



LOCAL TENDER DOCUMENT No.BMP OFFICE TN----/2021-22

**REQUEST FOR QUOTATION
(THIS IS PRICE ENQUIRY – NOT AN ORDER)**

Please quote your best price for all items/services of following specifications.

Earnest Money 5%

Please read the instructions attached herewith.

Rs. _____ PO/DD No. _____

Bundle Description/ Specifications		Qty	Location	Amount Rs.
Desktop Computer System Bundle		10	Khi	
Processor	Core i5(Latest Generation)			
Hard Disk	1TB			
RAM	8GB			
DVD	DVD-RW			
LED	18.5'' or 19''or 20''			
O. S	Window 10Pro 64bit			
Accessories	Keyboard/ Mouse			
Office	MS Office 2019 Home & Business			
Warranty	Three Years			

INSTRUCTIONS FOR THE BIDDERS

1. ELIGIBLE BIDDERS

Tender is open to all firms and parties meeting the following requirements: -

- 1.1 The firm / bidder must be registered with the Income Tax and Sales Tax Department, Government of Pakistan. A valid registration certificate duly verified by the concerned departments along with latest Professional Tax Certificate for the current financial year should be attached with the bid.
- 1.2 Bidder must be authorized partner/reseller of manufacture in Pakistan and submit a valid Partner Certificate of enterprise Level for the current financial year.
- 1.3 The bidder must have done business with at least 3/ 4 enterprise level company.
- 1.4 Those bidders who conform technical specifications & requirements including terms & conditions of the contract shall be eligible for award of contract.
- 1.5 Bidder must have relevant team for provided support as per warranty.
- 1.6 The bidder should have verifiable presence of support office in Karachi.

2. BID DOCUMENT COLLECTION AND BIDS SUBMISSION PROCEDURE

- 2.1 Bidders must quote on the request for quotation provided by BMP office and should avoid submitting bids on their separate letter head or paper. However, where necessary, bid may be elaborated on the letter head but the cumulative and consolidated bid amount be quoted on the RFQ with the duly agreed attached terms & conditions of RFQ. All pages of the bids shall be initialed / signed and official seal/stamp be affixed by the person (s) authorized to sign.



LOCAL TENDER DOCUMENT No.BMP OFFICE TN----/2021-22

3. RATE

- 3.1 The rate quoted should be firm, final, and clearly written/typed out without any ambiguity.
- 3.2 Rates quoted must be inclusive of all duties and taxes.
- 3.3 The rates should be quoted on "Net of discount" basis. Discount allowed on the total amount of bid before submission of bid and no post bid variation or any discount offer shall be considered. Hence after no negotiation in respect of bid shall be carried out except for clarifications in writing.
- 3.4 In order to avoid ambiguous or incomplete bid, the bidder must heed to the following points while preparing request for quotation (RFQ).
 - a) No overwrite or re-write of prices / amount & use of Blanco etc.
 - b) Price of bid total must be mentioned in words with figures.

4. BID SECURITY / EARNEST MONEY

- 4.1 The bidder shall furnish a bid security 5% of the total value of bid in the form of demand Draft/Pay Order/ Banker's Cheque in favour of Banking Mohtasib Pakistan (BMP), which will be retained with BMP for a minimum period of 3 months. Personal Cheque will not be accepted as earnest money/ bid security.
- 4.2 Any bid not accompanied by or earnest money of short-value shall be rejected by the Committee.
- 4.3 The bid security of the successful bidders will be retained till the completion of the contract. The bid security amount of un-successful bidders, who are not in competition will be returned after the completion of the tender process and may be returned earlier at the tender committee's discretion upon receiving a request from vendor.
- 4.4 The bid security may be forfeited if the successful bidder fails to fulfill obligations /terms and conditions of contract.

5. DEADLINE FOR SUBMISSION OF BID

- 5.1 Sealed bids along with 5% Bid Security shall be delivered in person or sent by the registered mail / courier, which should reach the office of Banking Mohtasib Pakistan Secretariat, 5th Floor, Shaheen Complex, M.R.Kiyani Road, Karachi on or before the closing date by 02:30 P.M.
- 5.2 E-mail or Faxed bid will not be accepted.
- 5.3 Any bid received after the date and time of tender opening will not be entertained and the bidders shall have no right to claim legal remedy.

