



Bidding Document
for
Establishment of IT Park Karachi

Bidding Document
Purchase of Laptops
Establishment of IT Park Karachi

March-2025

A(01)/PSEB/2025-11

PAKISTAN SOFTWARE EXPORT BOARD
Office No 207, 2nd Floor Evacuee Trust Complex, Agha Khan Road, F-5/1 Islamabad
Email : aahmad@pseb.org.pk, Website : www.techdestination.com

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1. Pakistan Software Export Board, An Introduction

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) Industry .

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunication.

Through its many support programs, PSEB aims to help Pakistani IT Companies and IT Professionals obtain a more significant share of the global IT and ITeS Significance. PSEB invites sealed bids from eligible and qualified bidders for the supply and installation of air conditioners as per the specifications outlined in this document. The procurement will follow the Public Procurement Regulatory Authority (PPRA) rules.

2. Instructions for Bidders

The bidders shall supply and deliver the below listed items for the financial year 2024-2025 to Establishment of IT Park Karachi (A project of Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

A. Eligible Goods:

- The Laptops and Printers must be brand new, unused, and conform to the specifications provided.

B. Mandatory Eligibility Criteria:

Bidders must submit the following:

1. Company profile, including physical presence in Islamabad & Karachi, Pakistan.
2. Items should be quoted with the required earnest money pay order/demand draft amounting to Rs. 100,000/- in favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents. Proposals without the earnest money will be rejected.
3. Attach the valid sales tax and income tax registration certificates from FBR.
4. Proof of inclusion in the Active Taxpayer List (ATL) from FBR.

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5. An affidavit on Rs.100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body from Islamabad.
6. Valid authorized partner of the quoted brand manufacturer only eligible for participation **(Proof of authorization required by manufacture only)**
7. Authorized partner must provide five years' relationship with the manufacture of the quoted brand **(Proof require for manufacturer)**

(Eligibility Response Check List)

| Eligibility Check List | | | |
|-------------------------------|---|---|--|
| Sr # | Eligibility Criteria Details | Evidence/Proof Required | Attached supporting Documents/Proofs and Mark Yes or NO |
| 1. | Bidder company profile ,including physical presence of offices in Islamabad & Karachi | | |
| 2. | Items should be quoted with the required earnest money pay order/demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents | The bidder must submit the bid security amounting to Rs 100,000/- in shape of demand draft/pay order from schedule banks in the favor of Pakistan Software Export Board | |
| 3. | Attach the valid sales tax and income tax registration certificates from FBR | Registration certificates | |
| 4. | Proof of inclusion in the Active Taxpayer List (ATL) from FBR | (Copies of 2023-24 tax Returns and Copy of FBR active payer list) | |
| 5. | An affidavit on Rs. 100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or | | |

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| | autonomous body anywhere in Pakistan. | | | |
| 6. | Valid authorized partner of the quoted brand manufacturer only eligible for participation (Proof of authorization required by manufacture only) | | | |
| 7 | Authorized partner must provide five years relationship with the manufacture of the quoted brand (Proof require by manufacturer) | | | |

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting any documents shall be treated as disqualified and will not be considered for further evaluation.

Non-responsive and incomplete bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated bids to meet the technical specification (Plus mandatory Criteria of the required product/products will be declared as most advantageous bid.

C. Bid Prices:

- All prices must be quoted in PKR, inclusive of all applicable taxes& all applicable taxes will be calculated as per government law.
- Prices should be valid for 90 days from the date of submission.
- The vendor will be subject to all admissible taxes including stamp duty (if any) and service charges at a rate prevailing on the date of Purchase order unless exempted by relevant tax authority.
- If the tax authorities impose any increase in taxes, PSEB will not be held liable. However, any reduction in taxes should benefit PSEB.

3. Rejection of Bids

Pakistan Software Export Board reserves the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule #33.

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4. Delivery Schedule and Quantity

The successful bidder must deliver the requisite items (if required) at the office of Pakistan Software Export Board situated at 2nd Floor, Evacuee Trust Complex, F-5, Islamabad within **15** days after the issuance of the Purchase Order.

The quantities stated below are required quantities.

5.Submission and Opening of Bids:

Single Stage – one envelope procedure will be followed under the Public Procurement Regulatory Authority (PPRA). • • Bids must be submitted through PPRA's EPADS portal. The deadline for submission is **23RD April, 2025** at 03:00PM and bids will be opened on the same day at 3:30PM.

