

**NATIONAL ENGINEERING SERVICES PAKISTAN
(PVT.) LIMITED (NESPAK)**

**BIDDING DOCUMENT
FOR**

**PROCUREMENT OF
NEW DESKTOP COMPUTERS AND LAPTOP**

MAY, 2025



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED.

Architecture & Planning Division

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**INSTRUCTIONS
TO BIDDERS
&
BIDDING DOCUMENTS**

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INSTRUCTIONS TO BIDDERS

A. GENERAL

IB.1 Scope of Bid

1.1 National Engineering Services Pakistan (Private) Limited (NESPAK) (hereinafter called “the Procurement Agency”) wishes to receive Bids for the supply of item as mentioned in Sub-Clause 1.2 (hereinafter referred to as “the Goods”).

1.2 Supply of 03 High-Tech Desktop Computers and 01 Laptop will be as per the requirements of Procuring Agency as under;

S. No.	PARTICULARS OF NEW HIGH-TECH DESKTOP COMPUTERS	Quantity
1.	<u>Intel Core i7 – 14700K</u> ASUS Gaming Z790-Plus WIFI Kingston DDR5 32GB-5600 Nvidia RTX 4060TI Gaming X 16GB EVGA 1000W 80Plus Gold P Supply Lexar SSD 2TB NVME NM620 ASUS Casing GT301 ASUS Cooler TUF LC II 360 ARGB Logitech USB Keyboard Mouse LED 27”, IPS Panel, FHD	<u>03 Nos</u>

S. No.	PARTICULARS OF NEW LAPTOP	Amount Rs.
2.	<u>Laptop 14” Latest Generation (HP/DELL)</u> Intel Core i7 Processor 16 GB DDR, 1 TB SSD Drive PS FHD Multi Touch Screen Finger Print, 5MP Camera Windows 11 Silver	<u>01 No.</u>

IB.2 Eligible Bidders

2.1 Bidding is open to all firms and persons meeting the following requirements:

- a) duly registered for Income Tax with the Federal Board of Revenue having a valid NTN number.
- b) duly registered with the relevant Tax Authorities.
- c) The bidder should be active taxpayer and on ATL of FBR for income tax and sales tax.

IB.3 Cost of Bidding

- 3.1 The bidder shall bear all costs associated with the preparation and submission of its bid and the Procuring Agency will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. BIDDING DOCUMENTS

IB.4 Contents of Bidding Documents

- 4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below and should be read in conjunction with any Addendum if issued in accordance with Sub-Clause IB.5.3.

1. Instructions to Bidders & Bidding Data
2. Form of Bid & Schedules to Bid

Schedules to Bid comprise the following:

- (i) Schedule A: Schedule of Prices
- (ii) Schedule B: Technical Documents
- (iii) Schedule C: Conditions of Contract

IB.5 Clarification of Bidding Documents

- 5.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Procuring Agency at the following address:

Secretary Procurement

Architecture & Planning Division – Karachi

National Engineering Services Pakistan (Pvt.) Limited (NESPAK)

Architecture & Planning Division

4th Floor, NICL Building, Abbasi Shaheed Road

Off: Shahrah-e-Faisal, Karachi-74400, Pakistan

Tel: +92-021-99225430-34, Fax +92-021-99225424

E-mail: apk@nespak.com.pk, nespaknp@gmail.com

- 5.2 The Procuring Agency will respond to any request for clarification which it receives earlier than seven (7) days prior to the deadline for the submission of Bids. Copies of the Procuring Agency's response will be forwarded to all prospective bidders, at least three (3) days prior to the deadline for submission of Bids, who have received the Bidding Documents including a description of the inquiry but without identifying its source.
- 5.3 At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing an addendum which will be considered an integral part of the Bidding Documents.

C. PREPARATION OF BIDS

IB.6 Documents Comprising the Bid

- 6.1 The bid prepared by the bidder shall comprise the following components:
- (a) Covering Letter
 - (b) Form of Bid duly filled, signed, and sealed.
 - (c) Schedules to Bid duly filled and initialed, in accordance with the instructions contained therein.
 - (d) Bid Security furnished in accordance with Clause IB.8.

IB.7 Bid Prices, Currency of Bid and Payment

- 7.1 The prices in the Schedule of Prices shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing duties and taxes such as Income Tax, GST, SST, etc.
- 7.2 Payment shall be made through crossed cheque within thirty (30) days after submission of invoice upon delivery, inspection, installation/commissioning of specific Items/Goods up to the satisfaction of the Procuring Agency as per unit rates quoted in respective Schedule of Prices.
- 7.3 No payment shall be made in advance.
- 7.4 Payment shall be made after deduction of applicable taxes (Income Tax, GST etc.) at source, as per applicable Government Rules/Instructions/Notification, and as amended from time to time.
- 7.5 The prices quoted by the Bidder shall remain firm and fixed during the time specified under Schedule-C to Bid.

