



NATIONAL TELECOMMUNICATION CORPORATION

**DIRECTOR DEVELOPMENT CENTRAL
NTC EXCHANGE BUILDING KALMA CHOWK
GARDEN TOWN LAHORE**

E-Bidding Documents

FOR

**SUPPLY OF LAPTOPS, DESKTOP COMPUTERS, LASER
PRINTERS & SCANNERS AT LAHORE (LOT-I)**

AND

**SUPPLY OF HEAVY-DUTY MULTIFUNCTION
PHOTOCOPIER MACHINE AT LAHORE (LOT-II)**

Through EPADS (www.eprocure.gov.pk)

e-Tender Notice # Dir (Dev)-C/ADV-01/2026-27/

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SECTION - I

INSTRUCTIONS TO THE BIDDERS

1 INVITATION TO e-BIDS

Tender Notice No. Dir (Dev)-C/Adv-01/2026-27

NTC, the official IT & Telecom Services Provider of Government of Pakistan, invites e-bids from reputed Suppliers/Contractors having relevant experience and registered with Tax authorities in Pakistan.

LOT No	Description of Work	Last Date & Time of Bid Submission	Bid Opening Date & Time
I	Supply of Laptops, Desktop Computers, Laser Printers & Scanners at Lahore	<u>27-08-2026</u> <u>at 11:00 Hrs</u>	<u>27-08-2026</u> <u>at 11:30 Hrs</u>
II	Supply of Heavy-duty Multifunction Photocopier Machine at Lahore		

e-Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADs at (www.eprocure.gov.pk).

Electronic bids must be submitted through EPADs on or before the bid closing date and time, as specified in the table. Manual bids will not be accepted. Electronic bids will be opened on the same day, at least 30 minutes after the bid closing time, as indicated in the above table.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk and on www.ntc.net.pk.

Director (Development) Central NTC Lahore
Ph # 042-99233333, Fax # 99233344

2 INTRODUCTION

NTC, the official ICT Services provider of the Government of Pakistan is offering a variety of different products and services to its valuable customer and expanding its services through deploying new next generation networks and technologies. Below products/services are currently offered:

- | | |
|-------------------------------|------------------------|
| (i) Telephony | (ii) IP/IPLC |
| (iii) Broadband (DSL, FTTX) | (iv) Web Hosting/Email |
| (v) Data Center Services | (vi) Broadband/DSL |
| (vii) Tele/Video Conferencing | (viii) Co-Location |
| (ix) VPN | (x) Leased Lines |
| (xi) JV Services / VSAT | (xii) GPON |

3 SCOPE OF WORK

- 3.1. NTC intends to procure laptops, desktops computers, printers Scanners & heavy-duty Photocopier Machine with allied IT accessories as mentioned in Annex-A (Bill of Quantity). The incumbent bidder shall be responsible to supply the items as mentioned in BoQ appended as **Annex-A-I(i), A-I(ii) & A-II(i)** on turn key basis.

The offered/quoted equipment shall comply & be in accordance with the Technical Specifications enclosed as **Annex-B-I(i), B-I(ii), B-I(iii), B-I(iv) & B-II.**

LOT No	Description of Works	Project Manager	Project Director/ Ultimate Consignee
I	Supply of Laptops, Desktop Computers, Laser Printers & Scanners at Lahore {Annex A-I(i) & A-I(ii), BOQ (02 x Pages)}	DE Dev-II (Central) NTC Lahore	Director Development (Central) NTC Lahore
II	Supply of Heavy-Duty Multifunction Photocopier Machine at Lahore {Annex A-II(i), BOQ (01 x Page)}		

- 3.2 Bidders may quote for one or all lots, however evaluation shall be carried out separately for each lot and work will be awarded to successful bidder Lot-Wise.
- 3.3 The incumbent bidder is bound to offer the price of aforementioned works separately as per attached Annexures & BOQs.
- 3.4 The bidder shall supply all items on DDP basis, including all softwares, accessories, etc. without any additional cost to NTC.

4 QUALIFICATION / ELIGIBILITY CRITERION OF BIDDERS

4.1 Invitation for submission of e-bids is open to all reputed firms in Pakistan who meet the following conditions: -

S. No	Description	Weightage	Breakup of Weightage	Documents to be provided
i	Registration with Tax Authorities as Active Taxpayer	Mandatory	-	The valid registration to be attached with the bids. If applied for renewal and renewal is under process then proof of the same has to be provided with the bids. Work will be awarded to the contractors/ firms having valid registration.
ii	Having at least three (03) years of relevant experience for supplying of similar equipment/items in the public sector or private sector, within Pakistan	Mandatory	-	Incumbent bidder shall provide all the record of its previous supplies along with contracts/ purchase orders detail (i. e. amount, date & time of completion, description of items) & contact details of concerned person for reference & verification. The relevant experience of the incumbent bidder will be evaluated on the basis of its supply record & will be considered for further evaluation. If any bidder is found in-experienced or its previous supply record is irrelevant, then the said bidder will not be considered for further evaluation & will be declared as disqualified.
iii	Duly authorized by Original Equipment Manufacturer (OEM) or its distributor/ partner in Pakistan.	Mandatory		Incumbent bidder shall submit valid certificate of authorization (against relevant items in Lot-I & Lot-II) as reseller in Pakistan.
iv	Never been black listed & never involved in litigation with NTC.	Mandatory	-	Declaration on stamp papers duly attested be attached with bid. In case the firm is found to be blacklisted, the bidder will be declared as disqualified.

v	Having established office in Pakistan	Mandatory	-	The list of offices with addresses and contact info be attached with the bids.
vi	Bidder or the Principal Supplier must not have any linkage with Israel or India regarding ownership, sponsoring and financing. Further any quoted hardware/software must not be manufactured in Israel or India.	Mandatory	-	A duly notarized undertaking that quoted hardware/ software or any of its components quoted by bidders must not be manufactured in Israel or India. The undertaking (on judicial stamp paper) must be signed/stamped by the Authorized Representative of the bidder.
vii	Certificate on Judicial Paper that the offered equipment is of latest version and the spares of the same will be available in Pakistan for NTC at reasonable price for a time period of minimum 03 years.	-	-	Declaration on at-least PKR 100/- Judicial Stamp Paper duly attested be attached with bid.
viii	The firm must be operated by Pakistani National(s).	Mandatory	-	The detail may be provided
ix	In case, the OEM intends to participate	-	-	OEM must be registered with the relevant taxation & registration authorities of Pakistan with registered offices.
x	Never been black listed from any government organization of Pakistan.			Bidder will submit certificate on legal stamp paper to this effect.

“Non-compliance to the any of the above mandatory clauses shall lead to the disqualification of bidder”.

Note: Bidder must submit documentary proof against S. No. i to x of Clause 4.1 regarding Fulfillment of all conditions of “Eligible Criteria” is mandatory for a successful bidder to be qualified for Evaluation along with other mandatory conditions set in tender documents.

