Institute of Space Technology, Islamabad
TENDER DOCUMENT

To: _____
_____
_____

Due Date of Submission
27-JAN-12
Receiving Time **10:30** Hrs
Opening Time **11:00** Hrs

Our Reference No: **LIT/IST Div/1112/111** Date: **11-JAN-12**.

Your Ref No:_____ Dated _____.

Tender fee of Rs. _____ has been deposited vide receipt No _____dated _____.

Dear Sirs,

1. Please find enclosed Annexure-A containing list of store(s), we desire to procure through your firm. In case, you are interested to offer your bid, it is requested to please send the same under two separate sealed envelopes, marked clearly, **"Technical Offer"** and **"Commercial Offer",** respectively to the undersigned, latest by or before above mentioned due date.

2. Please note that Technical Offer should contain Annexes-A & B duly filled in (supported with relevant technical literature/details/catalogues/leaflets etc). Commercial Offer will contain Annexure-C. Kindly ensure no space is left blank in the annexes.

3. Following are the special instructions of this IT (Invitation to Tender):

a. Tender(s) must be accompanied with a Bid Bond in agreement of faithful compliance of the conditions of Contract/Purchase Order. This amount will be equivalent to 2% of the total quoted value. In case of non-acceptance of any offer technically, the Bid Bond will be returned to the bidder by fastest possible means. The Bid Bond amount submitted by the successful bidder will however, be refunded on effective termination of Contract/ Purchase Order. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). The modes of deposition of Bid Bonds in favour of **Institute of Space Technology, Islamabad**, may be as under:

(1) Through Pay Order / Demand Draft / Call Deposit for the offer values upto Rs 500,000/-.
(2) Through Demand Draft / Pay Order/ Bank Guarantee for the offer values more than Rs 500,000/-.
(3) Submission of Earnest Money equal to the total bid value is mandatory, other wise your offer will be rejected.

b. Rates should be quoted on Free Delivery basis at **Institute of Space Technology, Islamabad**.

4. We reserve the rights to accept or reject any or all tenders as a whole or in part as per PPRA Rule 33 (1). The decision in this regard will be firm, final and binding on all bidders.

Yours faithfully,

Dy Asstt Director (Procurement) (Procurem

Jawad Rehmatullah

Annex-A

TECHNICAL OFFER

Our Reference No: **LIT/IST Div/1112/111** Date: **11-JAN-12**.

Technical Specifications

for Office Use Only

S.#	Nomenclature	Country of Origion	A/U	Qty Req	Description	Bidder			Tech Scrutiny to be done by User	
						Yes	No	Alternate Offer	Accepted	Rejected
									Reasons of Rejection	
1	**PRINTER**	IMPORTED	NO	6	1) HP LASERJET PRINTER MODEL# P2055DN OR EQUIVALENT 2) PRINT SPEED: UP TO 35 PPM 3) PRINT RESOLUTION: UP TO 1200 BY 1200 DPI; HP PRORES 1200; RESOLUTION ENHANCEMENT TECHNOLOGY (RET) 4) PROCESSOR: 600 MHZ 5) MEMORY: 128 MB (EXPANDABLE UP TO 384 MB VIA 1 OPEN 144-PIN DIMM SLOT) 6) DURABILITY RATINGS: RECOMMENDED MONTHLY VOLUME: 750 TO 3,000 PAGES;7 DUTY CYCLE: 50,000 PAGES 7) PAPER INPUT MEDIA: 50-SHEET MULTIPURPOSE TRAY 1, 250-SHEET TRAY 2 8) OUTPUT MEDIA: 150-SHEET OUTPUT BIN 9) PAPER TYPES: PAPER (BOND, LIGHT, HEAVY, PLAIN, RECYCLED, ROUGH), ENVELOPES, LABELS, CARDSTOCK, TRANSPARENCIES, HEAVY MEDIA 10) TWO-SIDED PRINTING: AUTOMATIC 11) CONNECTIVITY INTERFACES: ONE HI-SPEED USB 2.0 PORT, BUILT-IN HP JETDIRECT GIGABIT ETHERNET NETWORKING 12) LANGUAGES AND FONTS: HP PCL6, HP PCL5C, HP POSTSCRIPT LEVEL 3 EMULATION; AUTOMATIC LANGUAGE SWITCHING; 45 SCALABLE TRUETYPE FONTS AND 35 POSTSCRIPT® FONTS 13) NETWORK OPERATING SYSTEMS: WINDOWS 2000 (DRIVERS ONLY), XP HOME, XP PROFESSIONAL, XP PROFESSIONAL X64 (DRIVERS ONLY), WINDOWS SERVER 2003, WINDOWS VISTA, WINDOWS VISTA X64 (DRIVERS ONLY); NOVELL;					

