



**No. F.3(11)/2021-22-NDMA (Proc)
Government of Pakistan
National Disaster Management Authority
Prime Minister's Office**



“TENDER NOTICE”
FOR PROCUREMENT OF IT EQUIPMENT

National Disaster Management Authority (NDMA), Islamabad intends to invite applications from reputed firms for procurement of IT equipment for Financial Year 2021-22.

Interested firms must be registered with Income and Sales Tax Departments. The firms for supply of equipment must be original distributors. The bidding documents, instructions/ terms and conditions may be downloaded from NDMA's website (www.ndma.gov.pk) and PPRA website. Pay order of Rs.2,000/- (Non-refundable) should be deposited at the time of submission of documents / bids as tender fee. Interested firms may drop their proposals, accordance with the instruction & specifications in **PO Box No.3356**, Islamabad GPO on or **before 5th April, 2022** till 1200 hours which will be opened on the same day at 1400 hours.

Director (Procurement)
National Disaster Management Authority,
Tel: +92519087838

SUPPLY OF IT EQUIPMENT TO NDMA
TERMS AND CONDITIONS FOR BID AND BIDDERS

1. **Tender Identification Number.** TENDER No. 16/IT Equipment/ 2021-22.

2. **Title.** Supply of IT equipment's" through "SINGLE STAGE TWO ENVELOPE METHOD".

3. **Procurement Agency.**

National Disaster Management Authority

Prime Minister's Office Premises

Islamabad

4. **Last Date & Time for Submission of Bid.** 5th April, 2022 1200 Hours.

5. **Bid Opening Date & Time.** 5th April, 2022 1400 Hours.

6. **Bid Opening Address.**

Room No. 220-E
National Disaster Management Authority

Prime Minister's Office Premises, Islamabad

7. **Bid Opening Process / Method.** NDMA will follow **Single Stage, Two Envelope.**
 - a. **Bid Validity Period.** Bid validity period should be 90 days from the date of opening of Tender. The amount of the bid and bid security / earnest money shall be in Pak Rupees. The bidders are required to deposit **earnest money (refundable) of the 2% to the total coated value** in the shape of either **pay order or demand draft** in favor of Director Procurement, NDMA, with their PROPOSALS. **Bids not accompanied by bid security / earnest money will not be entertained.**

- b. Bid security / earnest money of successful bidders will alone be retained till submission of bank Guarantee/ pay order/ demand draft which will be retained till expiry of contract or warranty period.

8. **Bid Validity Period.** 90 days from the date of opening of Tender.

9. **Rejection of Bid.**

- a. Incomplete and conditional quotations will be rejected forthwith.
- b. Bids received after due date & time will not be accepted.

10. **Bidder's Mandatory Qualification / Prerequisites.** The bidder should be original

Manufacturer/ authorized distributor/ supplier etc and should have its own office for after sales service.

11. **Bid Supporting Documents.**

- a. Earnest Money (refundable) equal to 2% of the contract value in the form of a pay order / Demand Draft in favor of Director Procurement, NDMA.
- b. Audited Bank Statements of last 03 years.
- c. Income and Sales Tax Registration Certificates.
- d. Company Profile including proof of existence in particular business.
- e. An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.

12. **Compliance Instructions.**

- a. **Quoted rates should include all applicable GoP taxes.**
- b. No cutting / overwriting of the offered prices will be accepted.
- c. Strict Compliance of given specifications. Higher specifications will be accepted but on competitive prices of bidding process.

13. **Quantity & Specifications.** Complete detail of quantity of items and specifications are available at **Annex-A**. NDMA may increase or decrease the quantity of items.
14. **Draft Contract Agreement.** Copy Enclosed at **Appendix-A**. Contract will be concluded with successful bidder within 05x days of Conclusion of bid.
15. **Maximum Time of Delivery.**
 - a. Within three weeks.
 - b. Bidders offering least lead time and competitive price will be preferred.
 - c. Right to extend time period of delivery remains with NDMA.
16. **Payments.** Will be processed as per Contract Agreement

IT Equipment with Technical Specifications

to be Purchased FY 2021-22

No.	Item	Required Specification	Suggested Model	Qty
1	Laptop	Processor = Core i7 3.4GHz (11 th Gen) RAM = 8GB (DDR4) Storage = 512 GB (NVMe, M.2) SSD Screen Size = 15.6" (inch) OS = Windows 10 Professional (Genuine) Software = Microsoft Office Home 2019 (Genuine) Features = Fingerprint Reader, Wifi, Bluetooth, HDMI, Camera Warranty = Standard	Dell Inspiron 15 5510 or equivalent	3
2	Desktop	Processor = Core i7 (10 th Gen) 16mb Cache RAM = 16GB (DDR4) Storage = 512 GB (NVMe, M.2) SSD + 1 TB HDD Warranty = Standard Optical Driver = Yes + Keyboard & Mouse Warranty = Standard	Dell Optiplex 7090 Mini Tower or equivalent	3
3	Printer	Print speed = Up to 40 ppm, Resolution = 1200dpi Processor = 800 MHz RAM = 1GB Paper trays = 3 Features = Duplex printing, Mobile Printing Capability Warranty = Standard	HP LaserJet Enterprise M406dn Monochrome or equivalent	2
4	Scanner	Capacity = 80 Sheets Speed = Up to 50 ppm USB = Yes Duplex = One-pass duplex scanning Resolution = 600 dpi Colour Depth = 24-bits external 48-bits internal, Document feeder = Yes Scan size = 8.5 x 122 in Connectivity = USB 2.0 and USB 3.0 (SuperSpeed) + Wireless Warranty = Standard	HP ScanJet Enterprise Flow 5000 s4 Sheet-feed Scanner (L2755A) or equivalent	3
5	Wireless Router / AP	Ethernet Ports = 1x WAN, 4x LAN USB 3.0 ports = 2 Processor = 1.8 GHz Quad Core Speed = Up to 6.0 Gbps. Covering Area = Up to 3,000 sq. ft Antennas = 4 (Adjustable) Features = Handles 40+ Devices, Dual-Band (2.4GHz + 5 GHz), 4x4 WiFi 6, Expandable Mesh WiFi System, Seamless WiFi, OFDMA Technology, Intelligent Mesh Technology Warranty = Standard	Linksys Dual-Band Mesh WiFi 6 Router (MR9600) or equivalent	6