

**Government of Pakistan  
Pakistan Mint  
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Tender Enquiry No:	Proc.25.(Hardware)/T-16 /2025-26	
Subject of Procurement:	Computer Equipment (Hardware)	
Deadline for Bid submission	06-03-2026 at 10:00 Hours	
Schedule for opening of Bids	Technical:	Date: 06-03-2026 Time: 10:30 Hours
	Financial date will be announced later	
Method of procurement	Single Stage Two Envelope	

1. Bidding shall be conducted in line with the Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time. Provisions of National Standard Bidding Documents (NSBDs) available on PPRA website shall be deemed to have been read and adhered to by the bidders. In the event of any ambiguity or conflict between the documents listed below, the order of precedence shall be the order in which the documents are listed below: -

- (a) Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time.
- (b) This whole tender document from page 1 till end.
- (c) Provisions of Purchase Order and other terms and condition as mentioned in bidding documents.
- (d) Instruction to bidders (ITB); Section-II of NSBD.
- (e) Special Conditions of Contract (if applicable); Section VIII of NSBDs
- (f) General Conditions of the Contract: Section VII of NSBDs;

**BID DATA SHEET (BDS)**

BDS Clause No.	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
<b>A. Introduction</b>		
1.	1.1	Name of Procuring Agency: <b>Pakistan Mint</b> Period for delivery of goods: <b>10 days</b> Commencement date for delivery of Goods: <b>Immediately after PO</b>
2	2.1	Financial year for the operations of the Procuring Agency <b>2025-26</b>
<b>B. Bidding Documents</b>		
3.	7.2	The number of documents to be completed and uploaded on PPRA's E-pad System.
4.	8.1	The address for clarification of Bidding Documents is: Procurement Officer, Pakistan Mint, Lahore (042-99250040)
	8.5	Pre-bid meeting will not be held. However, such request from bidder can be entertained on merit.
<b>C. Preparation of Bids</b>		
5.	10.1	The Language of all correspondences and documents related to the Bid is: English & Urdu.
6.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: <i>As specified in Schedule of requirements.</i>
7.	12.3 (c)	Other procurement specific documentation requirements are: <i>As specified in Schedule of requirements.</i>

8.	15.9	<p>The price shall be fixed. Rates quoted should be on FOR Pakistan Mint basis (Free delivery to the consignee's end without any additional charges) including all levies and taxes.</p> <p>Single rate should be offered in a tender. Rate quoted should be firm &amp; final inclusive of all taxes etc. Tenderer should note that if during the currency of contract, any tax or duty etc. is levied by the Government; it would be the responsibility of the Tenderer.</p> <p>Prices offered should be for the entire quantity demanded; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted for package / LOT, all items mentioned in the package / LOT shall be quoted in the offered prices. Non-mentioning of price of each item of the package / LOT being non-responsive shall be rejected straightway and Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.</p>
9.	16.1(a)	Price shall be quoted in <i>Pakistani Rupees</i> .
10.	17.1	The Bid Validity period shall be 60 days.
11.	18.1	The amount of Bid Security shall be Rs. 45,000/- The currency of the Bid Security shall be: PKR
12.	18.3	The Bid Security shall be in the form of CDR / Bankers Cheque/Bank Guarantee from scheduled Bank in favour of Director General, Pakistan Mint, Lahore having validity of at least 180 days from date of opening of tender. Offers without Bid Security or short money would be rejected. The original Bid Security shall be submitted in Procurement Department before the closing time of bid.
<b>D. Submission of Bids</b>		
13.	23.1	The deadline for Bid submission is as mentioned at Page No. 1 of Tender
<b>E. Opening and Evaluation of Bids</b>		
14.	35	<p><b>Evaluation Techniques: Least Cost Based Selection (LCBS)</b></p> <p>After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.</p>
15.	33.5 (b)	Delivery must be completed within the period mentioned in the tender or purchase order. The supply should conform to the relevant specifications and Pakistan Mint requirement failing which the same will be rejected and removed at the risk and cost of the supplier.
16.	34.1	Preference to domestic or national suppliers or contractors shall be in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.
<b>F. Award of Contract</b>		
17.	40.1	Percentage for quantity increase or decrease is [As per requirement of <i>Pakistan Mint</i> ]. Director General, Pakistan Mint reserves the right to Increase/ Decrease Quantity and deletion of any items in a LOT/ Package.
18.	43.1	The Performance Security (or guarantee) shall be <u>five (5) percent of the quoted / Contract Price</u> . In case any bidder fails, his Bid security can be forfeited and 2 <sup>nd</sup> lowest can be considered. If the supplier fails to supply the goods, the performance bond can be forfeited.
19.	43.2	The Performance Security (or guarantee) shall be in the form of CDR/Banker Cheque / Bank Guarantee.
<b>G. Review of Procurement Decisions</b>		
20.	49.1	The address of the Procuring Agency: Pakistan Mint, GT Road, Lahore.