5 COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the NTC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6 CLARIFICATIONS OF TENDER DOCUMENTS

- 6.1 A prospective bidder requiring any clarification(s) regarding technical and commercial aspects of the tender document may notify to NTC on E-PADS platform only, however, in case of further clarification/understanding are required, the bidder may contact following NTC Officers: -

Divisional Engineer (Dev) Central	Director (Development) Central
Tel: 042-99233355	Tel: 042-99233333
Email: rizwan.rafiq@ntc.org.pk	Email: asim.mehmood@ntc.org.pk

- 6.2 The PD / PM NTC will respond to any request for clarification on E-PADS, which receives well before (approximate five (05) working days or more) the deadline for the submission of bids. Copies of NTC response will be forwarded to all prospective bidders (if not already clarified in the tender or deemed necessary for the bidder).

7 AMENDMENT OF TENDER DOCUMENTS

- 7.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify or amend the tender documents by issuing an amendment on E-PADS.
- 7.2 Any amendment thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an amendment into account in preparing their bids, the NTC may at its discretion extend the deadline for submission of bids if deemed necessary.

8 PREPARATION OF BID

- 8.1 Bids should be prepared considering “Single Stage-Single Envelope” procedure.

- 8.2 Bid documents and all correspondence will be in English language. The bid should have a covering letter on printed and scanned letter pad of the firm.
- 8.3 The scanned copy (PDF) of the bid along with bid security shall be submitted online on E-PADS for each lot separately. No hard copies of the bid shall be entertained.
- 8.4 All pages of the bid must be sequentially numbered and the bidder is required to create a clear table of contents referencing the relevant page numbers and mark each supporting document with corresponding page numbers.
- 8.5 All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the bidder.
- 8.6 NTC shall evaluate the technical proposal in accordance with Technical Specifications in Annex-B or as specified in Annex-A (BoQ), without reference to the price and reject any proposal which does not conform to the technical specifications and specified requirements.
- 8.7 Following documents shall be furnished / submitted with the bid:
- a. Duly filled Bill of Quantities (BoQs) for the lot (s) being quoted as per **Annex-A-I(i), A-I(ii) & A-II (i).**
 - b. Duly filled and signed the Commercial Compliance Statement as per **Annex-C.**
 - c. Valid Tender Security/Earnest Money
 - d. Documentary evidence and undertakings as per qualification/eligibility criteria.
 - e. Company Profile

Note: Every participant bidder shall submit all above mentioned documents. Non-submission of any of above documents will lead to declaration of bidder as non-responsive & non-consideration for further evaluation.

9 PRICE

- 9.1 Prices should be quoted in Pak Rupees on DDP Site basis as per Annex-A-I(i), A-I(ii) & A-II(i).
- 9.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity. Any overwriting will lead to cancellation of bid at the time of opening.
- 9.3 The quoted price should include all the applicable government taxes, custom duties, in-land transportation, freight, insurance & any other applicable charges.
- 9.4 It is mandatory that the rates / prices shall be entered against each item in the Bill of Quantity (BOQs) at Annex-A-I(i), A-I(ii) & A-II(i).
- 9.5 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 9.6 Price of any or all items quoted in a currency other than PKR shall be converted into PKR and for calculation purpose conversion rate (i. e. selling) prevailing on the date of tender opening (financial part) shall be applied, as notified by the State Bank of Pakistan on that day.
- 9.7 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.

10 BID SECURITY / EARNEST MONEY

- 10.1 The bidder must provide Tender Security/Earnest Money **Lot wise** as outlined below, in the form of a **Pay Order, Banker's Cheque, Call Deposit Receipt (CDR)**, or a Bank Guarantee (as per Annex-D), issued by a scheduled bank in Pakistan, in the favour of the **Director (Development) Central, NTC Lahore**. This security must remain valid for a period of **Thirty (30) Days** beyond the **bid validity date**.
- a. If the bid value submitted by the bidder exceeds NTC's estimated cost, the bidder shall furnish a tender security equal to **2% of its bid value**.
- b. If the bid value submitted by the bidder is **within NTC's estimated cost**, the bidder shall provide the tender security as tabulated below: -

Lot No.	Description of Works.	Amount
I	Supply of Laptops, Desktop Computers, Laser Printers & Scanners at Lahore	Rs. 110,684/-
II	Supply of Heavy-duty Multifunction Photocopier Machine at Lahore	Rs. 35,400/-

- 10.2 If the Tender Security/Earnest Money submitted does not comply with the specified amounts or conditions outlined above, the bid shall be rejected, and the bidder shall be disqualified.
- 10.3 The Original Bid Security for the respective lot(s) being quoted must be delivered in person or through Registered Mail/ Courier. The same must reach the office of Director (Development) Central, NTC Kalma Chowk Garden Town Lahore on or before 11:00 Hours on 27th August, 2026. Any online bid for which original bid security/earnest money is not received by bid submission deadline as mentioned above, shall be rejected by the NTC as being non-responsive.
- 10.4 Scanned Copy of bid security shall be uploaded by the bidder on E-PADs before the deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as being non-responsive.
- 10.5 The bid securities/earnest money of the 2nd & 3rd lowest bidders will be returned after approval of tender and acceptance of LoI by the lowest successful approved bidder. The bid securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 10.6 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed the contract agreement.
- 10.7 All correspondence regarding release/extension of bid security shall be made with Director (Development) Central NTC Lahore.
- 10.8 The bid security may be forfeited:

- a. If the bidder withdraws bid during the period of bid validity.
- b. If the bidder does not accept the correction of their bid price.
- c. In the case of successful bidder, if the bidder fails to furnish the required Performance Security or sign the Contract Agreement as per LOI.
- d. If the bidder does not respond timely to the clarifications called by NTC.

11 VALIDITY OF BIDS

Bid shall remain valid for a period of **One Hundred and Eighty Days (180) Days** from the date of tender opening.

12 DEADLINE FOR SUBMISSION OF BID

- 12.1 The bid shall be uploaded in PDF format on PPRA EPADS website i. e. www.eprocure.gov.pk on or before **11:00 Hours on August 27th 2026**.
- 12.2 The bidders are required to follow the procedure of E-PADs and for any clarification/assistance regarding EPADs they may contact PPRA Helpline **UAN: 051-111-137-237**.
- 12.3 Bid received other than E-PADs i. e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted/considered by NTC.

13 OPENING OF BID

- 13.1 The NTC Tender Committee will open/download the bids at **11:30 Hours on August 27th 2026** in the presence of bidders' representatives who choose to attend, in the Office of the Director (Development) Central NTC, NTC Telephone Exchange Building, Kalma Chowk, Garden Town Lahore.
- 13.2 NTC reserves the right to reject any one or all bids prior acceptance of a bid/proposal as per Public Procurement Rules, 2004 33(1).
- 13.3 The bidder's name, brand name/model, bid prices, any discount, the presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.

- 13.4 The tender committee will resolve any issue raised by the bidders, on the spot.
- 13.5 The tender committee reserves the right to reject any one or all bids prior acceptance of a bid / proposal.