6. OPENING OF BID

- 6.1 The tender committee will open the technical and financial Bids at 03:30 P.M on tender opening date mentioned date and time as per PPRA website, in the presence of bidder's representatives who wish to attend the office of the Banking Mohtasib Pakistan Secretariat, Karachi.
- 6.2 The Chairman tender opening committee will resolve any issue raised by the bidders, on the spot and after that no complaint will be entertained.

7. CLARIFICATIONS / CORRECTIONS OF BID

- 7.1 To assist in the examination, evaluation and comparison of the bids, the Committee, at its discretion, asks the bidders for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the rate or substance of the bid shall be sought, offered or permitted.
- 7.2 Arithmetical errors will be rectified in the following manners:



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- a. If there is a discrepancy between unit rate and total rate that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and total rate shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition/totaling that can be corrected.
- b. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his tender security will be forfeited.

OTHER TERMS AND CONDITIONS

1. The vendor shall supply new branded equipments (Computer systems) in functioning condition in all respect, and replace faulty part if any, throughout the period of Warranty.
2. The vendor shall immediately replace a part which becomes faulty or is faulty on arrival due to shipment and handling at the times of delivery and installation.
3. Bidder shall assign a designated contract administrator or on back-up for handling BMP office queries.
4. The bidder should have verifiable presence of support office in Karachi.
5. The vendor is responsible for delivery of items and services at the designated premises of the Banking Mohtasib Pakistan without charging any extra cost such as cost of transportation etc.
6. The terms & conditions, requirements, specification including prescribed performance guarantee are made by BMP office and therefore, has the right to interpret its terms and conditions and as such will not entertain any alternatives suggested or offered by the vendor.
7. All labor, tools, materials and transportation to be provided by contractor.
8. The total amount of tender would be paid in installments according to mutual consent of both parties.
9. If the contractor fails to complete the Delivery of equipments within time stipulated mentioned in the Purchase / Work Order the BMP office will be entitled to deduct from his due amounts or bills for job awarded through this order, other moneys due to him by BMP office, a value of 15% of the purchase order / service order shall be liable to be recovered from the contract on his default.
10. The work will only be accepted after inspection and approval by the I.T Incharge of BMP office.
11. Quality is the prime concern of BMP office; no compromise shall be made in this regard. Only first class approved quality service/ equipments, workmanship and supervision will be utilized by the contractor which shall strictly conform to the Purchase / Work Order specification.
12. In case of complaint against the vendor, BMP office reserves the right to hold an enquiry against the conduct of the vendor, when the vendor is found guilty of any of the following the BMP office may blacklist and cancel the order of the vendor.
 - General conduct of the vendor found unsatisfactory.
 - Indulged in malpractices.
 - Willfully tries to deceive the company.
 - Supplies the equipments/ services/ material which is off-specification to the sample or requirements.
 - Refuses to replace defective material/parts/services.
 - Does not meet delivery schedule and causing loss or affecting the operations of company adversely without giving any satisfactory justification.
 - Violates the terms and conditions of the purchase order without seeking prior approval from the company.

When a vendor is subjected to be blacklisted, he would be disqualified for future contracts and the company particulars will be provided to all concerns.

13. In case of any conflict related to the terms and conditions, requirements, specification and other matters, decision of the BMP would be treated as final.



LOCAL TENDER DOCUMENT No.BMP OFFICE TN----/2021-22

14. Any other terms and conditions given by the bidder will not be acceptable to BMP office and offers consisting separate terms assigned by the bidder shall not be considered part of the bid, as only agreeing RFQ terms & conditions brings the vendors on the competitive bidding platform for evaluation.
15. The materials / equipment of restricted origin(s) cannot be quoted as per the policy of Government of Pakistan.
16. A sufficient time is allowed according to PPRA rules for the bid submission, therefore bidders are requested to submit their bids accordingly and do not urge for extension.
17. BMP office may ask for any further information and details at any time during evaluation period if required.

Assistant Director (Coordination)



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RS. 100/- STAMP PAPER

CERTIFICATE

The bid documents have been filled in accordance with terms and conditions specified in bidding documents and there is no ambiguity regarding, evaluation criteria, award of work etc. I hereby undertake that the firm is not black listed by any Government agency/ dept./ SECP what so ever.

Company Name and Address:

NTN #: _____

Sales Tax Registration: _____

Stamp: _____

Contractor Signature:

Authorized Person: _____

CNIC #: _____