IB.8 Bid Security

- 8.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a fixed Bid Security **Rs. 100,000/-** in the form of Pay Order/ CDR / Bank Draft in favor of the Procuring Agency.
- 8.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Agency as non-responsive.
- 8.3 The bid securities of unsuccessful bidders will be returned upon award of the contract to the successful bidder.
- 8.4 The Bid Security of the successful bidder will be returned after 28 days of successful delivery of the complete systems.

- 8.5 The Bid Security may be forfeited:
- (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 11.4 (b) hereof; or
 - (c) in the case of a successful bidder, fails to deliver the complete system within 28 days of acceptance of its bid.

IB.9 Validity of Bids, Format, Signing, and Submission of Bid

- 9.1 Bids shall remain valid for the period of sixty (60) days after the date of bid opening.
- 9.2 All Schedules to Bid are to be properly completed and signed.
- 9.3 The Bid shall be delivered in person or sent by registered mail at the address to Procuring Agency as given in Invitation to Bid

D. SUBMISSION OF BID

IB.10 Deadline for Submission, Modification & Withdrawal of Bids

- 10.1 Bids must be received by the Procuring Agency at the address provided in IB5.1 not later than the date & time stated in Invitation to Bid.
- 10.2 Bids submitted through telegraph, telex, fax, or e-mail shall not be considered.
- 10.3 Any bid received by the Procuring Agency after the deadline for submission prescribed in Invitation to Bid will be returned unopened.
- 10.4 Any bidder may withdraw his bid after bid submission provided that the written notice of withdrawal is received by the Procuring Agency prior to the deadline for submission of bids.
- 10.5 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to Sub-Clause IB.8.5(a).

E. BID OPENING AND EVALUATION

IB.11 Bid Opening, Clarification, and Evaluation

- 11.1 The Procuring Agency will open the bids, in the presence of bidders' representatives who choose to attend, at the date & time stated in Invitation to Bid.
- 1.2 The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Procuring Agency at its discretion may consider appropriate, will be announced by the Procuring Agency at the bid opening. The Procuring Agency will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet. Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of the bid.

- 11.3 To assist in the examination, evaluation, and comparison of Bids the Procuring Agency may, at its sole discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 11.4 (a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.11.7 to 11.8, the Procuring Agency will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed as below:
- (i) the Bid is valid till the required period,
 - (ii) the Bid prices are firm during the currency of the contract
 - (iii) the Bidder is eligible to Bid under IB.2 and possesses the requisite experience, capability, and qualification as per Schedule B.
 - (iv) the Bid does not deviate from basic technical requirements and
 - (v) the Bids are generally in order, etc.
- (b) Arithmetical errors will be rectified on the following basis:
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of a Bid and the total shown in the Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Procuring Agency in accordance with the Corrected Schedule of Prices.
- If the bidder does not accept the corrected amount of the Bid, his Bid will be rejected and his Bid Security forfeited.
- 11.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 11.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidders.
- 11.7 The Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.11.4 to 11.6. Bids will be evaluated for the complete scope of work. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 11.8 herein below.
- 11.8 Evaluated Bid Price
- In evaluating the bids, the Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:
- (i) making any correction for arithmetic errors pursuant to Sub-Clause 16.4 hereof.
 - (ii) discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.

IB.12 Process to be Confidential

- 12.1 Subject to Sub-Clause IB.11.3 heretofore, no bidder shall contact Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Agency. The evaluation result shall be announced at least ten (10) days prior to the award of the Contract. The announcement to all bidders will include table(s) comprising read-out prices, discounted prices, final evaluated prices and recommendations against all the bids evaluated.
- 12.2 Any effort by a bidder to influence Procuring Agency in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, the mere fact of lodging a complaint shall not warrant suspension of the procurement process.

