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## **TENDER DOCUMENT**

**For**

**Purchase of Desktop Computers, Shredders, CCTV, Access Control  
System and Misc. Equipment**

**LOT-II**

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**Last date for submission of bid: 27<sup>th</sup> January 2025 11:00 am**

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**Performance Management and Reforms Unit**

Chief Secretary Office, Gilgit.

[www.pmrugb.gov.pk](http://www.pmrugb.gov.pk)

ehsan.karim@pmrugb.gov.pk

Phone: 05811-940158

***Note: The bidder is expected to examine the bidding documents, including all instructions, TORs, 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.***

### **DISCLAIMER**

The information contained in this document, as well as any information subsequently provided to bidders or applicants by or on behalf of the Performance Management & Reforms Unit (PMRU), Chief Secretary's Office, Gilgit-Baltistan, whether communicated verbally or in written form, is intended to outline the terms and conditions for this document. This document, along with any additional information provided, is subject to the terms and conditions herein.

This document is not an agreement and should not be construed as such. It serves as an invitation for qualified applicants to submit their bids to the PMRU, Chief Secretary's Office, Gilgit-Baltistan. The purpose of this document is to provide bidders with information to assist in the preparation of their bidding documents.

This document does not claim to contain all the information that each bidder may require. Bidders are responsible for conducting their own investigations and analysis to verify the accuracy, reliability, and completeness of the information provided. Bidders should seek independent advice where necessary.

PMRU, Chief Secretary's Office, Gilgit-Baltistan, reserves the right, at its sole discretion and without obligation, to update, amend, or supplement the information contained in this document. PMRU, Chief Secretary's Office, Gilgit-Baltistan, accepts no liability for any loss or damage suffered by any party relying on this document or any subsequent communications.

## **INSTRUCTIONS TO BIDDERS**

### **1. Eligibility Criteria**

- Bidders must be either General Order Suppliers or Authorized Dealers with valid registration certificates from SECP/Form-C.
- Bidders must have a valid NTN, GST number, and vendor number (unless exempted under any law(s)/rule).
- Bidders must provide proof of having an operational Sales Center/Office in Gilgit-Baltistan.
- Bidders must be active registered taxpayers with the Federal Board of Revenue (FBR) unless exempted under the relevant laws/rules.
- Bidders with quotations of un-balanced and un-realistic rates will be rejected.

### **2. Bid Submission**

- Bidders are required to submit their sealed bids, inclusive of all applicable taxes, for the supply of equipment on a lot-wise basis.
- The bidding process will follow the "Single Stage, One Envelope" method as per Rule-39 (a) of the Gilgit Baltistan Public Procurement Rules, 2022.

### **3. Bid Security**

- A Call Deposit Receipt (CDR) of 5% of the total bid value from a scheduled bank or Karakoram Cooperative Bank Limited (KCBL) must be attached to the financial quotation.
- The CDR must be in favor of the Director, Performance Management & Reforms Unit (PMRU), Office of the Chief Secretary, Government of Gilgit Baltistan, Gilgit.

### **4. Performance Guarantee**

- The successful bidder must provide a performance guarantee equivalent to 10% of the contract value from a scheduled bank or KCBL. This guarantee must be submitted within 10 days of receiving the acceptance letter.
- The performance guarantee will be valid for the entire duration of the contract, plus an additional period of 30 days.

### **5. Authorized Distributorship**

- Bidders must submit authorization certificates from manufacturers for the supply of the equipment. Or,
- The authorized distributor list must be provided, indicating the specific equipment to be supplied.

#### **6. Warranty and After-Sales Service**

- The equipment supplied must come with a minimum warranty period of one year.
- Bidders must provide details of after-sales service facilities available in Gilgit-Baltistan. And if not available in Gilgit-Baltistan, the bidder must provide written assurance of providing after-sales service from any other part of the country at his/her own expense.