										for Office Use Only
S.#	**Nomenclature**	**Country of Origion**	**A/U**	**Qty Req**	**Description**	**Bidder**			**Tech Scrutiny to be done by User**	
						Yes	**No**	**Alternate Offer**	**Accepted**	**Rejected**
									Reasons of Rejection	
					TCP/IP VIA HP JETDIRECT PRINT SERVER; BONJOUR COMPATIBLE 15) SECURITY: FIREWALL, ACCESS CONTROL LIST, PASSWORD PROTECTED EWS, SNMP V3, SSL/TLS (HTTPS), CERTIFICATE SUPPORT, 802.1X AUTHENTICATION (EAP-TLS, PEAP, LEAP, EAP-FAST) 16) DIMENSIONS (W BY D BY H): 14.4 BY 14.5 BY 10.6 IN 17) WEIGHT (INCLUDES PRINT CARTRIDGE): 23.6 LB 18) INPUT VOLTAGE:220 TO 240 V (± 10 PERCENT); 50 HZ (± 2 HZ) POWER CONSUMPTION: ACTIVE: 570, SLEEP/READY:8WSize:					
2	**SCANNER**	IMPORTED	NO	12	1) HP SCANJET G3110 PHOTO SCANNER OR EQUIVALENT 2) FLATBED 3) SCAN SIZE: 22 X 33 CM 4) OPTICAL SCANNING RESOLUTION UPTO 4800 5) CONNECTIVITY HI SPEED USB2.0 6) TRANSPARENT MATERIALS ADAPTER: INTEGRATED, FOUR 35 MM SLIDES OR 5 NEGATIVE FRAMES (35 MM)Size:					

Other Requirement

for Office Use Only						
Description	Bidder			Tech Scrutiny to be done by User		
	Yes	No	AlternateOffer	Accepted	Rejected	Resons of Rejection
Offer will be finalized on package Deal, however, individual item prices shall also be furnished						

Annex-B

Our Reference No: **LIT/IST Div/1112/111** Date: **11-JAN-12**.

1. Please fill in the following essential parameters:

a. Validity of Offer: _____ days. *(Should not be less than 90 days)*

b. Delivery Period: _____ days. *(After placement of order)*

c. Country Of Origin: _____

d. Warranty/Guarantee: _____ months

2. Payment Terms:

a. General:

(1) GST No: _____ *(Please enclose copy)*

(2) NTN/CNIC #: *(If exempted, please provide valid Exemption Certificate)*

b. Mode of Payment: *(Please select any one of the following options)*

0 100% after delivery of Stores.
0 100% against delivery of Stores.
0 100% Advance against Bank Guarantee.
0 ___% Advance against Bank Guarantee, remaining after delivery of Stores.
0 ___% against delivery of Stores, remaining after fulfillment of contract

3. **Details of Payment Recipient:**

(1) Name/Title: _____

(2) Address: _____

4. **Provision of Training:** 0 Yes 0 No

(If yes, please specify responsible sponsor for Training/Traveling/Boarding/Lodging etc)

_____

_____

_____

Signature: _____

Annex-C

FINANCIAL OFFER

Our Reference No: **LIT/IST Div/1112/111** Date: **11-JAN-12**.

