirm to the specifications otherwise the whole bid will be rejected.
16. The equipment quoted on specified form will only be accepted.
17. Department reserve the right to change the quantity (increase / decrease) of the items mentioned in the tender.
18. Following documents should be attached with the tender:
 - i) Copy of valid sole distributors / authorized dealer certificate
 - ii) Copy of National Tax Number certificate
 - iii) Sales Tax Registration Certificate
19. Properly sealed tenders should reach by **27-10-2015** at 11:00 hrs which will be opened on the same date at 11:30 hours.
20. The Department reserves the right to accept or reject any or all tenders or a part of the tender, the reasons of which will be communicated to the vendor, if required.
21. This tender is available on PPRA website as well as Pakistan Post Website www.pakpost.gov.pk


(ZAKIR ULLAH KHAN)
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