14 RESPONSIVENESS OF BIDDERS

- 14.1 The bid must be valid till required period.
- 14.2 The bid prices are firm during its validity and inclusive of all taxes, duties & freight charges etc.
- 14.3 The bidder has furnished valid Tender Security.
- 14.4 The bidder is eligible to tender and possesses the requisite qualification.
- 14.5 The bid is generally in order.
- 14.6 The bidder promptly responds to queries sought by NTC.
- 14.7 The bidder has complied with all the tender clauses.
- 14.8 The bid does not deviate from basic tender requirements.

Note: *"Any bidder found non-compliant in any of above-mentioned conditions will be declared as non-responsive and will not be considered for further Evaluation proceedings. A bidder once declared "non-responsive" shall not subsequently be made responsive by the NTC."*

15 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 15.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.
- 15.2 Evaluation will be carried out separately on qualification, quality and cost basis.
- 15.3 The **Most Advantageous Bidder** shall be the one fully compliant to qualification criteria, compliant to quality evaluation criteria and highest ranked in cost evaluation criteria as defined below:

15.4 QUALIFICATION EVALUATION CRITERIA

In the first step, the received bids shall be evaluated on qualification criteria mentioned above and full compliance to the terms and conditions set out in RFT

shall be evaluated as per **Annex-C**. The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**

15.5 **PRELIMINARY EVALUATION**

15.5.1 In the first step, proposals will be evaluated on preliminary grounds. For this purpose, the eligibility criteria conditions mentioned in **Clause-4** will be considered for this evaluation. All firms will be evaluated as per these conditions without taking into account their technical & financial proposals.

15.5.2 Any firm found non-compliant in any of these conditions will be dis-qualified in the initial stage & will not be considered for further evaluation proceedings. The bid securities of such firms will also be released by concerned NTC officer. Moreover, it will also be examined that no major deviation from the terms & conditions set forth in bidding documents is found in the proposals of prospective bidders. Only those firms found compliant & eligible will be further considered for technical and commercial evaluation of their solutions.

15.6 **TECHNICAL EVALUATION**

After evaluating the eligibility conditions, proposals will be evaluated on technical grounds. For this purpose, bidder data mentioned in technical specifications and evaluation criteria at **Annex-B-I(i), B-I(ii), B-I(iii), B-I(iv) & B-II** will be compared with the technical literature, supported documents & clarification will be sought in case compliance is not evident from the literature/documents. After successful compliance with the technical specifications **mentioned in Annex-B-I(i), B-I(ii), B-I(iii), B-I(iv) & B-II**, the bidder will be considered as **technically** qualified. Any technical proposal which does not conform to the technical requirements will be rejected by NTC.

15.7 **COMMERCIAL EVALUATION**

15.7.1 Bids of the technically qualified bidders will be evaluated and compared by NTC on Section-Wise basis.

- 15.7 Moreover, bids will also be examined in detail whether the bids comply with the commercial/contractual conditions of the tender documents. It is expected that no major deviation/stipulation shall be taken by the bidders. In case of non-compliance the bidder may be disqualified.
- 15.8 No bidder shall contact NTC on any matter relating to its tender from the time of opening to the time of contract is awarded.
- 15.9 Any effort by a bidder to influence NTC in the tender evaluation, bid comparison or order award decision may result in the rejection of its bid.
- 15.10 Any minor informality or non-conformity or irregularity in the bid which does not constitute a material deviation may be waived by NTC, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

15.11 **COST EVALUATION CRITERIA**

Cost evaluation of the bids shall be carried out by the comparison of bids evaluated prices as per BoQ at **Annex-A-I(i), A-I(ii) & A-II(i)**. The bidder with lowest financial price will be declared as **highest ranked** and so on.

16 **CLARIFICATIONS / CORRECTIONS OF BID**

- 16.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing (i. e. letter or email etc.) and no change in the price or substance of the bid shall be sought, offered or permitted.
- 16.2 Arithmetical errors will be rectified on the following basis:
“If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price 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.”
- 16.3 If the bidder does not accept the corrected amount of bid, their bid will be rejected and the bid security submitted by the bidder shall be forfeited.

17 **COMMERCIAL COMPLIANCE STATEMENT**

The bidder will furnish a compliance certificate with the bid as per enclosed format as per **Annex-C** (duly signed along with company seal).

18 **VARIATION ORDER**

NTC reserves the right to place variation order (increase or decrease) in the quantities of BoQs at **Annex-A-I(i), A-I(ii) & A-II(i)**. The bidder shall be bound to accept the variation order by NTC. Further, any item or multiple items can be skipped/omitted from the Purchase Order/ Contract Agreement, at the discretion of NTC and the bidder shall be bound to accept it.

19 **AWARD CRITERIA & NTC'S RIGHT**

19.1 The Contract shall be awarded to the Most Advantageous Bidder (MAB) on **Lot-Wise Basis**, on the basis of technical and commercial/ financially Evaluation. Separate Purchase Order shall be issued for BoQ in Annex-A-I(i), Annex-A-I(ii) Annex-A -II respectively.

19.2 NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

20 **NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT**

20.1 Prior to the expiration of the period of tender/bid validity prescribed by NTC, the NTC will notify the successful bidder in writing "Letter of Intent/ Acceptance" through E-PADs that their bid has been accepted. The bidder shall accept the LOI through EPADs.

20.2 The contract shall be signed with the successful bidder upon furnishing of the acceptable performance security.

21 PURCHASE ORDER UNDER THE CONTRACT

- 21.1 Separate Purchase Order shall be issued under the Contract Agreement against each BoQ in Annex-A-I(i), Annex-A-I(ii) Annex-A-II respectively, to the successful bidder. NTC may omit one or more items from BoQ (Annex-A) as per its discretion.

SECTION-II

TERMS & CONDITIONS OF THE CONTRACT

1 PERFORMANCE SECURITY

- 1.1 The contract document shall comprise the usual terms & conditions of the contract in vogue in the Federal Government/Public Sector entities.
- 1.2 The successful bidder shall furnish to the NTC) a Performance Security equivalent to **10 %** of the Total Tender/Contract Value as per acceptance letter, in the name of “Director Development Central NTC Lahore”, in the shape of Pay Order/ Banker’s Cheque, Cal Deposit Receipt (CDR) or Bank Guarantee from any Scheduled Bank of Pakistan, valid for at least Fifteen (15) Months **(as per specimen at Annexure-E)** beyond the date of completion as per contract. The cost (if any) shall be borne by the contractor.
- 1.3 The Performance Security shall be valid for Fifteen Months (15) Months which will further be extended if the work is delayed or deemed necessary by the Director (Development) Central NTC Lahore.
- 1.4 In the event of the Contractor’s failure to execute a formal contract or to make performance security deposit, in the manner aforesaid and in the period specified in the Letter of Acceptance, NTC is entitled to appropriate/ forfeit any earnest money/tender security or initial deposit made by the Contractor with his tender without prejudice to their right to claim any further loss or damage which may result to them by reason of the aforesaid defaults of the Contractor as if a contract is actually executed for purposes of such claim.
- 1.5 If the work is completed within the original Contract Value, the **original Performance Security** shall remain valid and be retained until the end of the Warranty Period. The same will released upon successful expiry of the warranty/ maintenance period, subject to the issuance of the Final Acceptance Certificate **(FAC)** by the Director Development Central, NTC Lahore.

