

**GOVERNMENT OF PAKISTAN**  
**HQ NATIONAL LOGISTIC CORPORATION**  
**INVITATION TO TENDER**  
**FOR PROCUREMENT OF LAPTOPS**  
**INSTRUCTION TO TENDERERS - WORDS OF CAUTION**

1. **Participation of Tender.** The tender can be participated by following: -
  - a. **OEMs (Original Equipment Manufacturers)**
  - b. **OEM Authorized Dealers / Re-Sellers having OEM Authorization Letter with sustained financial capability**
2. **Eligibility / Bid Qualification Criteria.** The bidder must prove his eligibility by completing the Bid Qualification Criteria as following.

<b>Ser</b>	<b>Check List</b>	<b>Yes / No</b>
a.	Tender Fee	
b.	Bid Security	
c.	Copy of NTN / STRN and Active Tax Filler with 100% compliance	
d.	Certificate to compliance to the GSR	
e.	Authorization Letter from OEM	
f.	Complete Tech Data of Equipment	
g.	90 x Days Offer Validity	
h.	Confirmation to Delivery Period	
i.	Comparison Chart (NLC Specification and Firm Offer)	
j.	Not Blacklisting Affidavit	
k.	Certificate to accept all conditions of tender	
l.	List of Major Clients	
m.	Hierarchy of the firm along with portfolio of owner & top management be attached	

3. **Special Conditions**

- a. Bidder must provide the Authorization Letter from OEM / Authorize Dealer / Re-Seller
  - b. Quoted items / equipment should be Branded and Brand New.
  - c. Firms are only allowed to quote only 1 x variant / model of item being quoted.
  - d. Offer should also accompany complete technical data of the equipment.
  - e. Firms must provide all relevant import documents to the purchaser (If Required).
  - f. Offers must be prepared on firm's letter head, accompanied by the schedule to tender duly completed / signed / stamped by authorized executive (by name) of the firm without which the offer will not be entertained.
  - g. In case, any firm fail to supply the tendered store as per the Letter of Acceptance / contract Agreement, The NLC has the right to take punitive action against defaulter firm that include confiscation of its bid security, Performance Bank Guarantee and ban to participate in the tender etc.
4. **Rejection of Bid.** A bid will be rejected under following circumstances: -
- a. Bids not qualifying the bid evaluation criteria as mentioned above.
  - b. Offers not accompanied with complete technical specifications of items being offered and not supported with detailed technical brochures.
  - c. Non responsive bid to any single required criteria / specification
  - d. Non submission of Tender Fee & Bid Security
  - e. Late submission of tender from given date & time
  - f. Offers not complying with the special instructions (para 3 & 4) in addition to other conditions
5. **Particulars and Specifications.** Standard particulars, and specifications of Laptops required to be procured are attached at **Annex 'A'**. The bid must conform to the asked specifications and acceptance criteria.

6. **Delivery of Tender.** The original copy of the tender is to be enclosed in double cover. (i) Technical Offer (ii) Commercial Offer, separately. The covers should be sealed and bear tender Enquiry Number and date of opening, while the outer cover should bear only address of this office without any indications.
7. **Date and Time for Submission of Tender.**
  - a. Tender must reach at HQ NLC, Harding Road Near AFIRM Rawalpindi by the date and time specified in tender notice by hand or by post.
  - b. Tender must be dropped in the tender box before given time
  - c. NLC will not be responsible for delay occurring in post
8. **Price**
  - a. The firms must quote prices inclusive of all taxes, packing, delivery and installation charges at Rawalpindi etc as per format attached at **Annex "B"**
  - b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender.
  - c. Additional information, if any, must be linked with entries on the Schedule to Tender.
  - d. Prices quoted should be firm and final.
  - e. Tax exemption (if any) may be provided with the tender documents.
  - f. Firm's financial offer must be on letter head duly signed and stamped by executive authority, otherwise offer will be rejected
  - g. Firm will quote 2 x categories of laptops separately i.e. as per Annx "A" (Normal Series & High End Series).
  - h. 0.25% of the value of contract agreement will be provided by the firms at the time of signing of contract as stamp duty.
  - i. In case of increase in tax by GOP, the additional tax will be paid by purchaser.
9. **Validity of Offers.** The validity period of quoted rates must be indicated and should be at-least 90 days from the date of opening the tender without any condition, extendable for further processing of the case, if required.

