

Rs.2000/-

NATIONAL BOOK FOUNDATION

IT SECTION (ISLAMABAD)

Tender No. HIT-04(6)



TENDER DOCUMENT

PROCUREMENT OF IT EQUIPMENT'S

FOR

NATIONAL BOOK FOUNDATION

HEAD OFFICE 6-MAUVE AREA, TALEEMI CHOWK, G-8/4, ISLAMABAD

Phone No. 051-2280414



Government of Pakistan
NATIONAL BOOK FOUNDATION

REQUEST FOR PROPOSALS FOR PROCUREMENT OF IT EQUIPMENT'S

National Book Foundation, Islamabad (NBF) invites "Sealed Proposals" on "Single Stage One Envelope Procedure" from reputable **firms, dealers, and suppliers** who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers for "**Procurement of IT Equipment's for National Book Foundation**"

| Sr# | Items Required |
|------------|-----------------------|
| 1) | Laptop |
| 2) | Computer |
| 3) | Scanner |
| 4) | Printer |

Bidding documents, containing detailed term and condition, method of procurement, procedures for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. are available for the interested bidders at NBF, 6 Mauve Area, G-8/4 Islamabad, NBF, 45-C Civic center near Telephone exchange Mustafa town Lahore, NBF, Plot no. 36-37, sector B/2, Phase 5 Hayatabad Peshawar and NBF, Braille complex building, near TV station, stadium road Karachi. Price of bidding documents is Rs. 2000/- (non-refundable). Bidding documents can also be downloaded from NBF website: www.nbf.org.pk & PPRA EPADS as well.

The bids, prepared in accordance with the instructions in bidding documents, must be dropped in tender box place in room of PA to Secretary, NBF 6 Mauve Area, G-8/4 Islamabad on or before 9th July, 2025 at 11:00 am. Technical and Financial proposal will be opened on the same day at 11:30 am.

As per direction of PPRA, it is mandatory for bidders to register themselves on EPADS(www.eprocure.gov.pk) and submit their through EPADS and drop hard copy to NBF Head Office Islamabad before the closing time.

Asad Rasool Nagra (IT Section)
National Book Foundation, G-8/4, Islamabad

Ph: 051-2280414

TENDER DOCUMENT

For the Procurement of IT Equipment

(Laptop, Computers, Printers, Scanner)

Tender No.: HIT-04(6)

Issue Date: [23-06-2025]

Bid Submission Deadline: July 9, 2025 at 11:00 AM

Bid Opening Date & Time: July 9, 2025 at 11:30 AM

1. Invitation to Bid

National Book Foundation (NBF) invites sealed bids from **eligible firms, dealers, and suppliers** who are registered with income tax and sales tax departments and are active on the Active Taxpayer List (ATL), for the procurement of IT equipment listed below.

2. Submission Method

- Bidding documents, containing detailed term and condition, method of procurement, procedures for submission of bids, bid security, bid validity , opening of bid, evaluation criteria, clarification/rejection of bids etc. are available for the interested bidders at NBF, 6 Mauve Area, G-8/4 Islamabad, NBF, 45-C Civic center near Telephone exchange Mustafa town Lahore, NBF, Plot no. 36-37, sector B/2, Phase 5 Hayatabad Peshawar and NBF, Braille complex building, near TV station , stadium road Karachi. Price of bidding documents is Rs. 2000/- (non-refundable). Bidding documents can also be downloaded from NBF website: www.nbf.org.pk & PPRA EPADS as well.
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3. Technical Specifications

The bidder must provide the following items, brand-new and as per the minimum specifications listed below.