Alternatively, if the work is completed in excess of the contract value, the existing **Performance Security** shall be released upon issuance of the Provisional Acceptance Certificate **(PAC)**. In this case, an amount equivalent to **10%** of the

total Purchase Order/executed work value shall be deducted from the final bill and retained as Performance Security. This retained amount shall be released after completion of the **one (01) year Warranty Period** and issuance of the **Final Acceptance Certificate (FAC)**.

- 1.6 Failure of the successful bidder to furnish performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security.
- 1.7 All the correspondence regarding release of performance security shall be made with Director (Development) Central NTC Lahore.

2 CONTRACTORS RESPONSIBILITIES

- 2.1 The contractor shall supply the complete hardware/software in accordance with the contractual BoQ and technical Specifications within given completion time. The contractor shall complete the work in accordance with the contract BoQ, Specifications And responsibility matrix within the agreed completion time.
- 2.2 The contractor shall not subcontract whole or any part of the works without the written consent of the NTC.
- 2.3 The Contractor shall be bound to supply all accessories, cables, trolley, trays, connectors, etc. essentially required for the smooth functioning of the supplied items/equipment without any additional cost to NTC.

3. TRANSPORTATION / PACKING

All types of transportation along with insurance (if required) for the delivery of items at final destination shall be the responsibility of the Contractor without any liability on part of NTC. Contractor shall ensure proper/international/fragile packing of equipment/items to avoid damage or deterioration.

4. TIME FOR COMPLETION

The Contractor shall supply all items/equipment along with accessories (lot wise) as per following schedule tabulated below from the date of go-ahead given by the Project Director/Ultimate Consignee: -

Lot No.	Description of Works	Completion Time
I	Supply of Laptops, Desktop Computers, Laser Printers & Scanners at Lahore	Six (06) Weeks
II	Supply of Heavy-duty Multifunction Photocopier Machine at Lahore	Ten (10) Weeks

5. WARRANTY / SERVICES

- 5.1 The Contractor will warrant that all equipment/goods supplied under the contract are **brand new, un-used, and incorporate all the latest improvements in design and materials, software patches/** unless provided otherwise in the contract. **(The contractor shall also furnish undertaking that the equipment/goods supplied is not stolen/ smuggled/refurbished).**
- 2.3 This local warranty shall remain valid for **01 (One) Year** after acceptance by ultimate consignee certifying the receipt of equipment/goods in good order and condition, which shall be authenticated by Goods Receipt Note (GRN) and successful Inspection Report(s).
- 2.4 Within the Warranty Period of One (01) Year, the Contractor shall, replace the defective equipment/goods or parts thereof immediately within minimum time, upon receipt of defect notice, without any cost to NTC.
- 2.5 If the Contractor, having been notified, fails to replace the defective part(s) or item(s) within a reasonable period, NTC may proceed to take such remedial actions as may be necessary, at the Contractor's risk and cost and without prejudice to any other rights which NTC may have against the Contractor under the contract, after serving the Notice for the replacement of the defective items or its parts.
- 5.5 If no discrepancy is reported within the warranty period, then the performance security submitted against the contract shall be released by Director (Development) Central NTC Lahore

6 LIQUIDATED DAMAGES

- 6.1 Unless the delay in completion of work is caused by force majeure and the delay is on part of the Contractor, the Contractor shall complete the Supply Order (**Lot Wise**) as tabulated below from the date of signing of Contract or issuance of Supply Order whichever is later.

Lot No	Description of Work	Completion Time	Liquidated Damages Penalty
I	Supply of Laptops, Desktop Computers, Laser Printers & Scanners at Lahore	Six (06) Weeks	0.36 % Per day
II	Supply of Heavy-duty Multifunction Photocopier Machine at Lahore	Ten (10) Weeks	0.36 % Per day

- 6.2 In case the contractor fails to complete the delivery at site against the Supply Order within the prescribed time, then the Contractor shall pay to NTC as Liquidated Damages Lot-Wise as mentioned above for each week of delay and subject to a maximum of **10%** value of the delayed portion of the contract (Lot wise), as such the completed component is usable in all respects otherwise **10% of the total contract value (Lot-Wise)** shall be levied, and same will be recovered from the contractor while releasing the payment upon issuance of Provisional Acceptance Certificate (PAC).
- 6.3 In case of force majeure, the delivery period may be extended on receipt of written request/intimation from contractor with evidence during the execution period. For the purpose of calculation of Liquidated Damages charges, seven (07) days of week will be considered, and delayed beyond three (03) days will be considered as one week, otherwise delay of less than or equal or up to three (03) days will be penalized equivalent to **2.5% for Lot # I & II** respectively. Both NTC & Contractor agree that the accumulated total liquidated damages for delay shall carry a maximum limit of up to **10%** of the contract value (Lot-Wise). The payment or deduction for such damages neither shall relieve the contractor

from its obligation, to complete the supply order nor from any other obligation & liabilities under the contract

7 INSPECTION & ISSUANCE OF PROVISIONAL ACCEPTANCE TESTING

- 7.1 The Project Director will be responsible to nominate a committee for the inspection/ testing of the delivered equipment/goods. The inspection team shall carry out 100% inspection of the delivered equipment/goods and confirm the quantities and functioning of equipment as per clause # 3.1 (Section-I) "Scope of Work". The inspection committee will prepare proper Inspection Report within 14 days of the receipt of goods/equipment and mention the shortcomings or discrepancies in the inspection report.
- 7.2 Any discrepancies found will be intimated to the contractor who will arrange to sort out the discrepancy not later than ten days from the date of being notified.
- 7.2 Director (Development) Central NTC Lahore will issue Provisional Acceptance Certificate (PAC) within Fifteen (15) days upon successful completion of inspection and verification of quantities as per Contracted BOQs.
- 7.3 In case Provisional Acceptance Certificate is not issued within Fifteen (15) days, Director Development Central NTC Lahore shall inform in-writing of the specific reason(s) for the delay within **Five (05)** days after receipt of request from the Contractor.
- 7.5 NTC reserves the rights to reject any item/equipment etc. even after issuance of Provisional Acceptance Certificate, if it does not conform to the specifications by reason of some defect, latent or otherwise of material which was not discoverable by a reasonable examination.
- 7.6 The Provisional Acceptance Certificate (PAC) will be valid for warranty period of ONE YEAR till issuance of Final Acceptance Certificate (FAC).

