

**GOVERNMENT OF PAKISTAN**  
**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN**

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**TENDER NOTICE**  
**(FOR SUPPLY OF COMPUTERS, PRINTERS & IT ACCESORRIES)**

Sealed tenders / quotations are invited from the firms registered with the Income Tax & Sales Tax Department for supply of following IT equipment. The quantity may increase or decrease as per requirement.

S/No.	Item	Qty required	Type of Quality
1.	Laptop	06	As per specification
2.	Desktop	20	As per specification
3.	Printer	05	As per specification
4.	Laser MFP Copier/Fax/Printer	03	As per specification
5.	LED Screen	06	As per specification
6.	Flat Bed Scanner	02	As per specification
7.	High Speed Duplex Scanner	02	As per specification
8.	Paper Shredder	06	As per specification

2. The tenders from interested firms, complete in all respects should be supported with following documents / information:-

- i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
- ii. Experience of similar work over last five years with list of major clients.
- iii. List of key personnel including names and addresses of partners, directors and managers.
- iv. Details of operational staff and their qualifications and experience including the total strength of each operational wing / department.
- v. Registration / pre-qualification with other departments / organizations alongwith documentary proof.
- vi. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
- vii. Any other relevant information, which the firm intends to submit.
- viii. Proof of authorized dealership (If Any)

3. The bidding will be done on the basis of Single Stage Single Envelop Bid process.

4. The tender documents will be issued from 05 August, 2013 during office hours against a written request on company letterhead. The tenders will be submitted by August 20, 2013 till 11:00 AM and will be opened at 11:30 AM. in the office of the undersigned on the same day in the presence of bidders or their authorized agents who intend to be present.

5. The Earnest money equivalent to 2% of the estimated cost shall be furnished with the tenders in the shape of call deposit / pay order from the scheduled bank in favor of Accounts Officer (EMDF) TDAP, Karachi.

6. Tender form along with specifications for different equipments etc can be received from the office of the undersigned on payment of the cost of tender fee (Rs. 1000/- Rupees One Thousand **Non-refundable**) in shape of pay order in favor of Accounts Officer (EMDF), TDAP, Karachi.

7. No tender will be valid without earnest money equal to 2% of total bid amount.

8. In case of supply of sub-standard equipment, item supplied and the earnest money will be confiscated. All the equipment supplied must have minimum 12 months comprehensive warranty starting from the date of supply.

9. Trade Development Authority of Pakistan reserves the right to reject any or all the bids and to annul the bidding process at any time, however, reasons for rejection or annulling the bid process will be communicated to the concerned bidder(s) in accordance with PPRA rules.

10. For any further information contact the undersigned during office hours.

**BAKHTIYAR AHMED**  
**Deputy Director (General Admn)**  
**5<sup>th</sup> Floor Block A, FTC Building**  
**Shahrah-e-Faisal, Karachi**  
**PH: 021-111-444-111 Ext-222**  
**Direct No. 021-99206185**  
**Fax No. 021-99206479**