

TENDER NOTICE**PURCHASE OF OFFICE EQUIPMENT**

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

Sr. No.	Item	Quantity Required	Type of Quality
1.	Laptop Computers	04	As Per Specifications
2.	Desktop Computers	04	As Per Specifications
3.	Printers (Laser Jet) Heavy Duty	03	As Per Specifications
4.	Air Conditioners	06	As Per Specifications
5.	Fax Machines	02	As Per Specifications
6.	Photocopier Machine	01	As Per Specifications

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. Registration/pre-qualification with other departments/organizations along with documentary proof.
 - iv. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization/department, private or public.
 - v. Any other relevant information, which the firm intends to submit.
 - vi. 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 21 November, 2014 during office hours (09:00 a.m. to 01:00 p.m. Monday to Friday) against a written request on company letterhead. The tenders will be submitted by December 15, 2014 till 11:00 A.M. and will be opened at 11:30 A.M. 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, TDAP SRO Lahore.
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 (PKR. 1000/- Pak. Rupees One Thousand (Non-refundable)) in shape of pay order in favor of Accounts Officer, TDAP SRO Lahore.
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.

SALMAN JAMIL
Assistant Director



TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
MINISTRY OF COMMERCE GOVERNMENT OF PAKISTAN
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