#### **7. Experience Requirement**

- Bidders must provide proof of at least 2 years of experience in supplying similar equipment to public or private sector organizations.
- Bidders should submit a capacity statement of available IT equipment (software/hardware) relevant to the assignment.

#### **8. Documentation and Proofs**

- A valid proof of firm registration with SECP/Form-C.
- An undertaking that the firm has not been blacklisted or debarred by any government organization.
- Copies of NTN and GST registration certificates (unless exempted under any law(s)/rules).
- Last 2 years' Bank Statement of the firm.
- Valid proof of firms having at least 2 years' experience in public/private sector in which they have successfully delivered similar kind of equipment.

#### **9. Rejection of Bids**

- The Competent Authority reserves the right to reject any or all bids or proposals at any time before acceptance, as per Gilgit Baltistan Public Procurement Rules, 2022.

#### **10. Opening of Bids**

- The tender documents will be opened on 2nd of October 2024 at 12:00 pm in the committee room of GB-PMRU in the presence of the bidders or their representatives.

#### **11. Compliance**

- All bidders must comply with the terms and conditions specified in the tender documents. Non-compliance may result in rejection of the bid.

#### **12. Note**

- By submitting a bid, the bidder agrees to all the terms and conditions laid down in this document and the tender notice.

For further information and clarification, please contact:

**Director, Performance Management & Reforms Unit**  
Office of the Chief Secretary, Government of Gilgit-Baltistan, Gilgit  
05811-940158, [director@pmrugh.gov.pk](mailto:director@pmrugh.gov.pk)

**DETAILED SPECIFICATIONS OF THE EQUIPMENT**

**Lot No II**

S No.	Item/Equipment	Qty
1	<b>Desktop PCs</b> <ul style="list-style-type: none"> <li>• <b>CPU</b> 13th Gen Intel® Core™ i5 or better Intel® Wi-Fi Supported Built-in Mic + Speaker</li> <li>• <b>Storage</b> 1TB</li> <li>• <b>Memory</b> 8GB DDR 4 or higher</li> <li>• <b>Display</b> 23" or higher with at least HD resolution</li> <li>• <b>Accessories</b> Keyboard Mouse Headphones with Mic Power Extension</li> </ul>	5
2	<b>Shredders</b> <ul style="list-style-type: none"> <li>• LED Display: Overheat/ Overload/ Power/ Bin Full</li> <li>• Safety interlock automatically shuts shredder off if door opens</li> <li>• Overload protection</li> <li>• Thermal Protection</li> <li>• Manual reverse mode helps clear paper jams</li> <li>• Caster wheels for office mobility</li> <li>• Extra low noise operation</li> <li>• Bin capacity: 50 liter or more</li> <li>• Dimension (L x w x h mm) 415.5 x 383 x 666</li> <li>• Jam Proof</li> <li>• Cut Size: Cross cut</li> <li>• Throat Width (inches) 8" or more</li> <li>•</li> </ul>	2

3	<p><b>CCTV:</b></p> <ul style="list-style-type: none"> <li>• 8 Full HD CCTV Cameras</li> <li>• (2-MP – 1080p Waterproof – Day &amp; Nigh Vision CCTV Cameras)</li> <li>• 8 Channel Digital Video Recorder</li> <li>• 500 – GB Hard Disk Drive</li> <li>• 10 – Amp Power Supply</li> <li>• 540 Feet Copper Wire with BNC Connectors</li> <li>• Waterproof Box for Connectors</li> <li>• Including Installation with 1 Year Warranty</li> <li>• Installation included.</li> </ul>	1
4	<p><b>Access Control System</b></p> <ul style="list-style-type: none"> <li>• Door lock unlocks via password and card</li> <li>• Complete system includes <ul style="list-style-type: none"> <li>○ Magnetic lock controller exit button</li> <li>○ RF card</li> <li>○ Power Supply</li> <li>○ Wire</li> <li>○ Installation</li> </ul> </li> </ul> <p>Access Control System is required for a building with at-least 6 entry exit points.</p>	1