8 TERMS OF PAYMENT

Payment of Contract price shall be made in the following manner: -

- 8.1 Hundred Percent (100%) of the delivered equipment/goods shall be payable to the contractor upon successful delivery at destination, which shall be proved by

signed Delivery Challan, Goods Receipt Note (GRN), Inspection Report and Provisional Acceptance Certificate (PAC)..

- 8.2 The Contractor shall furnish invoice against successfully delivered equipment/ goods. The NTN & GST number of NTC & Contractor shall be clearly mentioned on commercial invoice (**NTC STRN: 07-01-9802-013-64 & NTN 1218153-6**).
- 8.3 All the payments shall be made through cross cheque in the Pak Rupees.
- 8.4 Taxes will be deducted as per government rules at the time of payment.
- 8.5 The Performance Security (10%) will be released after successful completion of Warranty/Defect Liability Period and issuance of Final Acceptance Certificate (FAC) by Director (Development) Central NTC Lahore.
- 8.6 Taxes will be deducted as per government rules at the time of payment.
- 8.7 Payments shall only be released if the contractor is found to be "Active Tax Payer" in Federal Board of Revenue (FBR) Pakistan database at the time of payment. Contractor will bound to provide the Annexure-C (submitted status)/ E-return of each invoice at the time of payment.

9 **FINAL ACCEPTANCE CERTIFICATE (FAC)**

- 9.1 The contractor may notify to Director (Development) Central NTC Lahore at least fifteen days before the expiry of warranty period for the issuance of Final Acceptance Certificate (FAC). Upon such notification from contractor, the Director Development Central NTC will issue Final Acceptance Certificate in favour of contractor/supplier subject to satisfactory completion of warranty period as per requirements of the contract. Alternatively, the Director Development Central will notify the contractor/supplier for the discrepancies that still remain un-resolved and contractor will rectify the discrepancies.
- 9.2 Upon issuance of Final Acceptance Certificate (FAC), the contractor shall request for the release of Performance Security.

10. **DEFAULT BY CONTRACTOR**

- 10.1 If the Contractor fails to supply the equipment/ goods, refuses or fails to comply with a valid instruction of the NTC, NTC may serve Notice stating the default.

- 10.2 If the contractor has not taken all practicable steps to remedy the default within fourteen (14) days after the receipt of NTC Notice, then NTC may by a second Notice cancel the Contract/Purchase Order and confiscate the Performance Security. Clause#: 19 of PPRA rules 2004 may also be invoked as described.

11 REPEAT ORDER

NTC may place Repeat Order in accordance with Public Procurement Rules 2004 and the contractor will be bound to accept and execute the same.

12 ARBITRATION AND APPLICABLE LAW

- 12.1 The Contract will be construed under and governed by THE LAWS OF THE ISLAMIC REPUBLIC OF PAKISTAN.
- 12.2 NTC and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 12.3 Any dispute, disagreement or question arising out of or relating to or in consequence of this contract or relating to its execution or performance which cannot be settled amicably, shall be referred to arbitration to Managing Director NTC. Only Managing Director NTC will have sole authority in arbitration to decide. All the decisions will be made in view of Arbitration Act 1940.
- 12.4 Within thirty (30) days of the said notice, one arbitrator shall be nominated in writing by NTC and one arbitrator shall be nominated in writing by the Contractor.
- 12.5 The arbitration shall initiate arbitration proceedings at Islamabad. In case, the arbitration does not reach on conclusion, then case would be referred to the court of Law.
- 12.6 Each party shall bear the cost of its own arbitrator and the cost of the third arbitrator shall be borne equally by both parties.

12.7 This Agreement shall be governed under Pakistani law and the Courts in Pakistan shall have exclusive jurisdiction over any matter that may need to be referred to a Court under this Agreement.

13. **FORCE MAJEURE**

13.1 The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

13.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

13.3 The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

13.4 The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by

Force Majeure for period exceeding 12 (twelve) months from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

- 13.5 If a Force Majeure situation arises, the Contractor shall promptly notify NTC in writing of such conditions and the cause thereof. Unless otherwise directed by NTC in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14 TERMINATION FOR INSOLVENCY

The NTC may at any time terminate the contract by giving written notice to the bidder, without any compensation to bidder. If the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to action to the NTC.

15 TERMINATION FOR CONVENIENCE

The NTC may send a written notice to the bidder; terminate the contract in whole or in part any time for its convenience. The notice of termination shall specify that the termination is for the NTC's convenience, the extent to which performance or work under the contract is terminated and the date upon which such termination becomes effective.

16 DEBARMENT / BLACKLISTING OF FIRM

- 16.1 As per clause-19 of the PPRA rules 2004, NTC reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts: -

- a. Consistent failure to provide satisfactory performance.
- b. Contractor becomes insolvent.

- c. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- d. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- e. Commission of fraud.
- f. Contractor abandons the contract.
- g. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- h. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc, giving false evidence, furnishing of false information of serious nature.

16.2 Managing Director NTC will constitute a committee comprising of three NTC officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred/blacklisted. The said committee will forward its clear recommendations for the approval of Managing Director NTC.

16.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NTC also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

17 INTEGRITY

17.1 The Contractor hereby declares that it has not obtained or induced the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract from Government of Pakistan or any administrative

subdivision or agency thereof or any other owned or controlled by it (GoP) through any corrupt business practice.

17.2 Without limiting the generality of the foregoing the Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

17.3 The Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this Clause 16.

18 **TRANSPORTATION / PACKING**

All types of transportation for delivery of equipment/ goods till final destination shall be the sole responsibility of the Contractor. Contractor shall ensure proper/ international packing of equipment to avoid deterioration of equipment etc.

19 **PROJECT DIRECTOR / ULTIMATE CONSIGNEE**

Director (Development) Central NTC,
Telephone Exchange, Kalma Chowk Garden Town Lahore. Tel # 042-99233333

Bidder's details

Name of Authorized Representative (with CNIC): _____

Organization's Name and Address: _____

Contact Number: _____

Annex-A-I(i): Bill of Quantity (LOT-I) <i>Separate P.O shall be issued for Annex-A-I(i) and Annex-A(ii) under Lot-I</i>							
S. No	Item	Description/ Specifications	A/U	Quantity	Bidder's Quoted Brand & Model	Unit Price without taxes (Rs)	Unit Price with taxes (Rs)
Section-I							
1	Laptops	HP/Dell/Lenovo or equivalent brand Intel Core i5 (13 th Gen or latest) as per detailed specifications at Annex-B-I(i)	No.	08			
Sub-Total Section-I in Pak Rupees inclusive of Tax							
Section-II							
1	Desktop Computers with LED Display	HP/Dell/Lenovo or equivalent brand Intel Core i5 (13 th Gen or equivalent or latest) as per detailed specifications at Annex-B-I(ii).	No.	03			
Sub-Total Section-II in Pak Rupees inclusive of Tax							
Section-III							
3	Multi-Function LaserJet Printer (MFP)	Multifunction LaserJet Printer as per Technical Specification at Annex-B-I(iii)	No.	06			
Sub-Total Section-III in Pak Rupees inclusive of Tax							
Section-IV							
1	Scanner (scan only-high speed)	HP/Canon/Fujitsu/Epson or equivalent as per Technical Specifications at B-I(iv).	No.	02			
Sub-Total Section-IV in Pak Rupees inclusive of Tax							
Grand Total (Section I+II+III+IV) in Pak Rupees inclusive of Tax							

Note: Separate P.O will be issued under LOT-I as per approval from NTC Management

Annex-A-I(ii): Bill of Quantity (LOT-I)

Separate P.O shall be issued for Annex-A(ii) under Lot-I as per approval.