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**SPECIAL CONDITION OF CONTRACT (SCC) AND OTHER TERMS AND CONDITIONS**

1. The tenderer should be indicated National Tax and G.S.T. (active tax payer).
2. The payment will only be made after the presentation of the sale tax invoice along with the bill.
3. For firms related to contract Services should be registered with PRA before payment otherwise payment will be made as per PRA Rules.
4. Bidder/Tenderer should attach copy of his/her CNIC.
5. Tenderer should be registered suppliers who are on active taxpayer list (ATL) of FBR. If the Tenderer is not on active taxpayer list (ATL) the payment will not be made till his appearance on ATL of FBR.
6. All pages of Tender Documents must be signed and attested by bidder.
7. The tenderer shall himself arrange for unloading the supplied material.
8. Performance period can be extended as per nature of supply.
9. The supplier must clearly mention the brand / make of the items.
10. One Set of Filled hard copy of the same bidding documents shall be submitted to Pakistan Mint before closing of the Bid time.
11. CDR/ Banker Cheque / Performance Bank Guarantee can be detained by the Pakistan Mint for one year.
12. The prospective bidder shall submit Sealed Bid Security for tender in the form of a CDR / Banker Cheque / Bank Guarantee from any scheduled bank of Pakistan, made out in favour of the Director General Pakistan Mint Lahore, before the bid closing time, failing which the bid(s) shall be considered 'non-responsive' and rejected.
13. In case of late Supply/Completion Liquidated damage at the rate of 2% per month upto a maximum at 10% can be imposed on prorata basis. It will be carried out in accordance with PPRA National Standard Bidding documents GCC Clause 25,26,27,28.
14. No interest will be paid on any delay in payment (GCC Clause 19.3).
15. The Director General, Pakistan Mint reserves the right in the Public Interest.
  - a. To accept or reject the part or whole of the tender without assigning any reason.
  - b. To waive off any of the condition /Specification in the tender/Purchase Order.
  - c. To withdraw any or all items, amend or change the quantity of stores included in this Tender while placing the order.
  - d. Tender can be rejected any or all the bids prior to acceptance of the bids as per PPRA Rules.

**SCHEDULE OF REQUIREMENT; TECHNICAL SPECIFICATION**

Item	Dept.	Description of Goods	Quantity and physical Unit	(Bidder can be asked to provide sample of Brand) (Yes or No)
1.	Admin	Desktop PC with LED Intel Core i5 13 <sup>th</sup> Gen RAM 8 GB DDR-5 Intel UHD/iris/ Graphics M.2. SSD 512 GB or above Windows 11 Home or Professional Tower Casing, Keyboard, Mouse and Power Cords included With 22 inch LED (IPS) Screen Full HD, Original/ Genuine with 1 Year Official warranty Brand HP, Dell or equivalent	04 Nos.	

Item	Dept.	Description of Goods	Quantity and physical Unit	(Bidder can be asked to provide sample of Brand) (Yes or No)
2.	Admin	<b>All in one PC</b> Intel Core i5 13th Gen RAM 8 GB DDR-5, M.2. SSD 512 GB or above Windows 11 Home or Professional 24-Inch Full HD IPS Display Intel UHD/iris Graphics Built in HD Web Cam and dual Speakers Wi-Fi, Bluetooth, Ethernet, USB & HDMI ports Wireless Keyboard, Mouse and power cords Included Original/ Genuine with 1 Year Official warranty Brand HP, Dell, Lenovo or equivalent Colour Black or Silver	01 No.	
3.		<b>Printer Laser Jet Black and White</b> Print speed : upto 40 ppm Duty cycle (max monthly, A4) Up to 80,000 pages 1200×1200 dpi Max Resolution Connectivity USB, Ethernet & Wifi Automatic Duplex Printing Brand HP or equivalent	03 Nos.	
4.		<b>Printer Laser Jet Color</b> Print speed : Up to 17 ppm (black), 17 ppm (color) Duty cycle (max monthly, A4) Up to 30,000 pages 600 x600 dpi Max Resolution Connectivity USB Brand HP or equivalent	01 No.	
5.		<b>Document Scanner</b> Flatbed with 60-sheet Automatic Document Feeder (ADF). Scan Speed Up to 25 pages per minute (ppm) or 50 images per minute (ipm). Max Document Size: 8.5 x 12.2 in (flatbed); up to 216 x 3100 mm (ADF). Duty Cycle: Recommended daily duty cycle is 1,500 pages. Connectivity: USB 2.0. Brand HP or equivalent	03 Nos.	