10. **Delivery Period.** Equipment must be delivered installed within 45 x days after issuance of LOA (Letter of Acceptance) or Award of Contract (whichever is earlier) at prescribe location, beyond which Late Delivery Charges will apply.
11. **Packing.** Unless a method of packing is indicated in the specification in the schedule to tender form, the method of packing proposed by supplier must be described in schedule to the tender form. Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be described in the schedule of tender. Packing should be such that item shall not damage in transit till place of delivery. **SAFE DELIVERY OF ITEMS IS SOLE RESPONSIBILITY OF FIRM.**
12. **Inspection**
  - a. **Pre-Delivery Inspection**
    - (1) Pre-delivery inspection may be carried out at firm's premises before supply, by team of HQ NLC (If Required).
    - (2) Inspection will include Quantity, Quality, Conformation to the agreed specification as per LOA / Contract agreement.
    - (3) Firm will dispatch the items / equipment to prescribed location as mentioned in schedule of tender.
    - (4) Inspection (If Required) should preferably be kept at Rawalpindi / Islamabad. Inspection out of Rawalpindi / Islamabad will be carried out on the expenses of firm including travelling, boarding / lodging etc.
  - b. **Final Inspection.** Final Inspection will be carried out by the consignee after delivery & installation for any damages / breakages during transportation and successful functioning.
12. **Arbitration.** Any bidder feeling aggrieved by any act of procuring agency after submission of his bid and prior to award of the contract may lodge a written complaint to procurement agency under Rule - 48 PPRA.
13. **Risk and Expense.** Failure to supply the goods quoted or failure to meet the commitment made regarding delivery schedule, specifications, short supplies etc will authorize HQ NLC to purchase the items at firm's risk and cost.

14. **Force Majeure**. The supplier will not be held responsible for any delay occurring the supply of contracted stores due to event of force majeure such as Act of God, War, Riots, Civil Commotion's Strikes, lock out or disturbance directly affecting the supply over which the supplier has no control. In such an event the contractor shall inform the Purchaser within 15 days of the happening in writing. Non-availability of raw material for the manufacture of stores or the export permit for the export of the contracted stores from the country of its origin shall not constitute Force Majeure.
15. **Late Delivery**. Late Delivery charges will be imposed @ 2% per month or no of days delayed on total cost of contract with effect from original delivery date.
16. **Terms of Payment**
- a. 100% Payment will be made after delivery and Final Inspection after installation and issuance of CRV (Certified Receipt Voucher) by the consignee.
  - b. No advance payment is allowed
17. **Tender Fee and Bid Security**. Both will be prepared in the shape of bank draft in favor of "National Logistics Corporation HQ Main Account" and submitted as following: -
- a. **Tender Fee**. Rs 2,000/- must be attached with Technical offer.
  - b. **Bid Security**. Rs 200,000/- must be attached with Technical offer.
18. **Bank Guarantee**
- a. Performance Bank guarantee valuing 5% of the contract value must be provided / deposited by the successful firm for award of contract, within 15 days from the signing of the contract / issuance of Letter of Intent (whichever is earlier).
  - b. The Guarantee should be from a schedule bank of "AA" rating and valid till one month after warranty period.
  - c. Performance Bank Guarantee should be as per format provided by NLC and the currency of PBG should be same as the currency of financial offer.

19. **Warranty Period.** The **warranty period** of equipment will be **1 year** starting from the date of CRV. Firm will give comprehensive warranty (duly supported by the OEM).
20. **Comparison Chart.** Firms will also attach comparison chart along with their offer on following lines: -

NLC Specification	Firms Specification	Complied with or Not

21. **Evaluation:** Technical offer of bidders found eligible and qualified as per “**Bid Qualification criteria**” will be evaluated as per specifications (Annex “A”). Financial offers of technically approved bidders will be opened and bidder with the lowest financial proposal will be considered most advantageous bid.

General Manger Procurement, HQ NLC

**HEADQUARTERS NATIONAL LOGISTIC CORPORATION**

**GENERAL CONDITIONS GOVERNING CONTRACT**

1. Tender will be opened at HQ NLC, Harding Road Near AFIRM Rawalpindi at Date and Time mentioned in the newspaper add.
2. Tender will be submitted in accordance with PPRA Rule 36 (b) i.e. Single Stage – Two Envelope Procedure
3. Detail of equipment required to be procured is as under :-

<b>Ser</b>	<b>Items Description</b>	<b>Quantity</b>
a.	Laptop Normal Series (Ultra 5/ Ultra 7)	29
b.	Laptop High End Series (Ultra 9/ Ultra 7)	11

