

F. No. 6-12/ Proc./ IPI/ CS-1123/ 2025-26
PARC - Southern Zone Agricultural Research Center
Administration & General Services
Procurement Section



INFORMATION AND INSTRUCTIONS FOR THE BIDDERS FOR PARTICIPATION IN

ALP Tender Notice # 03, PARC-SARC, Karachi

F.Y: 2025-26

Purchase of Office Equipment, Solar Powered Back Up System and Office Furniture under ALP project (CS-1123) titled on “Evaluation of Promising Indigenous and Exotic Horticultural Plants and Their Propagation in the Coastal Areas of Sindh” executed at Institute of Plant Introduction, PARC-SARC, Karachi.

Due Date: 1100 Hours, Monday, 30 March 2026
Opening Date & Time: 1130 Hours, Monday, 30 March 2026

Superintendent (Procurement)
PARC-Southern Zone Agricultural Research Centre
Old Block 9&10, Karachi University Campus, Karachi
Phone: 021-99261554, Ext. 118

F. No. 6-12/ Proc./ IPI/ CS-1123/ 2025-26
Pakistan Agricultural Research Council
Southern Zone Agricultural Research Center
Administration & General Services
Procurement Section

TENDER NOTICE

PARC - Southern Zone Agricultural Research Center, Karachi invites electronic bids (Single Stage Two Envelope) for Office Equipment, Solar Powered Backup System and Office Furniture through E-PADS from the reputed firms registered with Income Tax, Sales Tax Department & PPRA E-PADS under ALP Project (CS-1123) titled, *“Evaluation of Promising Indigenous and Exotic Horticultural Plants and Their Propagation in the Coastal Areas of Sindh”* being executed at Institute of Plant Introduction, PARC-SARC, Karachi as per detail given as under.

S. #	Description	Items	Quantity
1.	Desktop Computer	01	01
2.	Laser Printer	01	01
3.	Solar Powered Backup System (For Office & Computer)	Variable	01
4.	Office Furniture	07	17

02- The detailed requirement and specifications of items along-with terms & condition are mentioned in the tender document which can be downloaded from www.ppra.gov.pk and www.eprocure.gov.pk.

03- The interested firms may submit their electronic/ online bids (Technical and Financial separately) using E-PADS portal. Each bid must be accompanied by a fixed amount of Rs. 110,000/= as bid security in shape of bank draft or pay order in favour of the Director General, Southern Zone Agricultural Research Centre, Karachi and submitted to this office on or before 11:00 Hours on 30-03-2026. The tenders will be opened on the same day through EPADS in the committee room of D.G Office, PARC-SARC in presence of the bidders or their representative at 11:30 Hours.

04- All applicable Govt. taxes are sole responsibility of the firm/ bidder. PARC reserves the right to reject any or all bid proposals or may cancel the tender at any stage. However, PARC shall upon request, communicate to any supplier/ contractor who submitted a bid or proposal, the grounds for its rejection but is not liable to justify those grounds.

05- This tender notice can also be browsed at PPRA/ PARC websites i.e. www.ppra.gov.pk & www.parc.gov.pk.

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Tender-03
ALP (CS-1123)
IPI, PARC-SARC, Karachi
F.Y:2025-26

Technical BID FORM

OFFICE EQUIPMENT

S.N.	NAME OF ITEM	QTY.	TECHNICAL SPECIFICATIONS/ DETAILS
1.	Desktop Computer	01	<ul style="list-style-type: none">• HP, Dell, Lenovo or Equivalent• Intel Core i7, up to 13th Generation or Equivalent• 16 GB RAM DDR4/5 RAM• 1 TB NVMe• LED Display 21" with HDMI/ Display Port Support• Wireless Keyboard & Wireless Mouse, Mouse Pad, USB Wi-Fi Adapter, Power Cables• At least 6-month Local Standard Warranty
2.	Printer	01	<ul style="list-style-type: none">• HP LaserJet Black (3 in 1) or Equivalent• Latest Model with Print Speed up to 30 ppm• 600 x 600 Resolution• Full Duplex• Wireless and Mobile Printing• Wi-Fi• One-Year Warranty