**LETTER OF BID - TECHNICAL PROPOSAL**

**INSTRUCTION TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT**  
 Place this Letter of Bid in the First envelope " **TECHNICAL PROPOSAL**".  
 The Bidder must prepare the Letter of Bid on "Computer Equipment" with its letterhead (or on same page) clearly showing the Bidder's complete name and business address.

<b>Tender Enquiry No:</b>	<b>Proc.25.(Hardware)/T-16/2025-26</b>	
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<b>Method of procurement</b>	<b>Single Stage Two Envelope</b>	

To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- a) The Technical Proposal, and
- b) The Financial Proposal.

In submitting our Bid we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the Bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 9);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in according with ITB3;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declaration ineligible by the Procuring Agency based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency's country in accordance with ITB4;
- (d) **Conformity:** We offer to supply in conformity with the Bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirement of Goods.
- (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the Bid submission dealing.  
Specified in BDS 23.1(as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration that period;
- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;
- (i) **State-owned enterprise or institution:** We are a state- owned enterprise or institution.(Yes/No)
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

**SEAL AND SIGNATURE OF TENDERER**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Bank A/C No. \_\_\_\_\_

NTN No: \_\_\_\_\_

GST No.: \_\_\_\_\_

Authorized Person name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

**Letter of Bid - Financial Proposal**

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT  
Place this Letter of Bid - Financial Proposal in the **second envelope** marked "FINANCIAL PROPOSAL".  
The Bidder must prepare the Letter of Bid - Financial Proposal on "Computer Equipment." with its letter head  
(or on same page) clearly showing the Bidder's complete name and business address.

<b>Tender Enquiry No:</b>	<b>Proc.25.(Hardware)/T-16 /2025-26</b>
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**Price Schedule Form**

Item	Dept.	Description of Goods	Quantity & physical unit	Unit price per item inclusive of taxes	Total price inclusive of taxes
1.		<b>Desktop PC with LED</b> Intel Core i5 13 <sup>th</sup> Gen RAM 8 GB DDR-5 Intel UHD/iris/ Graphics M.2. SSD 512 GB or above Windows 11 Home or Professional Tower Casing, Keyboard, Mouse and Power Cords included With 22 inch LED (IPS) Screen Full HD, Original/ Genuine with 1 Year Official warranty Brand HP, Dell or equivalent	04 Nos.		
2.	Admin	<b>All in one PC</b> Intel Core i5 13 <sup>th</sup> Gen RAM 8 GB DDR-5, M.2. SSD 512 GB or above Windows 11 Home or Professional 24-Inch Full HD IPS Display Intel UHD/iris Graphics Built in HD Web Cam and dual Speakers Wi-Fi, Bluetooth, Ethernet, USB & HDMI ports Wireless Keyboard, Mouse and power cords Included Original/ Genuine with 1 Year Official warranty Brand HP, Dell, Lenovo or equivalent Colour Black or Silver	01 No.		
3.		<b>Printer Laser Jet Black and White</b> Print speed : upto 40 ppm Duty cycle (max monthly, A4) Up to 80,000 pages 1200×1200 dpi Max Resolution Connectivity USB, Ethernet & Wifi Automatic Duplex Printing Brand HP or equivalent	03 Nos.		

4.	<b>Printer Laser Jet Color</b> Print speed : Up to 17 ppm (black), 17 ppm (color) Duty cycle (max monthly, A4) Up to 30,000 pages 600 x600 dpi Max Resolution Connectivity USB Brand HP or equivalent	01 No.		
5.	<b>Document Scanner</b> Flatbed with 60-sheet Automatic Document Feeder (ADF). Scan Speed Up to 25 pages per minute (ppm) or 50 images per minute (ipm). Max Document Size: 8.5 x 12.2 in (flatbed); up to 216 x 3100 mm (ADF). Duty Cycle: Recommended daily duty cycle is 1,500 pages. Connectivity: USB 2.0. Brand HP or equivalent	03 Nos.		
<b>Total Amount With Taxes</b>				

**Note. 1: Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.**

**2: In case of discrepancy between unit price and total, the unit price shall prevail.**

**3: No payment will be made against the sample.**

To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal we make the following additional declarations:

(a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(b) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

**SEAL AND SIGNATURE OF TENDERER**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Bank A/C No. \_\_\_\_\_

NTN No: \_\_\_\_\_

GST No.: \_\_\_\_\_

Authorized Person name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

  
 19/02/2024  
 Procurement Officer,  
 Pakistan Mint, Lahore,