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Bid Form

(On Letter Head of Company)

| | |
|--|---------------------|
| Name of the Bidder | |
| Status | Authorized Dealer O |
| Address of Office/shop | |
| Year of Establishment | |
| Experience | More than 7 Years O |
| Registration No of Registrar Firms(If applicable) | |
| Registration Date | |
| NTN No. | |
| FBR Registration Date | |
| Sales Tax Number | |
| Sales Tax Registration Date | |
| AGPR Vendor No. | |
| Bank Account No. | |
| Bank Name and Branch | |
| Name of the Proprietors with CNIC Nos. | |
| Bid Security (Yes/No) | |

(Name, Signature, Stamp and Date)

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Pricing Format for Financial Proposal

(On Letter Head of Company)

| Sr. | Particulars | Unit price (PKR) | Quantity | Price excluding Sales Tax (PKR) | Applicable Sales Tax (PKR) | Total Price incl. Sales Tax (PKR) |
|-----|-------------------------------|------------------|----------|---------------------------------|----------------------------|-----------------------------------|
| 1 | Laptops | | 10 | | | |
| 2 | Laser Printer/Scanner | | 03 | | | |
| 3 | Laser Printer/Scanner (Color) | | 01 | | | |
| | Total Bid Cost | | | | | |

6.General Terms and Conditions

- a. Firm will be bound to supply/deliver the equipment/goods to PSEB office using its own transport.
- b. Only one rate shall be allowed for each item/product/asset/hardware, multiple rates in the bids for one item shall not be admissible.
- c. The Financial Proposal/ bid shall not have any over writings or cutting.
- d. It will be the discretion of the management to award the contract to a single or multiple selected bidders in respect of quoted item/items.
- e. The Bid Validity period shall be 90 days.
- f. The successful firm(s) will have to provide performance bond equal to **10%** of the contract value against the items after receiving the Purchase Order which returned after successful period of warranty.
- g. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.
- h. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.
- i. Substandard, refurbished and none compliant item(s) will be rejected by the PSEB at any stage after or during the supply.
- j. Any quoted bid received after the closing time for submission of bids shall not be entertained.
- k. Supply should be made in proper packing.

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- l. Single stage one envelope procedure will be followed.
- m. Vendor will be responsible for the delivering of items/goods on the said date within working hours.
- n. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.
- o. If the delivered goods/ equipment's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BOQ, otherwise the purchase order will be cancelled.
- p. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.
- q. The PSEB reserve the right to increase or decrease the quantities of listed items
- r. Bidder can quote in one or more items and purchase orders will be given to the lowest bidder accordingly conforming technical specifications.
- s. **Bids should be submitted electronically ONLY through EPADS(PPRA). For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- t. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by 23rd April, 2025 at 03:00PM. Bids will be opened in the presence of bidders or their authorized representatives on the same date at 03:30 PM**
- u. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time.**

Note: Only those bids will be entertained who applied through EPADS <https://eprocare.gov.pk> . There is no prescribed bidding document fee.

7. **MAILING ADDRESS:**

Project Director Establishment of IT Park-Karachi

Pakistan Software Export Board (G) Limited,
Office No 207 ,2nd Floor Evacuee Trust Complex
Agha Khan Rd, F-5/1 Islamabad
Phone # +92 51 92040744

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List of Items

| Sr. | Specifications/Description | Qty | Unit Price | GST if applicable | Total Amount |
|-----|--|-----|------------|-------------------|--------------|
| 01 | <p>Laptop</p> <p>Brand: Dell, HP and Lenovo or Equivalent (Business series) Processor: Core i7 13th Generation or higher Processor- Speed 3.6 GHz Boost up to 4.9 GHz or higher Ram: 16 upto 32 GB or higher Hard Disk: 1TB SSD NVMe or higher Graphic Card: RTX 4060 (Nvidia Geforce) or equivalent Display: 15.6" or higher Screen surface 15.6" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC or equivalent Fingerprint Reader Yes. Numeric Keyboard: Yes Camera: privacy shutter Connectivity: Bluetooth, Wi-Fi Ports: Type-C, USB Carrying Bag: Yes Operating System: MS Windows 11 Pro and Higher (Licensed), MS Office updated (Licensed) Warranty: 2-year manufacture warranty</p> | 10 | | | |
| 02 | <p>Laser Printer</p> <p>Brand HP or Equivalent Functions Print First page out As fast as 6.1 sec Resolution Up to 1200 x 1200 dpi Monthly duty cycle Up to 80,000 pages Monthly Page Volume 750 to 4,000 Print Technology Laser Display LED 2-line backlit LCD graphic display Paper handling input 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 Paper handling output 150 sheet output bin Media sizes support Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch) Print speed Upto 40 ppm Type Flatbed, ADF Resolution, optical Hardware: 600 x 600 dpi; Optical: Up to 600 dpi Scan Speed ADF: Up to 40 ppm / 80 ipm Duplex ADF scanning Yes ADF capacity Standard, 50 sheets</p> | 03 | | | |

