

REGISTERED/ IMMEDIATE
Heavy Industries Taxila
Project Dte ARDIC
Taxila Cantt
Tel: 051-9315450
Fax: 051-9315151
5646/ IT-23/Proc/ARDIC
06 Mar 2018

To: M/s _____

Subject: **Tender Inquiry Computer System**

Dear Sir,

1. You are requested to please forward your offer for the following:-

Ser #	Nomenclature	A/U	Qty	Remarks
1.	Computer System Requirement for different Offices Country of Origin: US/UK/EU/China (Original) <u>Specifications</u> <ul style="list-style-type: none"> • Intel Core i7-6th Gen Processor (8M Cache, 3.4 GHz) or higher • HDD: 1TB SATA • RAM: 4GB DDR-4 • Ethernet LAN • Super Multi DVD-RW • Keyboard & Mouse • Display 19" ASUS/BENQ/DELL /View Sonic or equivalent 	Nos	03	Utilize these systems to run the routine office operations
2.	02 x Transcend or equivalent Portable DVD Writer Country of Origin: US/UK/EU/China (Original)	Nos	02	

/
(Items Two Only)

2. Rates will be quoted on **FOR Taxila Cantt** basis. Offer maximum discount while submitting your quotation.

3. Over writing and cutting of any nature in the quotation will not be accepted.

4. Please forward your quotation not later than **21 Mar 2018** at 10:30 hours. The address on the envelope will be indicated as under:-

QUOTATION

TENDER INQUIRY NO. **5646/IT- 23 /Proc/ARDIC dated 06 Mar 2018**

TO BE OPENED ON. **21 Mar 2018**

To: PROCUREMENT OFFICER
ARDIC HIT TAXILA CANTT

FROM M/S _____
IT FOR _____

5. Part-I and Part-II quotations will be enclosed in separate sealed envelopes for each tender inquiry. For identification purpose, the words "**TECHNICAL QUOTATION PART-I WITHOUT PRICE**" and **COMMERCIAL QUOTATION (PART-II) WITH PRICE**" shall be written in BLOCK CAPITAL LETTERS on the respective sealed envelopes which will be placed in a large envelope.
6. **Delivery of Tender:** The tender/quotation will be enclosed in sealed cover which will invariably be marked with quotation against tender inquiry no. **5646/IT-23/Proc/ARDIC dt 06 Mar 2018** and complete address. The tender if brought by hand, will be handed over to security staff on duty at ARDIC Gate for placing the same in quotation box (available at gate). The quotation will not be brought by hand by any firm while visiting the office of Proc officer (ARDIC).
7. If required endorsements are not made on the envelope, quotation is liable to be disqualified. The quotation will be opened on **21 Mar 2018** at 1100 hours in the presence of the available representative of the firms in ARDIC HIT Taxila Cantt. No quotation will be entertained/ considered after **1030** hours, on the aforementioned date.
8. The stores/repair, services work are required to be delivered at Taxila Cantt within 15 days or as indicated in order from the date of issuance of order.
9. Please indicate full details (specification, manufacturers etc) of the stores offered in your quotation. If required details are found missing, the quotation will automatically stand disqualified and rejected.
10. The stores/services should conform to prescribed specification/sample as provided by this office.
11. The store will be packed in standard grade worthy of transportation by the means adopted.
12. This inquiry may not be taken as an indication of subsequent supply order and does not in any way commit HIT to purchase the items offered.
13. In case of failure to supply the stores within stipulated period, liquidated damages at the rate of 2% but not less than 1% of amount involved per month or a part there-of will be levied.
14. In case of any dispute regarding the terms and conditions and the quality of stores, the decision of the Chairman HIT will be considered as final binding on the suppliers/ firms.
15. In case your firm fails to execute the order within the stipulated time and does not materialize the supply of ordered stores, the supply order/contract will be canceled at firm's risk and expense. Expense/expenditure incurred on the repurchase of offered stores will be recovered from your firm under existing procedures.
16. Indenter/purchaser reserves the right to increase/decrease the quantity of items, placed on the tender without any reference to the firm.
17. Payment will be made by the CMA HIT Taxila Cantt against Pre receipted bill (duly affixed with revenue stamp) along with Professional Tax Certificate/copy of Active Taxpayer List showing name of the firm downloaded from FBR website (attested copies) after delivery and acceptance of stores.
18. All clauses/terms mentioned in this inquiry will be considered accepted by the firm in case no reference to them is given in the offer.
19. Offers must remain open valid for 100 days from the date of opening of the tender.
20. THE PRICES QUOTED MUST BE FIRM AND FINAL AND INCLUSIVE OF ALL TAXES, PACKING, HANDLING CHARGES ETC AND DELIVERY AT HIT TAXILA CANTT.
21. Part payment against partial delivery is not allowed.
22. **Postal order for Rs. 200/- (Rupees Two Hundred) as a tender fee, in favor of MD (ARDIC) HIT Taxila Cantt** will invariably be enclosed with the quotation, failing which, the quotation will be ignored.
23. Firms are instructed NOT to send Telex and Fax quotations. Such quotation/offers will NOT be accepted.
24. On demand, the bidder will invariably provide advance sample of the item offered by them within the limit specified by the purchaser. In case advance samples are not provided by due date, their offer will be set-aside/ignored.
25. 5% security deposit (of contract value) will be provided by the firm on receipt of the contract. The same will be released after one year from the date of delivery and acceptance of stores/repair work.
26. Inspection of the store/repair work will be carried out at HIT Taxila Cantt.
27. Please confirm 12 x months Warranty Period for the offered items from the date of Repairing/maintenance of Machine.
28. The firm will be responsible for all Taxes/duties/NOCs, transportation and port handling charges upto Taxila.
29. **All Registered / Unregistered firms with HIT, can participate in the tender inquiry by depositing of 5% Bid/earnest money of the total value of indent/contract. In case of non provision of 5% Bid/earnest money the firm's offer will be rejected. IT document can be downloaded from PPRA and HIT website www.hit.gov.pk.**
30. Only those registered suppliers, who are on Active Taxpayers List (ALT) of FBR are eligible to quote and supply goods/services to Govt department.