

**Excise, Taxation & Narcotics Department**  
**Government of Sindh**



**TENDER DOCUEMNT**

**MAINTENANCE OF HARDWARE / SOFTWARE**

**JANUARY 2015**

***N.B***

*The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.*



## **TENDER INFORMATION**

- 1.1 This Tender document is being issued for maintenance of Hardware / Software for Excise, Taxation and Narcotics Department, Government of Sindh.
- 1.2 The Purchaser invites sealed bids from Bidders for the implementation / execution of the specified work as per Tender Document.
- 1.3 Bidding documents (and additional copies) may be purchased at the address given below upon payment of a non-refundable fee of Pak Rupees 2,000/- in the form of Pay Order.
- 1.4 The last date of submission of Tender document is 12<sup>th</sup> January, 2015 before 02:00 pm and Tender opening meeting will be held in presence of bidders on the same date at 03:00 pm on below address.
- 1.5 In case NITs remain un-responsive by the above date the next schedule of obtaining/ submission/ opening of Tender documents will be 19<sup>th</sup> Jan, 2015.
- 1.6 Bids shall be valid for a period of 90 days after Bid closing and must be accompanied by security of 2.5% of the total quoted bid price, and shall be delivered to the address given below on or before the last date of bid submission.
- 1.7 The RFP is issued in strict compliance with Sindh Public Procurement Rules 2010 and bids would be accepted under the recommended Single Stage – Single Envelope bid procedure
- 1.8 Bidders may obtain further information from the Purchaser during normal working hours at the address given below.
- 1.9 The point of Contact for all correspondence is:  
SO General  
Department of Excise, Taxation and Narcotics Department  
Second Floor, Tughlaq House  
Government of Sindh  
Karachi  
Phone: +92 21 99211096  
Fax: +92 21 99211435



Sr. No	Description	Quantity	Rates Including All Taxes	Total Amount
1	Renewal & licence Support of Antivirus Software	100		
2	Renewal & licence Support of Server Operating System	4		
3	Service & Repair of UPS	10		
4	Annual Support & Service of Photocopier Machine(s)	15		
5	Service & Repair of Colour Toner Set	2		
6	Repair of Desktop Computer(s)	100		
7	Annual Support & Servicing of LaserJet Printer(s)	40		
8	Toner Refill	80		
9	Annual Support & Service of Scanner(s)	10		
10	Repair and Repair of WIFI Routers	18		
11	Repair and Replacement of Laptop (Parts & Accessories)	10		
12	Service & Repair of Steno Telephone	4		

SIGNATURE OF BIDDER \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NAME \_\_\_\_\_

OFFICIAL SEAL \_\_\_\_\_

NAME OF FIRM WITH COMPLETE ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

EXPERIENCE WITH PROOF \_\_\_\_\_

DATE OF ESTABLISHMENT \_\_\_\_\_

NTN NO. (Please attach Sales Certificate) \_\_\_\_\_



## **TERMS & CONDITIONS**

1. Bidders shall quote their firm and final rates (both in figure and words) including free delivery at consignees' end and also mention their Registration Number with Sales Tax Department.
2. Bidders are also requested to submit bank statement (Cash Flow) of the firm.
3. Bids should be accompanied by earnest money @ 2.5% of bid value in the shape of Pay Order.
4. Representative of the firms are required to produce Authority letter of their respective firm for attending the bid opening proceeding.
5. Issuance of purchase order will be subject to payment of Security deposit.
6. The decision of the Purchase Committee shall be final and bidding in all respects.
7. Valid NTN & GST from concerned department shall be attached with the tender without which no tender will be accepted.
8. Income Tax/Sales Tax will be deducted at source as per rules.
9. The Purchase Committee may reject all or any bids subject to the relevant provisions of Sindh Public Procurement Regulatory Authority (SPPRA) Rules, 2010.



# **CERTIFICATE**

We guarantee to supply store exactly in accordance with the requirement/ Specification in the Invitation to this Tender and abide by the terms & conditions mentioned above.

SIGNATURE OF BIDDER \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

OFFICIAL SEAL \_\_\_\_\_