S. No	Item	Description/ Specifications	A/U	Quantity	Bidder's Quoted Brand & Model	Unit Price without taxes (Rs)	Unit Price with taxes (Rs)
Section-A							
1	Laptops	HP/Dell/Lenovo or equivalent brand Intel Core i5 (13 th Gen or latest) as per detailed specifications at Annex-B-I(i)	No.	01			
Sub Total Section-A in Pak Rupees inclusive of Tax							
Section-B							
1	Desktop Computers with LED Display	HP/Dell/Lenovo or equivalent brand Intel Core i5 (13 th Gen or equivalent or latest) as per detailed specifications at Annex-B-I(ii).	No.	02			
Sub Total Section-B in Pak Rupees inclusive of Tax							
Section-C							
1	Multi-Function LaserJet Printer (MFP)	Multifunction LaserJet Printer as per Technical Specification at Annex-B-I(iii)	No.	03			
Sub Total Section-C in Pak Rupees inclusive of Tax							
Grand Total (Section A+B+C) in Pak Rupees inclusive of Tax							

Note: Separate P.O will be issued for Annex-A(ii) under LOT-I as per approval from NTC Management

Annex-A-II(i): Bill of Quantity (LOT-II)

S.No	Items	Description /Specifications	A/U	Quantity	Bidder's quoted Brand & Model	Unit Price without Tax in (Rs)	Unit Price with Tax in (Rs)
Section-AA							
1	Digital Laser Photocopier Multi- Functions (Heavy- Duty)	Konica Minolta/ Canon/HP/Sharp/Ricoh/Xerox or equivalent brand as per Technical Specification at Annex-B-II(i)	No.	01			
Sub Total Section-AA in Pak Rupees inclusive of Tax							
Grand Total (Section AA in Pak Rupees inclusive of Taxes)							

Note: Separate P.O will be issued for LOT-II as per approval from NTC Management

Annex-B-I(i): Technical Specifications of Laptops (LOT-I)

Bidder's Name								
Bidder's Quoted Brand								
Manufacturing Country (Made & assembled in)								
S.#	Title	Description	Marks	Bidder's Statement				
				FC	PC	NC	Bidder's Quoted Feature	Reference in Datasheets/ Manual
1	Brand	HP / Dell / Lenovo or equivalent	M					
2	System Processor	Core i5 , Intel ® 13 th Gen or Latest	M					
3	Graphics	INTEL Integrated UHD/IRIS XE graphics	M					
4	Ports/Interface	USB 3.0 (2 x Ports)	10					
		USB Type-C (1 x Port) Min	M					
		HDMI 2.0 (01 x port) Min	M					
		Ethernet LAN (RJ-45) 100/1000 Built In	M					
5	Wireless Communication	WIFI Built In	M					
		Bluetooth Built in	M					
6	Memory	RAM: Min 8-GB, however upgradable to 16/32 GB	20					
7	Storage	512 GB SSD (min)	M					
		1 TB SSD or Higher	20					
8	Keypad	Standard keypad with Backlight	M					
9	Mouse	Standard Mouse Pad	M					
		Bluetooth Mouse (External, Brand: Logitech or Equivalent)	M					
10	Camera	Integrated Camera FHD or better	M					
11	Display	15.6 " FHD (1080p in) Bright Anti-Glare or better	M					
12	Speakers	Stereo Speakers	M					
		External Speaker (Bluetooth preferred)	M					
13	Batteries	Internal Battery with minimum 04 hours backup	M					
14	Operating System	Pre-activated/embedded/registered Windows 11 or Latest	M					
15	Warranty	One Year Local Standard Warranty	M					
16	Bag/Case	Branded Laptop Carrying Case/Bag	M					
		Total Marks	50					
Note	Bidder's Statement column must be properly filled to clearly state the available feature/compliance as fully complied (FC), partially complied (PC) or not complied (NC) or better feature is available, Tick the relevant box. The bidder must Fully comply to all Mandatory clauses (Denoted as "M" in Marks column) failing to do so will Technically disqualify the bidder, Moreover, the bidder should score 75 % or more of the total marks given in "Marks" column. The compliance of above specification must be supported by data sheet of product to certify the Compliance.							

Annex-B-I(ii): Technical Specification of Desktop Computers (LOT-I)

Bidder's Name								
Bidder's Quoted Brand								
Manufacturing Country (Made & assembled in)								
Serial #	Title	Description	Marks	Bidder's Statement				
				FC	PC	NC	Bidder's Quoted Feature	Ref in Bid Datasheet/ Manual
1	Brand	HP / Dell / Lenovo or equivalent	M					
2	System Processor	Intel ® 13 th Gen Core-i5/equivalent or latest	M					
3	Graphics	Intel Integrated IRIS XE/UHD Graphics	M					
4	Ports/Interface	USB 3.2 (1 x Port) at Front	M					
		USB 3.2 (1 x Port) at rear side						
		USB 2.0 (2 x Port) at rear side minimum						
		USB Type-C (1 x Port)						
		HDMI 2.0 (1 x port)	15					
		Ethernet LAN (RJ-45) 100/1000 Built-in	M					
5	Wireless	Wi-Fi	M					
6	Memory	RAM: Minimum 8-GB; however upgradable to 16/32 GB	M					
		16-GB/32-GB	20					
7	Storage	512 GB SSD	M					
		1 TB or higher	20					
8	Keypad & Mouse	Branded Standard Keypad with Mouse	M					
9	Display	FHD (1080p minimum) Anti-Glare Wide-Screen Display 20-22 inches	M					
10	Speakers	Built-in Speakers	15					
		External Speaker & Microphone (Stereo)	M					
11	Operating System	Pre-activated/embedded/registered Windows 11 or higher	M					
12	Warranty	One Year Local Standard Warranty	M					
13	Casing Type	Tower	M					
14	Power Cables	Standard Power Cables	M					
		Total Marks	100					
Note	Bidder's Statement column must be properly filled to clearly state the available feature/compliance as fully complied (FC), partially complied (PC) or not complied (NC) or better feature is available, Tick the relevant box. The bidder must Fully comply to all Mandatory clauses (Denoted as "M" in Marks column) failing to do so will Technically disqualify the bidder, Moreover, the bidder should score 75 % or more of the total marks given in "Marks" column. The compliance of above specification must be supported by data sheet of product to certify the Compliance.							