F. AWARD OF CONTRACT

IB.13. Award Criteria & Procuring Agency's Right

- 13.1 Subject to Sub-Clause IB.13.2, the Procuring Agency will award the Contract to the bidder whose bid has been determined to be the most advantageous bid being substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price for relevant categories under the Schedule-A, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions laid down in this document.
- 13.2 Notwithstanding Sub-Clause IB.13.1, the Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

IB.14 Notification of Award & Signing of Contract Agreement

- 14.1 Prior to the expiration of the period of bid validity prescribed by the Procuring Agency, the Procuring Agency will notify the successful bidder in writing ("Letter of Acceptance") that his bid has been accepted. The Letter of Acceptance along with signed bidding documents will constitute the Contract between the Procuring Agency and supplier

IB.15 Performance Security

- 15.1 Not applicable

FORM OF BID AND SCHEDULES TO BID
FORM OF BID
(LETTER OF OFFER)

Subject: **Procurement of High-Tech Desktop Computers And Laptop**

To:

Secretary Procurement
Architecture & Planning Division – Karachi
National Engineering Services Pakistan (Pvt.) Limited (NESPAK)
4th Floor, NICL Building, Abbasi Shaheed Road
Off: Shahrah-e-Faisal, Karachi-74400, Pakistan
Tel: +92-021-99225430-34, Fax +92-021-99225424
E-mail: apk@nespak.com.pk, nespakanp@gmail.com

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of _____ and address _____ and being registered Tax Payers under the laws of Pakistan hereby offer to supply complete equipment/system/goods and remedy any defects therein in conformity with the said documents including addenda thereto for Total Bid Price Rs. _____ (in Words) _____ or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for the due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favor or made payable to you and valid for the period of _____ of _____ of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in these Documents.
5. We agree to abide by this Bid for the period of 60 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We understand that you are not bound to accept the lowest or any bid you may receive.
8. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 2025

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of
(Name of Bidder in Block Capitals) _____

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____

[SCHEDULES TO BID INCLUDE THE FOLLOWING:

- Schedule A to Bid: Schedule of Prices
- Schedule B to Bid: Technical Documents
- Schedule C to Bid: Conditions of Contract

SCHEDULE – A TO BID

SCHEDULE OF PRICES

S. #	PARTICULARS OF NEW HIGH-TECH DESKTOP COMPUTERS	Qty	Rate (Rs.)	Total Amount (Rs.)
A.	<u>Intel Core i7 – 14700K</u> ASUS Gaming Z790-Plus WIFI Kingston DDR5 32GB-5600 Nvidia RTX 4060TI Gaming X 16GB EVGA 1000W 80Plus Gold P Supply Lexar SSD 2TB NVME NM620 ASUS Casing GT301 ASUS Cooler TUF LC II 360 ARGB Logitech USB Keyboard Mouse LED 27", IPS Panel, FHD	<u>03</u>		

S. #	PARTICULARS OF NEW LAPTOP	Qty	Rate (Rs.)	Total Amount (Rs.)
B.	<u>Laptop 14" Latest Generation (HP/DELL)</u> Intel Core i7 Processor 16 GB DDR, 1 TB SSD Drive PS FHD Multi Touch Screen Finger Print, 5MP Camera Windows 11 Silver	<u>01</u>		

Total Amount (Rs.) (A+B) (excluding GST)	
C = Total GST (Rs.) on above	
D = Total Amount (Rs.) (A+B+C)	
Total Bid Price in Words (including GST)	

SCHEDULE - B TO BID

Technical Documents

- i. Duly filled-in, signed, and stamped Letter of Bid;
- ii. Proof of registration with the Federal Board of Revenue for Income Tax and GST.
- iii. Proof of active taxpayer on ATL of FBR for both income tax and sales tax at the time of submission of bids.
- iv. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that “We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization / Department.
- v. Proof of at least 05 years’ experience of supply of similar items. Copies of purchase / work orders to be submitted.
- vi Authorized dealer Certificate (valid)
- vii Provide all system warrantee cards
- viii. These Bidding Documents duly stamped and signed by the authorized personal.

SCHEDULE – C TO BID

CONDITIONS OF CONTRACT

1. Quotation provided shall be filled with the prices inclusive of all taxes including transportation charges. General Sales Tax shall be mentioned separately.
2. Procurement shall be made in compliance with PPRA rules 2004 and award shall be made at to the most advantageous bidder.
3. The supply of said items shall be made within two weeks upon issuance of the purchase order
4. The damaged or unapproved goods or any item, which is misrepresented, shall be returned to the bidder and cost and incidental expenditure thereupon shall be recovered from the bidder.
5. The Procuring Agency reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
6. The Procuring Agency reserves the right to increase/decrease quantities of each item.
7. No advance payment will be made. Payment will be released on receipt of the bill within four weeks after the supply of systems.
8. The systems should have comprehensive manufacturer local guarantee or warranty.
9. In case a better/higher model is available in the market in this period at the same price the supplier shall supply it.
10. Firm, who claims tax exemption, should attach its exemption certificate from FBR or any notification copy regarding the specific supply and all import documents in case of imported items whose tax is paid at the time of import.