| Sr. No | Item Description | Quantity | Minimum Specifications |
|--------|--|----------|---|
| 1 | Laptop (Core i7) | 1 | <p>HP, DELL or Equivalent (must be professional/business series laptop)</p> <p>Processor: Intel® Core™ Ultra 7 155U (Up to 4.8 GHz) or above</p> <p>RAM: 16GB DDR5-5600</p> <p>Hard Drive: 1TB PCIe® NVMe™ SSD</p> <p>Technology: Intel® vPro® Technology</p> <p>Screen size: 16", WUXGA (1920 x 1200), Full HD, IPS, Anti-Glare, 300 nits, 45% NTSC</p> <p>Camera: Integrated 720p HD Camera</p> <p>Operating System: Licensed Microsoft Windows 11</p> <p>Components & Accessories: Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 , HDMI Port, RJ-45 , Backlit Keyboard with Numeric Keypad , 45W Type-C Adapter , Same brand original laptop bag , Laptop Color -Pike Silver or white</p> <p>Warranty: 1 Year Official & Local Warranty (Authorized Channel) Online Verifiable</p> |
| 2 | Computer (Core i7) (14 th Generation) | 6 | <p>HP, DELL or Equivalent (Tower)</p> <p>Processor: Intel® Core™ i7-14700 (up to 5.4 GHz)</p> <p>RAM: 16 GB DDR5-5600</p> <p>Hard Drive: 512 GB PCIe® NVMe™ M.2 SSD , and 1TB HDD</p> <p>Accessories: Wired Keyboard & Mouse</p> <p>Power Adapter: 180 W</p> <p>Operating System: Licensed Windows 11</p> <p>LED Monitor: Pro 24 inches IPS FHD (1920 x1080)- HDMI Port, Display Port , VGA Port.</p> <p>Warranty: 1 Year Official & Local Warranty (Authorized Channel) Online Verifiable</p> |
| 3 | Laser Printer | 5 | <p>HP LaserJet Pro 4003DN Printer or Equivalent</p> <p>Print Speed: Up to 40 ppm</p> <p>Monthly Duty cycle: Up to 80,000 pages</p> <p>Print quality: 1200 x 1200 dpi</p> <p>Memory: 256 MB</p> <p>Warranty: 1 Year Official & Local Warranty (Authorized Channel) Online Verifiable</p> |

| Sr. No | Item Description | Quantity | Minimum Specifications |
|--------|------------------|----------|---|
| 4 | ADF Scanner | 1 | <p>Scanning Speeds: 70ppm/140ipm color at 300 dpi Duplex, Straight Paper Path</p> <p>Scanning Technology: Dual CIS, Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8 x 3) or higher</p> <p>Paper Thickness: Minimum 27 For Thin Documents like Bank Deposit slips & Maximum 433 g/m² For Thick documents like Hard Card educational certificate (7.2–160 lb. cover stock) or higher</p> <p>Hard card thickness up to 1.24 mm</p> <p>Daily scan volume: 9900 pages per day or higher</p> <p>Document Feeder: Up to 80 sheets of 80 g/m² or higher Handles small documents such as A8, ID cards, embossed hard cards, and insurance cards (portrait and landscape orientations)</p> <p>Maximum/ Minimum Document Size: 216 mm x 3000 mm, 2.05 in. x 2.05 in</p> <p>Warranty: One Year OEM Warranty</p> |

4. Terms & Conditions

- Procedure: **Single Stage – One Envelope**
- Delivery: Must be complete within **15 calendar days** after Purchase Order.
- **Bid Security:** 2% of total bid price (in the form of CDR).
- **Retention Money:** 5% of retention guarantee must be submitted from successful bidder with agreement and the same will be released after **3 months** upon satisfactory performance.
- Warranty: Minimum **1-year Channel Warranty** required (online verifiable)
- Payment: Within **30 days** of satisfactory delivery and inspection.
- Bids must be inclusive of all applicable government taxes and all transportation expense.
- NBF reserves the right to reject any or all bids as per Rule 33 of PPRA Rules 2004.
- Do Not Quote Gray Channel Products
- All bids must be submitted without any conditions
- Original receipt for the purchase of Tender Document (Rs. 2000/-) must be attached with the Tender Documents
- Bid Validity 90 days

5. Documents Required (Upload to EPADS and submit in envelope)

- Covering Letter
- Authority Letter
- Quotation (inclusive of taxes)
- NTN & GST Registration Certificates
- Active Taxpayer Proof
- Company Profile
- Manufacturer Authorization Letter of the Quoted Brand
- Relevant Experience in IT Equipment's
- Bidders must attach **at least five (05) previous work orders** of IT equipment (laptop, Computer, Printer Scanner)
- Warranty Details
- Affidavit for the completion of supply within given time frame of work order
- Affidavit of Non-Blacklisting
- CDR for 2% Bid Security

6. Financial Proposal Format

| Item | Quantity | Unit Price (Incl. Taxes) | Total Price | Details of Equipment's |
|--------------------|----------|--------------------------|-------------|------------------------|
| Laptop | 1 | | | |
| Computer | 6 | | | |
| Printer | 5 | | | |
| Scanner | 1 | | | |
| Grand Total | | | | |

7. Submission & Contact Details

IT Section

National Book Foundation

6 Mauve Area, Taleemi Chowk, G-8/4, Islamabad

☎ Phone: **051-2280414**

✉ Email: [it@nbf.org.pk]

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8. Contractor Information Form

Name of Contractor/Company: _____

Business Address: _____

Telephone Number: _____

Email Address: _____

Website (if applicable): _____

Contact Person for Tender:

Name: _____

Designation: _____

Telephone: _____

Email: _____

Important Note:

Both **online submission through EPADS** and **physical bid submission** are mandatory. Bids without either component will be rejected.