Annex-B-I(iii): Technical Specifications of Multi-Function LaserJet Printer (MFP) LOT-I

Bidder's Name								
Bidder's Quoted Brand								
Manufacturing Country (Made & assembled in)								
S.#	Title	Description	Marks	Bidder's Statement				
				FC	PC	NC	Bidder's Quoted Feature	Reference in Datasheets/ Manual
1	Brand	HP/Canon/Xerox or equivalent	M					
2	Functions	Print, Copy, Scan, fax (optional)	M					
3	Connectivity	1 Hi-Speed USB 2.0	M					
		1 Gigabit Ethernet 10/100/1000 Base-T network	30					
		1 Wi-Fi 802.3az	M					
		Mobile printing capability	M					
		Wi-Fi® Direct Printing	10					
4	Print	Technology Laser	M					
		Auto Duplex printing options	30					
		Speed (Normal, A4): Minimum 25 ppm or better	M					
		First Page-Out-Time: 5 seconds or better						
		Print Cartridge - 1 Black	M					
		Resolution Black (best) Up to 1200 x 1200 dpi Black (normal) Up to 600 x 600 dpi	M					
5	Control panel	2-line LCD or better or touchscreen	10					
		OK button or touchscreen	10					
		Left button or Touch Screen	10					
		Right button or Touch Screen	10					
		Cancel button or Touch Screen	10					
		Back button or Touch Screen	10					
		Ready LED or display	10					
		Error LED or Display	10					
6	OS Compatibility	OS Supported: Windows 7/8/10/11 and Mac	M					
7	Power	AC Power (22-240V),50/60 Hz	M					
8	Scan	Scan file formats (JPG/PDF/BMP, PNG)						
9	Paper	Media/Paper Size Supported: A4/A5/A6						
		Paper (Laser, Plain, Photo, Rough, Vellum), Envelopes, Labels, Cardstock, Postcards	M					
		Paper Handling Input - 150 sheets or better	M					
		Paper Handling Output - 100 sheets or better	M					
10	Warranty	Standard One Year Local Warranty	M					
		Total Marks	150					
Note	Bidder's Statement column must be properly filled to clearly state the available feature/compliance as fully complied (FC), partially complied (PC) or not complied (NC) or better feature is available, Tick the relevant box. The bidder must Fully comply to all Mandatory clauses (Denoted as "M" in Marks column) failing to do so will Technically disqualify the bidder, Moreover, the bidder should score 75 % or more of the total marks given in "Marks" column. The compliance of above specification must be supported by data sheet of product to certify the Compliance.							

Annex-B-I(iv): Technical Specifications of High Speed Scanner (LOT-I)

Bidder's Name								
Bidder's Quoted Brand								
Manufacturing Country (Made & assembled in)								
S. #	Title	Description	Marks	Bidder's Statement				
				FC	PC	NC	Bidder's Quoted Feature	Reference in Datasheets/Manual
1	Brand	HP/Canon or Equivalent	M					
2	Functions	Scan only (Color and Black & White)	M					
3	Connectivity	Connectivity (standard) Hi-Speed USB 2.0	M					
4	Scan	Duplex ADF scanning	M					
		Auto Document Feeder	M					
		Auto-color detect	M					
		Scan speed 30 ppm/60 ipm (@300 ppi BWGC)	M					
		Max Resolution: ADF 600 x 600 dpi	25					
		ADF 1200 x 1200 ppi software	20					
		Button only	30					
5	Control panel	Power and Data Cable e LCD	M					
		OK button	40					
		Ready Blue Light Button	20					
		Error Red Light	10					
		Total Marks	145					
Note	Bidder's Statement column must be properly filled to clearly state the available feature/compliance as fully complied (FC), partially complied (PC) or not complied (NC) or better feature is available, Tick the relevant box. The bidder must Fully comply to all Mandatory clauses (Denoted as "M" in Marks column) failing to do so will Technically disqualify the bidder, Moreover, the bidder should score 75 % or more of the total marks given in "Marks" column. The compliance of above specification must be supported by data sheet of product to certify the Compliance.							

Annex-B-II: Technical Specifications of Heavy-duty Multifunction Photocopier Machine (LOT-II) Separate P.O shall be used for Lot-II as per approval

Bidder's Name								
Bidder's Quoted Brand								
Manufacturing Country (Made & assembled in)								
S. No	Title	Description	Mandatory/ Marks	Bidder's Statement				
				FC	PC	NC	Bidder's Quoted Feature	Reference in Datasheets/ Manual
1	General							
1.1	Type	Digital Laser Photocopier Multi-Functions (Heavy-Duty) B&W	M					
1.2	Brand	Canon/HP/Konica Minolta/Sharp/Ricoh/Xerox or equivalent brand	M					
1.3	Memory (RAM)	4 GB (minimum)	M					
1.4		8 GB or more	30					
1.4	Storage (HDD)	256 GB (SSD) (minimum)	M					
		1 TB (SSD)	30					
1.5	Processor	Minimum 1.6 GHz quad core processor or better	M					
1.6	Connectivity	100-BASE-TX / 1,000-BASE-T Ethernet, USB 2.0	M					
1.7		Wireless LAN (IEEE 802.11a/b/g/n) optional	30					
1.8	Operating Systems	Windows 7/8/10/11	M					
		Linux/Unix/Mac	30					
1.9	Network Protocols	Support TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP	M					
1.1	Control Panel	9"/10" LCD multi touch-panel or bigger	M					
1.11	Consumables	Heavy-duty drum units and toner cartridges: Minimum 30,000 Pages or more	M					
1.12		Toner Cartridge with 40,000 Pages or more	20					
1.13	Duty Cycle	Daily Volume: 5,000/Day or better	M					
		Monthly Volume/Duty Cycle: 200,000/month or better	M					
1.13	Power Input	220 - 240 V, 50 - 60 Hz	M					
1.14	Configuration	Floor-Standing with integrated paper cabinet or manufacturer-recommended pedestal suitable for continuous office operation	M					
1.15	Spare Tone Cartridges	Minimum two (02) spare toner cartridges (each having capacity of 30,000 pages)	M					

1.16	Automatic Duplex Document Feeder (ADF)	ADF with minimum 100 Sheets or more	M					
1.17	Warranty	Minimum 2-year comprehensive on-site warranty and availability of spare parts and consumables for at least 3-years	M					
2	Copier							
2.1	Copy Type	Electrostatic Laser indirect Copy	M					
2.2	Speed	60 ppm (portrait) (8.5" x 11") or better 40 ppm (portrait) (11" x 17") or better	M					
2.3	Auto duplex Speed	60 ppm (portrait) (8.5" x 11") or better	M					
2.4	1st Copy Out Time	5.0 seconds or lesser (monochrome)	M					
2.5	Warm-up Time	upto 25 seconds	M					
2.6	Copy Resolution	600 x 600 dpi or better	M					
2.7	Multiple Copies	Upto 9,999	M					
2.8	Magnification / Zoom	25-400%, auto zooming	M					
2.9	Copy Density	Automatic or Manual adjustment	M					
2.10	Copy Functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1, etc.	M					
3	Scanner							
3.1	Type	Automatic Duplex Scanning	M					
3.2	Scan Speed	B&W / Colour Minimum 135-ipm (Simplex) / 270-ipm (duplex) at 200/300 dpi	M					
3.3	Scan Specifications	Max.: 600 x 600 dpi or better	M					
3.4	Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-Network, Scan-to-Box, Scan-to-USB, etc	M					
3.5	Dual Scan Document Feeder	Single-pass Duplexing Automatic Document Feeder [2-sided to 2-sided (Automatic)] Multi-Sheet Feed Detection	M					

