



**HYDROCARBON DEVELOPMENT
INSTITUTE OF PAKISTAN**

Tender Documents

Tender No.

Procurement

for

IT EQUIPMENT



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

Table of Contents

Contents

1.	Invitation for Bid	3
2.	Eligibility Criteria	4
3.	Terms & Conditions	5-6
4.	Technical Proposal	7
5.	Financial Proposal	8
6.	Vendor Details	9



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

INVITATION FOR BID

Date: 03 September 2020

Bid Reference No.:

1. **HDIP** invites sealed bids from eligible firms registered under the laws of Pakistan in the appropriate category and duly qualified with the Employer for the purchase of **computers**, which will be completed in 30 days after the award of tender.
 2. Bidders may download the complete set of Bidding Documents from the HDIP website (www.hdip.com.pk)
 3. All bids must be accompanied by a **Bid Security of 5% of the value of tendered amount** and must be delivered to HDIP **11:00. Hours by 18th September 2020**. Bids will be opened at **11:30. Hours** on the same day in the presence of bidders' representatives who choose to attend, at the same address.
-



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

ELIGIBILITY CRITERIA

The bidders must fulfill the following criteria in order to be eligible for the bidding process:

1. Registration of firm / company under the laws of Pakistan
 2. Active National Tax Number
 3. Active Sales Tax Registration Number
-



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

TERMS & CONDITIONS

1. The interested bidders should submit the relevant documents like Company Profile and Company annual turnover etc.
2. Procurement shall be governed under the PPRA Rules.
3. Single Stage, Two Envelope method will be adopted for Bidding Process.
4. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
5. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
6. The bidders must separately mention the Item Price and Sales Tax (Where Applicable) on prescribed Bid Form.
7. The total quoted price must be inclusive of all other taxes or duties.
8. The bidders must submit bid security of 5% of the value of tendered amount in the favor of undersigned in the shape of CDR from any scheduled Bank and warranty for Computer and equipment’s, otherwise tender will be rejected.
9. Sealed bids are required to be brought in person by the authorized representatives of the interested bidders by **18th September-2020 at 11:00. Hours.** positively. The bids received till the stipulated date and time shall be opened on the same day at **11:30 Hours** in the presence of bidders or their authorized representatives by the Procurement Committee.
10. Incomplete Bid Forms or Bid Forms with overwriting will not be accepted.
11. All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

- signatures of authorized person.
12. An Undertaking that the firm/company has not been blacklisted by any Government, Semi Government, Autonomous Body or Organization.
 13. The successful bidder must submit **Performance Guarantee of 5%** of total quoted amount / warranty for computers in the favor of undersigned in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
 14. HDIP may reject all bids at any time prior to the acceptance of a bid.
 15. The successful bidder must supply the goods within 30 days from the issuance date of Purchase Order.
 16. It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Project Director Office (HDIP, Plot-18, St. 6, H-9 Islamabad). HDIP will not bear any type of transportation cost.



HYDROCARBON DEVELOPMENT INSTITUTE OF PAKISTAN

Technical Proposal

Sr. No	Name of Article	Technical Specifications	Quantity
1.	HP/Dell PC	<ol style="list-style-type: none">1. Core i5 Processor 9th Generation2. RAM (16GB)3. Hard Disk (1 TB)4. DVD RW5. LED 20 inch6. Licensed Windows 10 Professional	9

Name of Firm

(Signature & Stamp)



**HYDROCARBON DEVELOPMENT INSTITUTE OF
PAKISTAN**

Financial Proposal

Sr. No	Name of Article	Unit Price	GST	Total Price
1.	HP/Dell PC with following Specification 1. Core i5 Processor 9 th Generation 2. RAM (16GB) 3. Hard Disk (1 TB) 4. DVD RW 5. LED 20 inch 6. Licensed Windows 10 Professional			
Grand Total				

Name of Firm

(Signature & Stamp)



**HYDROCARBON DEVELOPMENT INSTITUTE OF
PAKISTAN**

VENDOR DETAILS

Name of Vendor

Office Address

Authorized Person

GST No.

NTN

Telephone No.

Mobile No.

Fax No.

Email