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| <p>Scan size (flatbed), maximum ADF: 8.5 x 122 in Maximum; 2x2 in Minimum Media types Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index) Output resolution dpi settings 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi Memory Standard: 512 MB Processor speed ARM-1176 666 MHz Duty cycle (daily) Recommended daily duty cycle: 4000 pages OS Compatibility Windows 11, 10, 8/8.1, 7, Mac OS X v10.9 (Mavericks), OS X v10.10 (Yosemite) Connectivity, standard Ethernet 10/100 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct Warranty 2-year manufacture warranty</p> | | | | |
| <p><u>Laser Printer (Color)</u> Brand HP or Equivalent</p> <p>1. General Requirements: The proposed color printer must be a high-performance, network-ready laser printer suitable for enterprise use, with robust security features and efficient printing capabilities. The printer must support duplex printing and be optimized for high-volume printing needs.</p> <p>2. Printing Technology:</p> <ul style="list-style-type: none"> • Type: Laser Printer • Color Output: Color • Duplex Printing: Automatic (Standard) • Print Speed: Minimum 30 pages per minute (ppm) for both color and black & white • First Page Out: Less than 6.0 seconds <p>3. Print Quality & Resolution:</p> <ul style="list-style-type: none"> • Print Resolution: Minimum 1200 x 1200 dpi • Image Enhancement Technology: Built-in printing enhancement for improved clarity <p>4. Paper Handling:</p> <ul style="list-style-type: none"> • Input Capacity: Minimum 550 sheets standard tray, expandable to at least 1,200 sheets | 01 | | | |

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| | <ul style="list-style-type: none"> • Output Capacity: Minimum 250 sheets • Paper Sizes Supported: Letter, Legal, A4, A5, A6, Executive, Envelopes • Paper Types Supported: Plain, Glossy, Labels, Transparencies, Envelopes, Cardstock <p>5. Connectivity & Networking:</p> <ul style="list-style-type: none"> • Network Connectivity: Gigabit Ethernet (10/100/1000BASE-T) • USB Connectivity: Minimum one high-speed USB 2.0/3.0 port • Wireless Connectivity: Optional wireless and mobile printing support (AirPrint, Mopria, Google Cloud Print) • Secure Printing: PIN authentication for secure job release <p>6. Processor & Memory:</p> <ul style="list-style-type: none"> • Processor Speed: Minimum 1.2 GHz • Memory: Minimum 1 GB RAM, expandable as required <p>7. Security Features:</p> <ul style="list-style-type: none"> • Secure Boot, Firmware Integrity Validation • User Authentication with PIN Code • Encrypted Hard Drive (if applicable) • Secure Network Protocols: SNMPv3, HTTPS, IPsec <p>8. Energy Efficiency & Environmental Standards:</p> <ul style="list-style-type: none"> • Energy Star Certified • EPEAT Registered (if available) • Power Consumption: Low power sleep mode and auto on/off capability <p>9. Compatibility & Drivers:</p> <ul style="list-style-type: none"> • Compatible Operating Systems: Windows, macOS, Linux • Drivers: Universal print drivers and PostScript/PCL support | | | | |
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| <p>10. Additional Features:</p> <ul style="list-style-type: none">• Intuitive LCD control panel with user-friendly navigation• Expandable paper handling options• Monthly Duty Cycle: Minimum 80,000 pages per month <p>11. Warranty & Support:</p> <ul style="list-style-type: none">• 2-year manufacture warranty | | | | |
|--|--|--|--|--|