



OFFICE OF THE
CONTROLLER GENERAL OF ACCOUNTS
DIRECTORATE GENERAL MIS/FABS
Sector G-5/2, CGA Complex, Old FBC Building, ISLAMABAD
92-051-9203219 Fax: 92-051-9208896

INVITATION FOR BIDS (IFB-14)

**Procurement of Scanners and Desktops Computers for Directorate General
(MIS/FABS), Islamabad**

IFB No. 14/MIS/FABS/Proc/Scanners/2017
Date: 15.05.2017

The Directorate General MIS, Office of the Controller General of Accounts Islamabad invites sealed bids from reputed and eligible Firms/Suppliers/ Distributors/Agents, Active Tax Payer registered with the Sales Tax, Income Tax Departments and regularly filing Sales Tax and Income Tax Return and are directly authorized by the Original Equipment Manufacturer (OEM) for supply, installation, configuration, and Testing of following scanners, equipment & machinery for the Directorate General FABS/MIS to implement e-Office Module as per specifications/details given below:

Sr. No.	Items Description	Qty required	Maximum Delivery Time period	Delivery Office Location
01	Heavy Duty Scanner with Flatbed (Legal): i) <u>Scan speed</u> -50 to 70 ppm/100-140 ipm or higher (Color/Grayscale/B&W) at 200-300 dpi ii) <u>Minimum Daily scan volume</u> 7000 to 8,000 copies iii) <u>Document feeding capacity</u> 75-100 sheets, 80 gms or higher	01	03 to 07 days	i) FABS Directorate, 2 nd Floor, Office of the AGPR, G-8/4, Islamabad.
02	Standard Scanner with flatbed (A4): i) <u>Scan speed</u> -25 to 30 ppm /50 ipm to 60 ipm (Color/Grayscale/B&W), 300 dpi ii) <u>Minimum Daily scan volume</u> 3,000 copies or higher iii) <u>Document feeding capacity</u> 50-75 sheets, 80 gms or higher	07	03 to 07 days	ii) MIS Directorate, Ground Floor, Office of the CGA, G-5/2, Islamabad.
03	New Desktop Computers with complete accessories and licensed antivirus	12	03 to 07 days	

Note: Delivery time must be complied and only one bid price by the bidder against each item shall be considered for evaluation and conditional bid or any variation in bid price due to new taxes will be considered as rejection of the bid.

2. Ad can be downloaded from CGA, FABS and PPRA websites i.e www.cga.gov.pk, www.fabs.gov.pk and www.ppra.org.pk or detailed tender document, containing terms and conditions, method of procurement, procedure for submission and opening of bids, bids forms/securities, evaluation criteria, specifications, delivery schedule and clarification / rejection of bids etc can be obtained from office of the undersigned on payment through call deposit Receipt/pay order/demand draft amounting Rs. 500/- (Non refundable) in favor of DDO, Directorate General MIS, CGA. Bidders can quote bid price for one or both items published in the IFB-14 but only one bid for each item will be considered for evaluation. Work award will be given to the best lowest evaluated responsive bid(s) of the bidder for respective item(s) conforming to the Technical Evaluation criteria, Bidders Qualification and Financial Evaluation Criteria mentioned in the bidding document.

3. Bids under the “**Single Stage-One Envelope procedure**” of Federal PPRA Rules 2004, i.e, marked as **Technical Proposal** and **Financial proposal** in one envelope with IFB number written on top right corner of the bid envelope with bid security money equivalent to 4% of total financial bid price in shape of pay order/demand draft/CD-R in favour of DDO, Directorate General MIS, CGA, will be received in person or through registered courier up to **May 31, 2017 (Wednesday) by 11:00 A.M and will be opened on same day at 11:30 A.M** in presence of the bidders or their representatives who may choose to attend as per given below venue:

i) **Bids opening Venue:** Committee Room, 6th Floor CGA Complex, Old FBC Building, G-5/2, Islamabad.

4. **Any bid found conditional, overwritten, with false information, forged documents, received late and/or not accompanied by less than 4% bid security money of the total bid price of all quoted items in shape of pay order/CD-R/demand draft by the bidder will be rejected as per PPRA Rules 2004.** Successful bidder(s) will have to deliver, install, configure and test the scanners and other items at respective delivery station.

5. The Directorate General MIS, CGA reserves the right to accept or reject all bids in accordance with PPRA Rules 2004.

(SHAHANA BATOOL)
Director (Administration)
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List for Mandatory documents to be submitted with the bid

S#	Document Name	Attached with Bid	
	Mandatory Documents	(Yes/No)	
01	<u>NTN,STN in FBR and Vendor Number in AGPR</u> , Islamabad (if available), Bank/Branch Name, Account No.	Yes	No
02	<u>Authorization letter to participate in bid OR</u> (Signed <u>Bid Acceptance Form No 1</u> under Section IV of the bidding document)	Yes	No
03	Income Tax Registration Certificate	Yes	No
04	Sales Tax Registration Certificate	Yes	No
05	<u>Active Tax Payer Certificate/ FY 2015-16 Return of Income /Sales Tax Return</u> verified by FBR must be attached.	Yes	No
06	<u>Signed Price Schedule</u> must be attached (for each item inclusive of taxes)	Yes	No
07	<u>Authorized Dealer/Original Equipment Manufacturer/Distributor certificate</u> for supply of all type scanners.	Yes	No
08	<u>No Litigation/No Black listing Certificate</u> must be provided on letter head of the organization or on legal paper attested by the Notary Public.	Yes	No
09	<u>Copies of the purchase orders</u> and work completion report issued by concerned department.	Yes	No
10	<u>Bid Validity period</u> should be 120 days, otherwise bid will be rejected for non compliance of Rule 26 (2) "Bid Validity" of PPRA Rules 2004.	Yes	No
11	<u>Delivery time period</u> mentioned by the bidder must be complied with the delivery schedule mentioned in the ad i.e 03 to 07 days.	Yes	No
12	<u>Bid Security</u> equivalent to 4% of total quoted bid price in shape of Bank Draft/Pay order/Bank Guarantee in favour of DDO, MIS Directorate, CGA must be attached with the bid which shall be released to unsuccessful bidders on award of Contract/Purchase order. Bid shall be rejected if 04% bid security amount is found lesser than the 04% of the total bid price amount after arithmetic correction (if any).	Yes	No
13	Technical Specifications compliance sheet by bidder	Yes	No