SOLAR POWERED OFFICE BACKUP SYSTEM

S.N.	NAME OF ITEM	QTY.	TECHNICAL SPECIFICATIONS/ DETAILS
1.	Solar Powered Backup System for Office Attention: <i>Only firms registered with AEDB may apply.</i>	01	Inverter: 6 kW Itel Hybrid Inverter or equivalent with IP-65 Rating, Wi-Fi connectivity & monitoring and 5 years warranty Solar Panels: Jinko 585 watt, Bi-facial, Grade-A, Tier-1 Solar Panels or equivalent with 30-year performance warranty Battery: Itel 10 kW, 51.2V, 200Ah or equivalent Lithium Iron Phosphate Battery with 5 years warranty Structure: Customized 14-gauge L-2 Elevated Pipe Structural Frame treated with coatings of Red Oxide and Paint, along with provision of robust Civil Pads Balance of System: Premium Quality AC/DC Cables, Circuit Breakers, Electric Panels and Allied Accessories Other: Installation & Commissioning and Transportation & Labor

OFFICE FURNITURE

S.N.	NAME OF ITEM	QTY.	TECHNICAL SPECIFICATIONS/ DETAILS
1.	Executive Office Chair	01	<p>Dual-Backrest ("Kidney-Shaped") Chair</p> <ul style="list-style-type: none"> • Material: Premium material with mesh or padded leatherette backrests with a highly adjustable frame. • Features: <ul style="list-style-type: none"> ○ Independent adjustment of the two backrests to fit body shape. ○ Swivel function, height adjustment, arm rest adjustment and headrests. ○ Enhanced air circulation. • Dimension: <ul style="list-style-type: none"> ○ Overall, Height: 45 to 55 inches ○ Seat Height (adjustable): 16 to 22 inches ○ Seat Width: 19 to 24 inches ○ Seat Depth: 18 to 22 inches ○ Backrest Height: 24 to 30 inches ○ Base Width: 27.5 inches
2.	Executive Office Table	01	<ul style="list-style-type: none"> • Material: L-shaped table made with high-end materials like Sheesham wood veneer with polish or MDF with machine-pasted PVC. • Dimensions: L=6 x W=3 x H=2.5 feet • Side Table Dimension: L=5 x D=1.5 x H=2 feet • Storage: 3 standard drawers, 1 file cabinet, 1 open rack
3.	Office Table	02	<ul style="list-style-type: none"> • Size: 48"-60" width × 24"-30" depth • Height: 28"-30" • Material: Scratch-resistant melamine (MFC) or Laminate with 2mm PVC edge banding • Legs: Powder-coated steel frames for stability. • Wire Management: Built-in grommet holes or flip-top socket. • Storage: Integrated locking pedestals (drawers) for security.
4.	Visitors Chair	10	<ul style="list-style-type: none"> • Product Dimensions: H=36 x W=22 x D=20 (inch) • Back Style: Breathable Black Mesh • Seat Depth: 20-inch • Seat Width: 19-inch • Seat Height: 18-inch • Material: Mesh Net Back and Foam in Seat • Frame Material: Plastic • Base Material: Metal • Arm Set: Fiber Plastic
5.	Computer Table	01	<ul style="list-style-type: none"> • Materials: MDF or laminated chipboard with a metal frame. • Storage: 2 drawers and 1 computer tray • Dimensions: L=4 x W=2 x D=2 feet

6.	Sofa Set with Center Table	01	<p>Sofa 5-Seater (3+1+1)</p> <ul style="list-style-type: none"> • Frame: Solid wood (Sheesham or equivalent) • Upholstery: Velvet/ jute/ cotton or any high-quality fabric. • Cushioning: Master Foam or equivalent high-density foam padding for comfort and durability. <p>Table</p> <ul style="list-style-type: none"> • Material: Wood (MDF, Oak, Sheesham) with durable and premium glass top • Dimension: L=4 x W=2 x H=1.5 feet
7.	Notice Board	01	<p>Materials and Features:</p> <ul style="list-style-type: none"> • Surfaces: Indoor wall-mounted soft felt/fabric surface in green • Frames: Aluminum border • Mounting: Wall mounting • Backing: Dense soft board backing material to ensure push pins are secured. • Dimensions: 4 x 3 feet

