



GOVERNMENT OF KHYBER PAKHTUNKHWA
 Forestry, Environment & Wildlife Department
 Pakistan Forest Institute, Peshawar
 Ph: +92 91 9221230



Improvement & Up-gradation of PFI, Field Station Shinkiari”

Form -----/IUFSS/PFI, 2019-20

Issued to-----

TENDER DOCUMENT

Name of Firm: -----

Address: -----

Contact No: Office: ----- Cell Phone: -----

Fax: ----- E-mail:-----

NTN: -----

GST No: -----

CDR No. -----Dated: -----

Amount: -----Bank: -----

Quoted Price

S. #	Particulars	Quantity	Quoted Price (Including all taxes)
1	Computer System Desktop (Branded), Core i5, 8 th generation with accessories	05	

Certified:

It is certified that we have read and understood attached specifications, terms & conditions and shall abide by all specifications, terms and conditions.

Signature and Stamp of the Firm

Specifications, Terms and Conditions Regarding Purchase of the Following Item under the Project “Improvement and Up-gradation of PFI, Field Station Shinkiari”

A. Specifications

S.#	Particulars	Specifications
1.	Computer System Desktop (Branded), Core i5, 8 th generation with accessories	Intel® Core™ i5, 8 th generation, 8.GB DDR4 Memory, 1 TB 7200 rpm Hard Disk Drive, (DVDR) Super Drive, USB Mouse, USB Keyboard, Wi-Fi, LED “18.5/19” warranty 01 (one year)

B. Terms & Conditions

1. The eligible firms/party are required to submit their bids in sealed envelopes i.e. One envelope containing Technical Proposal/Bid of the Firm/Party clearly marked as “Technical Proposal/Bid” and second envelop clearly marked as “Financial Proposal/Bid” accompanied with respective bidding documents. The affidavit, on the letter head of the company/Firm, to the affect stating that 2% bid security has been placed in “Financial Proposal/Bid” must be attached with technical proposal/bid. Both Technical and Financial Proposal/bid shall be placed in single sealed envelope.
2. The sealed tender, must reach to the office of the Assistant Forest Engineer (PFI), Peshawar by 4th March, 2020 at 02:00 PM positively. The Technical bid/proposal will be opened by the committee on the same date at 2:30 PM in the presence of tenderers or their representatives present on the occasion, if any.
3. Financial bids of technically qualified bidders will be opened by the committee on the date announced later on.
4. Technical proposal/bid will be evaluated by the committee as per evaluation criteria, attached to this tender document as “ **Annexure A**”.
5. Provision of the samples and demonstration of the instruments at PFI, will be required before supply order, if required/demanded by PFI, Peshawar.
6. Supply of the tender items must be completed within **30 days** after issuance of work order.
7. All taxes (income tax, GST, Stamp Duty, etc.) as per government rates/rules will be deducted.
8. Bid security @2% (refund able) of the bid value in favor of the **Assistant Forest Engineer PFI, Peshawar** should accompany the bid, failing which the bid shall not be entertained.
9. The payment of the bills submitted by the Firm/party will be made on the successful supply of all items as per tender documents/agreement/, and verification by concerned committee / relevant officer after quality and quantity assessment.
10. PFI, Peshawar may reject all the bids or proposals any time prior to the acceptance of a bid or proposal. PFI, Peshawar shall upon request, may communicate to any firm/bidder who submitted a bid or proposal, the grounds for rejection of all bids or proposals, as and when demanded
11. Incomplete tenders will not be entertained.
12. The tenderer will deliver all items at PFI, Peshawar at their own expenses.
13. The tenderer will install and demonstrate the items/equipment’s at PFI, Peshawar, as and when needed/ demanded.
14. Substandard items will be rejected and returned at the expenses of the tenderers.
15. The firm will be responsible to complete the supplies/ tasks as agreed at the time of issuance of work order.

16. Bidders will have to attach the copies of registrations with GST, NTN, KPRA, Professional Tax and active tax payer certificates along with Technical bid documents.
17. Bidders are requested to give their best and final price as negotiations on the price once quoted/offered are not permissible under the rules.
18. Tenders received later than specified date and time will not be accepted.
19. Cutting, doubtful, conditional, overwriting and alternate rates will not be accepted.
20. The successful bidder shall, within three days, have to sign a contract before issuance of work order, failing which his bid security shall be forfeited. Further, the successful bidder should submit security @ 8% of the bid amount in shape of CDR which will be refunded after completion of warranty period.
21. Failure in supply of items/completion of task within stipulated period shall entail forfeiture of security.
22. In case of violation in the specification, terms and conditions, the security will be forfeited.
23. Brochures/operational manual and warranty of all the equipment's quoted must be attached.
24. The prices once offered shall be considered valid till completion of supply order.
25. The successful tenderer/firm will provide an undertaking, on a stamp paper, agreeing to the above mentioned terms and conditions.
26. Suppliers/bidders have to submit the performance certificate from the department/ officers to whom they have supplied the same items in the past for the last two years.
27. Affidavit on Stamp paper of Rs. 100/- that the firm is not black listed by any government / semi government Department.

Signature and Stamp of the Firm

“Annexure- A”

S.No	Computer System Desktop (Branded), Core i5 with accessories	YES	NO
1	Is affidavit on stamp paper of Rs.100/- that the firm is not black listed by any government/semi government department attached?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are the copies of valid NTN and Professional Tax certificate provided?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the copy of General Sales Taxes Certificate, KPRA registration certificate provided?	<input type="checkbox"/>	<input type="checkbox"/>
4	Active Tax Payer Certificate (Copy)	<input type="checkbox"/>	<input type="checkbox"/>
5	Intel® Core™ i5, 8 th generation	<input type="checkbox"/>	<input type="checkbox"/>
6	Chipset	<input type="checkbox"/>	<input type="checkbox"/>
7	8 GB DDR4 Memory	<input type="checkbox"/>	<input type="checkbox"/>
8	1TB 7200 Hard Disk Drive,	<input type="checkbox"/>	<input type="checkbox"/>
9	Tray load DVD Drive (Reads and Writes to DVD/CD)	<input type="checkbox"/>	<input type="checkbox"/>
10	LED 18.5"/19"	<input type="checkbox"/>	<input type="checkbox"/>
11	Windows 10 Pro 64bit installed	<input type="checkbox"/>	<input type="checkbox"/>
12	Warranty 1 (One) Year	<input type="checkbox"/>	<input type="checkbox"/>