S/No	Nomenclature	A/U	Qty Req	Description	UnitPrice (to be quoted excluding GST)	GST (if applicable)	Total Amount
1	**PRINTER**	NO	6	1) HP LASERJET PRINTER MODEL# P2055DN OR EQUIVALENT 2) PRINT SPEED: UP TO 35 PPM 3) PRINT RESOLUTION: UP TO 1200 BY 1200 DPI; HP PRORES 1200; RESOLUTION ENHANCEMENT TECHNOLOGY (RET) 4) PROCESSOR: 600 MHZ 5) MEMORY: 128 MB (EXPANDABLE UP TO 384 MB VIA 1 OPEN 144-PIN DIMM SLOT) 6) DURABILITY RATINGS: RECOMMENDED MONTHLY VOLUME: 750 TO 3,000 PAGES;7 DUTY CYCLE: 50,000 PAGES 7) PAPER INPUT MEDIA: 50-SHEET MULTIPURPOSE TRAY 1, 250-SHEET TRAY 2 8) OUTPUT MEDIA: 150-SHEET OUTPUT BIN 9) PAPER TYPES: PAPER (BOND, LIGHT, HEAVY, PLAIN, RECYCLED, ROUGH), ENVELOPES, LABELS, CARDSTOCK, TRANSPARENCIES, HEAVY MEDIA 10) TWO-SIDED PRINTING: AUTOMATIC 11) CONNECTIVITY INTERFACES: ONE HI-SPEED USB 2.0 PORT, BUILT-IN HP JETDIRECT GIGABIT ETHERNET NETWORKING 12) LANGUAGES AND FONTS: HP PCL6, HP PCL5C, HP POSTSCRIPT LEVEL 3 EMULATION; AUTOMATIC LANGUAGE SWITCHING; 45 SCALABLE TRUETYPE FONTS AND 35 POSTSCRIPT® FONTS 13) NETWORK OPERATING SYSTEMS: WINDOWS 2000 (DRIVERS ONLY), XP HOME, XP PROFESSIONAL, XP PROFESSIONAL X64 (DRIVERS ONLY), WINDOWS SERVER 2003, WINDOWS VISTA, WINDOWS VISTA X64 (DRIVERS ONLY); NOVELL; LINUX; UNIX; MAC OS X V10.3.9, V10.4.3, V10.5 14) NETWORK PROTOCOLS: TCP/IP VIA HP JETDIRECT PRINT SERVER; BONJOUR COMPATIBLE 15) SECURITY: FIREWALL, ACCESS CONTROL LIST, PASSWORD PROTECTED EWS, SNMP V3, SSL/TLS (HTTPS), CERTIFICATE SUPPORT, 802.1X AUTHENTICATION (EAP-TLS, PEAP, LEAP, EAP-FAST) 16) DIMENSIONS (W BY D BY H): 14.4 BY 14.5 BY 10.6 IN 17) WEIGHT (INCLUDES PRINT CARTRIDGE): 23.6 LB 18) INPUT VOLTAGE:220 TO 240 V (± 10			
2	**SCANNER**	NO	12	1) HP SCANJET G3110 PHOTO SCANNER OR EQUIVALENT 2) FLATBED 3) SCAN SIZE: 22 X 33 CM 4) OPTICAL SCANNING RESOLUTION UPTO 4800 5) CONNECTIVITY HI SPEED USB2.0 6) TRANSPARENT MATERIALS ADAPTER: INTEGRATED, FOUR 35 MM SLIDES OR 5 NEGATIVE FRAMES (35 MM)Size: STANDARD			

Total Value: _____

Discount Amount: _____

Total GST Amount: _____

Net Total Value: _____

Special Notes:
1) Please provide as per our demanded specifications or equivalent.
2) Both TECHNICAL and FINANCIAL Offers may please be sent separately in sealed envelopes.
3) Earnest Money in form of Cheque will not be acceptable.
4) Please clearly mention in Yes, No and Alternate column of your offer, whether you are quoting, not quoting or offering an alternate. Please also clearly mention specs of your alternate offer.
5) Items must be quoted as per user requirements / sample available at IST. Before submitting any offer, bidder must consult the concerned user regarding any query/ specifications. No changes in the offer will be accepted later on.
6) Delivery must be made within 10 days after issuance of Purchase Order.

Discount (if any): _____

Bid Bond Reference No: _____

Submission of Earnest Money equal to the total bid value is mandatory.

Signature: _____

Official Seal:

_____

Latest Phone Nos:

_____

Fax No:

_____

Date: _____

E-mail:

_____