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Financial BID FORM

OFFICE EQUIPMENT

S.N.	NAME OF ITEM	QTY.	QUOTED BID WITH GST/ TAXES (Rs.)
1.	Desktop Computer	01	
2.	Printer	01	

SOLAR POWERED OFFICE BACKUP SYSTEM

S.N.	NAME OF ITEM	QTY.	QUOTED BID WITH GST/ TAXES (Rs.)
1.	Solar Powered Backup System for Office	01	

OFFICE FURNITURE

S.N.	NAME OF ITEM	QTY.	QUOTED BID WITH GST/ TAXES (Rs.)
1.	Executive Office Chair	01	
2.	Executive Office Table	01	
3.	Office Table	02	
4.	Visitors Chair	10	
5.	Computer Table	01	
6.	Sofa Set with Center Table	01	
7.	Notice Board	01	

Note: This is only a sample and not to use it. Submit your bid on your company letter pad.

Summary of Bid

Agreed upon the following.

1. Bid validity up to 30-06-2026 or as may be deemed appropriate by PARC-SARC Karachi /P.I ALP (CS-1123).
2. Warranty period/ after sale service/ backup support/ maintenance for not less than ONE year.
3. Bid security of Rs. 110,000/= through CDR/Pay Order/D.D No. _____ date _____
Bank Name/Account _____
4. Quoted Bid Amount Rs. _____
5. Total GST% Rs. _____
6. Net Bid Amount Rs. _____

Name/ Signature with Stamp of Firm/Company

Tender-03
ALP (CS-1123)
IPI, PARC-SARC, Karachi
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TERMS AND CONDITIONS

Title

Procurement of Office Equipment, Solar Powered Backup System and Office Furniture under ALP Project (CS-1123) titled, ***“Evaluation of Promising Indigenous and Exotic Horticultural Plants and Their Propagation in the Coastal Areas of Sindh”*** being executed at *Institute of Plant Introduction, PARC-SARC, Karachi* in financial year 2025-26.

Instructions to Bidders

1. PARC-Southern Zone Agricultural Research Centre (SARC) Karachi as per relevant rules, regulations and Govt. policies, invites Electronic Bids to procure Office Equipment, Solar Powered Backup System and Office Furniture for IPI, PARC-SARC, Karachi under ALP project (CS-1123) titled on ***“Evaluation of Promising Indigenous and Exotic Horticultural Plants and Their Propagation in the Coastal Areas of Sindh”*** in financial year 2025-26, from the companies/ firms registered with GST/ Income Tax Department (Active Taxpayers) as per technical specifications/ details given in this tender document.
2. The companies/ firms participating in the said tender should be registered with GST/ Income Tax and fulfil the prescribed terms & conditions mentioned in this tender document and tender notice. The payment of applicable GST/other taxes shall be the responsibility of the company/ firm concerned. The quoted price will remain valid up to 30-06-2026 or up to the further period deemed appropriate by PARC-SARC Karachi under which the supply/ delivery is to be completed by the successful firm or within period specified in the purchase order.
3. The payment to the concerned firm will be made from the budget of ALP Project (CS-1123) for F.Y 2025-26, subject to inspection/ acceptance of the supply by the end users/ Inspection Committee. The delivery should be completed within the scheduled time mentioned in the purchase order. Partial payment will not be allowed/ accepted. Any delay under exceptional circumstances will be subject to acceptance by PARC-SARC.
4. If the company/ firm makes delays and is unable to complete the delivery within the stipulated period, **0.2%** will be charged per day and the amount will be deducted/ claimed on the total billed amount if deemed appropriate in public interest. The firms must submit complete literature/ detail of supplied item(s) along with offer/ bid.
5. A bid security of fixed amount of Rs. 110,000/= in shape of Bank Draft, Call Deposit Receipt or Pay Order, in favor of Director General, Southern Zone Agricultural Research Center, should be enclosed with financial bid otherwise bid without bid security will not be accepted/ entertained. The conditional bids or any quotation/ bid received after expiry of time given in the tender notice will not be accepted/ entertained. The price of each item should be quoted in PKR with GST/ Tax (wherever applicable) otherwise incomplete bid will not be entertained and will be at the discretion of the Tender Committee and P.I/ Competent Authority, PARC-SARC, Karachi. The supply to be made is subject to the deduction of income tax unless an exemption certificate is provided from the income tax department.