**NL-3**

Address\_\_\_\_\_

Telephone\_\_\_\_\_

Code Used\_\_\_\_\_

From: \_\_\_\_\_

To:

**THE DIRECTOR GENERAL**

**NATIONAL LOGISTIC CORPORATION QMG's BRANCH**

**R.A. BAZAAR GHQ RAWALPINDI**

Dear Sir,

I/We hereby offer to supply to the Director General NLC, the stores as per detail in the Scheduled hereto or such portion thereof as you may specify in the contract at the prices given in the said schedule and agree to hold this offer open till \_\_\_\_\_ . I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood the instructions to Tenders and Conditions of Contract as laid down in form NL-2 to "General Conditions Governing Contracts" and have thoroughly examined the specificity/drawing and or pattern quoted in the schedule hereto and am/are fully aware to the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. Recommended technical manual/ data are also enclosed with the offer.

4. The following pages have been added to and form part of this tender:-

Your faithfully

(Signature of Tendered)

Address\_\_\_\_\_

Dated \_\_\_\_\_

Signature of witness\_\_\_\_\_

Address\_\_\_\_\_

**SPECIFICATIONS**  
**Procurement of Laptops**

<b>GSR- 40x Laptops</b>	
<b>Laptop Normal Series (Ultra 5/ Ultra 7) Qty=29</b>	<b>Laptop High End Series (Ultra 9/ Ultra 7) Qty=11</b>
<ul style="list-style-type: none"> <li>• Core Ultra 7               <ul style="list-style-type: none"> <li>○ Processor: Intel Core ultra</li> <li>○ Memory: 16GB DDR5 or higher</li> <li>○ Storage: 512 GB/ 1 TB M.2 SSD</li> </ul> </li>   <li>• Core Ultra 5               <ul style="list-style-type: none"> <li>○ Processor: Intel Core Ultra</li> <li>○ Memory: 16GB DDR5</li> <li>○ Storage: 512 GB/ 1TB M.2 SSD</li> <li>○</li> </ul> </li>   <li>• <b>Common Features</b> <ul style="list-style-type: none"> <li>○ Graphics: Integrated intel</li> <li>○ Finger print: Fingerprint sensor</li> <li>○ Display: 15-16"</li> <li>○ Webcam: FHD Camera with privacy shutter</li> <li>○ Battery: 40 WHR or above express charge capable</li> <li>○ Audio: Integrated dual array microphones</li> <li>○ Wireless mouse</li> <li>○ Carrying case- Same brand bag</li> <li>○ Charger- Same brand</li> <li>○ Warranty: Minimum 1 Year replacement</li> <li>○ OS : Microsoft windows 11 Pro License</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Core Ultra 9               <ul style="list-style-type: none"> <li>○ Processor: Intel Core Ultra 9</li> <li>○ RAM: 16GB DDR5</li> <li>○ Storage: 512GB SSD</li> </ul> </li>   <li>• Core Ultra 7               <ul style="list-style-type: none"> <li>○ Processor: Intel Core Ultra</li> <li>○ RAM: 16GB DDR5</li> <li>○ Storage: 512GB/ 1TB SSD</li> </ul> </li>   <li>• <b>Common Features</b> <ul style="list-style-type: none"> <li>○ Graphics: Integrated intel</li> <li>○ Finger print: Fingerprint sensor</li> <li>○ Display: 14-16"</li> <li>○ Webcam: FHD Camera with privacy shutter</li> <li>○ Battery: 40 WHR or above express charge capable</li> <li>○ Audio: Integrated dual array microphones</li> <li>○ Wireless mouse</li> <li>○ Carrying case- Same brand bag</li> <li>○ Charger- Same brand</li> <li>○ Warranty: Minimum 1 Year replacement</li> <li>○ OS : Microsoft windows 11 Pro License</li> </ul> </li> </ul>

**Annex “B”**

Tender No:

1. Financial offer must be as per following formats: -

Ser	Equipment	Qty	Unit Cost excl Tax	Total Cost excl Tax	Unit Cost incl Tax	Total Cost incl Tax
a.	Laptops Normal Series (Ultra 5/Ultra 7)	29				
b.	Laptops High End Series (Ultra 9/Ultra 7)	11				

**Note**

- a. Price is required to be quoted on **FOR Rawalpindi** basis, which must include delivery, installation charges, and all taxes / duties. Brochure / manufacture specifications (in original) must be attached
- b. Firm must submit their financial offer as per above mentioned schedule to tender other wise offer will be rejected.