

**PAKISTAN METEOROLOGICAL DEPARTMENT  
FLOOD FORECASTING DIVISION (FFD)  
46-JAIL ROAD LAHORE**

Tel: + (92-42) 99200208  
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**“BIDDING DOCUMENTS”**  
No.Mul.R-1(1)/2019/

**For**

**“PROCUREMENT OF IT ITEMS”**



**GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
FLOOD FORECASTING DIVISION  
46-JAIL ROAD LAHORE**

**TENDER NOTICE**

Sealed tenders are invited from the firms of repute having General Sales Tax Registration Number for the supply of following items for the procurement of IT Items.

S. No.	Items	Quantity	Unit Price	Total Price including GST
1	Printer (colour)	01		
2	Printers (Black & White)	03		
3	Gigabit Network Switch	01		
4	Wireless Router	01		
5	Photocopier	01		
6	Fax Machine	01		

The bidding document alongwith the terms & conditions can be obtained from the PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)), PMD's website ([www.pmd.gov.pk](http://www.pmd.gov.pk)) and office of Flood Forecasting Division, Lahore during office hours 0900 to 1700. The tender should reach Flood Forecasting Division, Pakistan Meteorological Department, 46-Jail Road Lahore on or before 30-12-2019 at 1100 am and will be opened at 1130 am on the same date in the presence of bidders or their representatives who may like to present.

(SAHIBZAD KHAN)  
Chief Meteorologist/Project Director  
Ph:042-99200208

### SPECIFICATIONS OF ITEMS

<b>S. No.</b>	<b>Items</b>	<b>Specifications</b>	<b>Quantity</b>
01	Printer(Color)	Laser Duplex A4;legal;B5 Size , Two side printing Printer with wireless Network connectivity	01
02	Printer(B&W)	Laser Duplex A4;legal;B5 Size , Two side printing Printer with wireless Network connectivity	03
03	Gigabit Network Switch	24 Port Gigabit Switch, switching bandwidth 48 GB/s	01
04	Wireless Router	Wireless Router with LAN and USB Port, dual antenna	01
05	Photocopier	Print technology laser, CPS upto 50 ppm, power supply 220V, functionality copy, print, scan paper capacity 550 sheets, magnification zoom 25 to 400% interface USB	01
06	Fax Machine	10 ppm, technology laser printing, printing resolution 600*600dpi, 250 sheet paper tray, page document memory, broadcasting	01

## **TERMS & CONDITIONS FOR F.O.R BASIS**

1. **Delivery of Stores:** Stores is required on F.O.R basis at FFD 46-Jail Road Lahore within one month from the date of contract on free delivery to consignee basis, including all taxes and other charges liable, if any.
2. **Terms & Conditions:** The tenderer is invited for the supply of goods as per given specification.
3. **Particulars of Goods (Specifications):** (As given above)
4. **SPECIAL INSTRUCTIONS:**
  - a) **Validity:** Offer should be valid for 60 days from the date of opening of tender.
  - b) The tenderer should accompanied by an Earnest money @2% of the total value of bid/offer including G.S.T in the form of Pay Order/Bank Draft only from a scheduled Bank made in favour of Chief Meteorologist, Flood Forecasting Division, Lahore. The Earnest Money shall be subject to forfeiture if after opening of the tenders, a tenderer withdraws his offer before the period for which his offer is valid. The offer with insufficient Earnest Money or without Earnest Money will be rejected straight away.
  - c) In case of placement of contract on the Tenderer / Firm 2% Earnest Money will be converted into Security Deposit, and firm will deposit the remaining 3% amount of security deposit, required other than Earnest Money amount available with department within 5 days, time failing which the Earnest Money will be forfeited and risk purchase effected at the cost of such defaulting firm.
  - d) Black listed firms in any Government or Semi-Government or in private sector are not allowed to participate in bid.
  - e) Price Quoted should be firm and final inclusive of all taxes. Tenderers should note that if, during the currency of contract and Tax or Duties etc, alter or levied by the Government it would be the responsibility of the firm,
  - f) The quantity may be increased or decreased at the buyer's option.
  - g) Tenderer's are required to submit genuine offers after fulfilling the requirements of the Tender Enquiry. In case of fake offer or where the offer contain willful misrepresentation, the same may be considered gross misconduct and fraud, which will lead to not only ignoring of the offer but may also load to blacklisting / forfeiture of Earnest Money.
  - h) The Department reserves the rights to accept or reject part or whole or any of all Tender without assigning any reason.
  - i) Tenderers are required to furnish copy of General Sales Tax Number Certificate alongwith their offer. The payment of Sales tax will be made as per rules.
  - j) If for any reason the office remains closed on the date of opening of the tenders, the tender will be opened on the next working day at the same time and place.
  - k) The firms declared as blacklisted by any Government agency are not eligible for participation in the Tender business through this Department
  - l) No tender will be provided on the day of opening of tender.

- m) Late tenders i.e. tenders received after opening of tender box will neither be received nor entertained nor accepted and will be returned by hand or by mail.
- n) Tender forms containing specifications/conditions can be had during the office hours from the office of the undersigned or may be downloaded from websites [www.pmd.gov.pk](http://www.pmd.gov.pk) & [www.ppra.org.pk](http://www.ppra.org.pk)
- o) Country of Origin must be mentioned for each item with brand name if any. Offer will be ignored / rejected if country of origin is not mentioned.
- p) The bid is submitted as per single stage two envelope bidding procedure i.e the technical and financial bids will be submitted enclosed in one envelope.

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Chief Meteorologist/Project Director  
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