6. The successful bidder shall be required to furnish a Performance Security equivalent to **5%** of the contract price in shape of Bank Draft/ CDR/ Pay Order, in favor of Director General, Southern Zone Agricultural Research Center within the prescribed time after issuance of the Letter of Intent/ Acceptance. The Performance Security will be released after successful completion of the contract in accordance with the terms and conditions of this bidding document.

7. PARC-SARC reserves the rights to reject all or any bid/ proposal as per provision given in PPRA rules. The successful bidder will supply the items at Institute of Plant Introduction, PARC-SARC, Saleh Muhammad Goth, Gaddap Town Karachi.

8. Firms interested in bidding participation for the Solar Powered Backup System must possess valid registration with the Alternative Energy Development Board (AEDB).

9. Interested firms are requested to submit their bids containing the following information duly supported by necessary documents.

a)	Full name, current address of the registered office along with telephone, fax numbers, email and postal address for official correspondence and visit by the procuring agency in the matter if deem necessary. The location of head office and branches in case of other cities in Pakistan along with address, phone and fax numbers etc. web address and e-mail address etc. may be given.
b)	Details for such supply of item(s) already done/ accomplished during the last 02 years may be provided with the names of departments providing copies of purchase orders etc.
c)	Authorization certificate from the instrument manufacturing or dealing company may be required by end user if any firm has valid authorization.
d)	Attested photocopy of Computerized National Identity card of proprietor.
e)	Current financial position/ statements along with duly verified bank statement for the last three months to see the soundness of the firm.
f)	NTN registration/ GST / income tax certificates (ATL).
g)	Firm's profile along with a reflection of strength and capacity to extend after sales and technical services.
h)	An affidavit on stamp paper is required that the firm has never been blacklisted nor involved in any litigation/ legal inquiry with any private/ public department/ procuring agency.
i)	The procurement shall be made as per PPRA Rules. Warranty, after-sales service and maintenance of supplied item(s) must be for at least one year from the date of delivery. The bid amount/ security money of a successful firm shall be retained by PARC till the completion of supply and issuance of a satisfactory report from the end-user/ Inspection Committee as may be deemed necessary by PARC-SARC.
j)	Any fake/ false information or document or statement if found at any stage or during the process of tender will be dealt with in accordance with the terms & conditions and provisions of the PPRA rules.

Bid Evaluation Criteria (Rule 36b of PPRA Rules 2004)

The bids shall be evaluated on the basis of technical specifications and financial proposals described as under:

- i) The "Technical Proposals" will be opened first by the Tender Evaluation & Opening Committee in the presence of all bidders or their nominated representatives on tender opening date.
- ii) The "Financial Proposals" will be opened only of those firms whose bids are found technically responsive/ qualified and those fulfill the prescribed condition(s). The tender evaluation process will openly/ publicly be announced in the presence of bidders.
- iii) After technical assessment, the financial proposals of technically responsive bidders if deem necessary by procuring agency will be opened after the technical evaluation/ completion of comparative statement. Thus, the date and time considered appropriate will be communicated subsequently to all such responsive/ qualified firms.

- iv) The Tender Opening and Evaluation Committee/ procuring agency shall make recommendations in the form of comparative statements both for technical and financial duly signed by members of the committee for award of purchase order.
- v) Any other condition/ instruction as may be deemed necessary and enforced by PARC-SARC Karachi/ P.I (ALP-CS-1123).

UNDERTAKING

I/ We hereby agree to abide by and fulfill all the terms and conditions of this tender document.

NAME AND ADDRESS OF THE FIRM: _____

OFFICIAL SEAL/ STAMP: _____

NAME & SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____