3.6	File formats	Single Page TIFF (Compression on, Compression off), Single page JPEG, Single page PDF, Single page High compression PDF, Single page PDF/A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi page PDF/A, XPS, etc	M					
4	Printer (Monochrome)							
4.1	Print Resolution	1,200 x 1,200 dpi (B & W) or better	M					
4.2	Printing Speed (Pages Per Minute)	60 ppm (portrait) (8.5" x 11") or better 40 ppm (portrait) (11" x 17") or better	M					
4.3	Mobile Printing Capability	Android , IOS/ Apple (optional)	30					
4.44	Paper Supply Capacity	Standard: 1,000 sheets or more Multi-purpose tray: Capacity 100-sheet or more Paper Cassette/Tray x 2: Minimum 500-sheets each Paper Input (Maximum): 3,000 Pages or more	M					
4.5	Paper Size	A3, A4, A5, A6, B4, B5, B6, Envelopes	M					
4.6	Paper Output: Capacity	Standard: 500 sheets Maximum: 1,000 Pages ore more	M					
4.7	Paper Weight Supported	Trays: 60 - 300 g/m ² , Bypass: 52 - 300 g/m ² , Duplex: 52 - 256 g/m ²	M					
4.8	Paper/Media Types Supported	Plain paper, Recycle paper, Special paper, Color paper, Letterhead, Cardstock, Preprinted paper, Bond paper, Coated paper, Envelope, Label paper, etc	M					
4.9	Automatic Duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm	M					
4.10	Finishing Modes	Offset, group, sort, staple, punch, half-fold, z-fold, tri-fold, booklet, etc	M					
5	Fax (optional)							
5.1	Circuit	PSTN, PBX	10					
5.2	Transmission	Analog/Internet Fax	10					
53	Transmission speed	2 seconds	10					
5.4	Modem speed: maximum	33.6 Kbps	10					

5.5	Resolution	8 x 3.85 line/mm, 200 x 100 dpi or better 8 x 7.7 line/mm, 200 x 200 dpi or better 16 x 15.4 line/mm, 400 x 400 dpi or better	10					
5.6	Memory	60 MB (5,000 Pages) or higher	10					
		Total Marks	230					
Note	Bidder's Statement column must be properly filled to clearly state the available feature/compliance as fully complied (FC), partially complied (PC) or not complied (NC) or better feature is available, Tick the relevant box. The bidder must Fully comply to all Mandatory clauses (Denoted as "M" in Marks column) failing to do so will Technically disqualify the bidder, Moreover, the bidder should score 75 % or more of the total marks given in "Marks" column. The compliance of above specification must be supported by data sheet of product to certify the Compliance.							

Annex-C (COMMERCIAL COMPLIANCE STATEMENT)					
S.#	Description	Complied	Not Complied	Partially complied (give details)	Page # of bid, where compliance available
Section # 01 (Instructions to the Bidders)					
1	Scope of work				
2	Eligibility Criterion of Bidders				
3	Cost of tendering				
4	Clarifications of Tender Documents				
5	Amendment of Tender Documents				
6.	Country of Origin				
7.	Preparation of Tender/ Bid Documents				
8	Price				
9	Tender Security / Earnest Money				
10	Validity of Bids				
11	Deadline for submission of bids				
12	Modification & Withdrawal of bid				
13	Opening of Bid				
14	Clarifications/correction of bid				
15	Responsiveness of Bids				
16	Evaluation Criterion				
17	Commercial Statement				
18	Engineering Survey				
19.	Award Criteria & NTC's Right				
20.	Variation Order				
21.	LANGUAGE OF BID DOCUMENTS				
Section-II (Terms & Conditions of the Contract)					
1	Performance Security				
2	Contractor responsibilities				
3	Transportation & Packing				
4	Time for Completion				
5	Warranty / Services				
6	Liquidated damages				
7	Provisional Acceptance Testing				
8	Terms of Payment				
9	Final Acceptance Certificate				
10	Default by contractor				
11	Repeat Order				
12	Arbitration and Amicable Law				
13	Force Majeure				
14	Termination for Insolvency				
15	Termination for Convenience				
16	Project Director/ Ultimate Consignee				

BID SECURITY FORMAT

Bank Guarantee No.-----
Dated at Lahore , the -----
Amount-----
Validity-----

To,

**Director Development
Central NTC Lahore.**

Dear Sir,

WHEREAS M/S _____ (hereinafter called the Tenderer) have requested us through _____ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favour in the sum of _____ (IN FIGURE) _____ (IN WORDS) against your Tender Notice No. _____ dated _____ for supply / installation of _____.

WE HEREBY AGREE AND UNDERTAKE:

- i. To make unconditional payment _____ to you on demand without further question or reference to the Tenderer in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Tenderer from the date of opening of bids until the expiry of the validity of their offer,
- ii. To keep this guarantee in full force from (date) _____ up-to _____ (date) _____ the date until which the Tenderer's offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in para (ii) and as so desired by the tenderer.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank:_____

Authorized officer's Signature & Seal:_____

ANNEX-E: PERFORMANCE BOND FORMAT

Bank Guarantee No. -----

Date of Issue -----

Valid up-to -----

Value (Rs.) -----

From: _____

To,

DIRECTOR DEVELOPMENT CENTRAL,
NTC LAHORE.

**SUBJECT: B/G AND DATE FOR _____ ON BEHALF OF _____ FOR DUE
AND FAITHFUL PERFORMANCE ORDER NO. _____
DATED _____.**

Whereas M/s _____ (hereinafter called the Supplier) have requested us to furnish a Bank Guarantee in your favour in the sum _____ (IN WORDS) _____ as performance security against order No. _____ dated _____ to be concluded between the Supplier and Office of the Director Development Central National Telecommunication Corporation, Kalma Chowk Lahore.

WE HEREBY AGREE:

- 1). To make an un-conditional payment of _____ to you on demand without any further question or reference to the Supplier upon failure of the Supplier to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date up to the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till _____ whichever date is later. The faithful completion of the order by the Supplier will be intimated by the NTC.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims there under must be submitted to the Bank of _____ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Authorized Signature: _____

& Seal of bank

Witness: _____

Sworn & Sign before me

this day of.....

by. _____

ANNEX-F: DECLARATION OF BENEFICIAL OWNER INFORMATION

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which share holding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation / registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname(In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken(in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)