

Price Rs. 500/-

**NATIONAL BOOK FOUNDATION
ISLAMABAD**

TENDER DOCUMENT No. HT-04(5)

**6 Mauve Area, Taleemi chowk , G-8/4
Islamabad**



نیشنل بینک فاؤنڈیشن
اسلام آباد
ٹینڈر نمبر۔ ایچ ٹی 04 (5)



پیشکشیں مطلوب ہیں

- نیشنل بینک فاؤنڈیشن (NBF) جو کہ ایک خود مختار ادارہ ہے، کو آئی ٹی کے سامان (پرنٹرز اور سکینرز) کی خریداری کے لیے اگم ٹیکس اور سیلز ٹیکس ڈیپارٹمنٹ سے رجسٹرڈ شدہ اچھی شہرت رکھنے والی فرمزا/کمپنی/ڈیلرز/سپلائرز سے سر بمس پیشکشیں مطلوب ہیں۔
2. ٹینڈر دستاویزات، جس میں تمام تر شرائط اور ضوابط کی تفصیلات، طریقہ کار، ٹینڈر ضمانت، جانچ پڑتال وغیرہ دلچسپی رکھنے والی فرمزا/کمپنی/ڈیلرز/سپلائرز نیشنل بینک فاؤنڈیشن 6 ساڈا ایریا، G-8/4، اسلام آباد سے حاصل کر سکتے ہیں۔ ٹینڈر دستاویزات کی فیس مبلغ 500 روپے (نا قابل واپسی) ہے۔ ٹینڈر دستاویزات نیشنل بینک فاؤنڈیشن کی ویب سائٹ www.nbf.org.pk سے بھی ڈاؤن لوڈ کی جاسکتی ہیں
3. ٹینڈر دستاویزات کی ہدایات کے مطابق بڑ تیار کر کے آئی ٹی سیکشن نیشنل بینک فاؤنڈیشن کے نیچے دیئے ہوئے ایڈریس پر دستی یا بذریعہ کوریئر 29 اپریل 2022 کو دن 11 بجے تک پہنچ جانی چاہئیں جو کہ اسی دن بوقت 12 بجے کھولی جائیں گی۔

فون نمبر: 051-2280414-9261533 ای میل: it@nbf.org.pk www.nbf.org.pk	(فیصل شعیب مٹٹی) اسسٹنٹ ڈائریکٹر (آئی ٹی) نیشنل بینک فاؤنڈیشن، 6 ساڈا ایریا، G-8/4، اسلام آباد
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SUBJECT: Detail of the equipments required.

National Book Foundation intends to purchase following IT/Hardware equipment's.

S.NO	Equipment	Quantity	Place of Delivery
01	Printer A3 (HP 751 dn or equivalent)	1 No's	NBF H.O Islamabad
02	Printer Black & White Latest (dnw)	01 No's	NBF H.O Islamabad
03	Scanner(ADF)	04 No's	NBF H.O Islamabad

Note;- The quantity may be increased or decreased asper the requirement

Specification for Colour Printer

A-3 Size, Network Support, Duplex		Yes	NO
Print speed	Up to 40 ppm		
Resolution (black)	Up to 1200 x 1200 dpi		
Resolution (color)	Up to 1200 x 1200 dpi		
Monthly duty cycle	Up to 150,000 pages		
Print Technology	Laser		
Number of print cartridges	4 toner cartridges (1 each for black, cyan, magenta, yellow)		
Mobile Printing Capability	HP ePrint; Apple AirPrint™; Mopria™ Certified; Google Cloud Print™; HP Roam		
Minimum system requirements	2 GB available hard drive space, Internet connection or USB port, OS hardware requirements see apple.com		
Memory	3.5 GB		
Paper handling input	100-sheet multipurpose tray, 550-sheet input tray		
Duplex printing	Automatic (standard)		
Media sizes	A3, 12x18		
Paper handling output	250-sheet output bin		
Warranty	Years		

Specification for Printer (Black & White)

Printer (Black & White)		Yes	No
Model	Laser Jet Printer HP dwn ,or equivalent		
Specification	550-sheet tray : Optional Print speed6 : Up to 40/38 ppm, letter/A4 Two-sided printing : Automatic: up to 32/30 images per minute (ipm), letter/A4 Networking, Built-in 10/100/1000 Base- TX Gigabit Ethernet, Mobile printing, Wireless direct printing, NFC touch-to-print, HP print, Apple Air Print, Mopria-certified, Google Cloud Print 2.0		
Warranty	Years		

Specification for (ADF) Scanner

Scanner ADF	Specifications	Yes	No
Scanner type	Flatbed, ADF		
Scan resolution, optical	Up to 600 dpi (color and monochrome, ADF) or Higher		
Duty cycle	Up to 1,500 pages (ADF) or Higher		
Levels of grayscale	256 or Higher		
Scan size, maximum	A4 at Front Panel and Legal at ADF or equivalent		
Scan file format: For text and images	PDF, JPEG, PNG, BMP, TIFF, TXT(Text), RTF (Rich Text)		
Scanner advanced features	One pass duplex scanning; One button scan; OCR; Configurable scan shortcuts		
Compatible operating systems	Windows 10 or higher		
Connectivity	Standard, Hi-Speed USB 2.0 or higher		
Automatic document feeder capacity	Standard, 50 sheets or higher		
Automatic document feeder speed	20 ppm/40ipm or higher		
Scanning options (ADF)	Single-pass E-Duplex		
Scan size (ADF), maximum	216 x 356 mm or Higher		
Scan size (ADF), minimum	89 x 148 mm or Higher		
Warranty	Years		

TERMS & CONDITIONS

1. DATE AND TIME OF RECEIPT OF TENDER

Bid documents duly completed should reached the office of Assistant Director (IT) National Book Foundation, Islamabad before one hour of opening of the tender as on 29 April 2022. Bids shall be opened on the same date at 12:00 am in the presence of bidders (if present) at NBF, Head Office. Bids received after the closing date and time, will not be entertained.

2. EARNEST MONEY

Bidder will attach a bank draft/ pay order of 2% of the total value of the bid (refundable on completion of supply) in favor of National Book Foundation, Islamabad. Personal cheques will not be accepted.

3. PRICES

- i. Bidders are required to quote all prices ex-Islamabad in Pak Rupees inclusive of all taxes. All delivered items should be duties and tax paid.
- ii. The bids should remain valid for at least 90 days from the last date of submitting the bid.

4. SCHEDULE OF PAYMENT

Payment will be made on completion of supply.

5. EQUIPMENT

- i. The equipment should be new, not used or refurbished or grey. The Components of the equipment should be assembled by the manufacturer.
- ii. All the information provided in the bid should also be adequately supported by relevant documents and technical brochures.
- iii. The equipment should be arranged through the legal channels by Providing all duties/taxes (if any) levied by the Govt. copies of the shipping documents will need to be submitted at the time of supply.

6. DELIVERY PERIOD AND PLACE

- The supplier will be required to deliver the equipment within 02 week from the date of issuance of purchase order.
- The equipment will be delivered in IT section ,National Book Foundation Head Office, Taleemi Chowk 6-Muave Area G-8/4 Islamabad.

7. DISQUALIFICATIONS

Bids are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document.

- i. Technical details/brochures and literature pertaining to the offered items are not attached.
- ii. Tenders are submitted without the required earnest money.
- iii. Offers are received after specified date and time.
- iv. Specification and other requirements are not properly adhered to or manufacturer's brochures shows different specifications from those given in the tender.
- v. Valid GST/NTN certificate is not attached.
- vi. Any other major discrepancy found in the proposal.
- vii. If the bidder is black listed from any Govt Department.
- viii. Only 100% pin pack new items are acceptable with genuine warranty card.

8 . RIGHTS RESERVED

The Managing Director National Book Foundation, Islamabad reserves the right to accept or reject any or all the bids and increase or decrease the quantity of equipment as per PPRA rules.