

**AUDIT OVERSIGHT BOARD  
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE NO. AOB-HR/ADMIN 04  
FOR PROCUREMENT OF IT RELATED ITEMS**

Audit Oversight Board (AOB) invites sealed bids from authorized dealers/distributors, registered with Tax Department having valid/ active NTN and GST numbers, with relevant experience, to supply the 17 units of laptops as per following specifications:

S.No	Product	Specifications	Quantity
1.	<b>Laptop</b>	<i>RAM: 16 GB Processor: i7-latest generation Storage: 1 Tera Byte SSD Screen Size: 16” Operation System: Windows 11 pro Lenovo (ThinkPad) series or equivalent</i>	17

**Terms & Conditions]**

- Bids for supply of laptops are to be submitted on Single stage – one envelope procedure basis.
- Tender should accompany Earnest Money equal to 2% of the bid (refundable) through Pay Order, Draft, CDR etc. in favor of Audit Oversight Board, Islamabad.
- Earnest Money of unsuccessful bidders will be returned/ refunded after initial processing of the bids. However, earnest money of successful bidder/ firm will be retained up to completion of warranty period.
- Name/ trade mark and main features of the said item should be indicated in the bid clearly.
- The warranty period for above mentioned item is one year at spot, with parts, which should be mentioned clearly in the bid.
- While assessing the bids, quality of the items will be given proper weight. Lower rates for the lower, substandard or inferior quality will not be considered.
- The bidders should have their branches, offices, shops etc. in Islamabad/ Rawalpindi. Clear address with phone(s), fax number(s), NTN and GST numbers must be indicated on the letterhead pads of the bidders on which the bid is being made.
- The bid should accompany an undertaking on the stamp paper of Rs. 50/- to the effect that the company provides 100% original products; that the company has not been black listed by any government, semi government or autonomous organization; that the company is not under litigation in any court of law or not at any stage of bankruptcy; and it has not supplied the same items to any department organization at the rates lower than offered in this tender during the same period.

- The successful vendor will provide maintenance service, after expiry of warranty, at agreed rates, if desired by the AOB.
- Rates without GST will not be considered.
- Bid validity period should be at least three months which is to be mentioned in the bid clearly.
- The successful bidder will be bound to supply the required number of items within 15 days of the issuance of supply order.
- Payment of the bill(s) will be subject to the deduction of all mandatory government taxes/levies.
- Submission of false statements/ documents as well as concealing of any information is liable to disqualify the respective firm(s).
- No cutting/overwriting in the offered prices shall be acceptable.
- The successful firm shall not re-submit the revised/ more than the accepted rates and shall be responsible for supply of the item as per approved price failing which Security Deposit will be forfeited.
- The AOB has right to reject the bids or proposals at any time prior to acceptance of a bid or proposal, in light of the provisions of Rule 33 (1) of Public Procurement Rules, 2004.
- Only those bids will be considered which will contain offers for the item in accordance with specifications mentioned in the tender notice.
- **Evaluation Criteria**
  - (1) The proposal which secures the highest marks (Technical+ financial) after meeting the following technical requirement will be considered most reasonable/ advantageous:
    - i. Low quality item/ brand will not be accepted.
    - ii. 70% weight will be given to technical evaluation and 30% to financial evaluation.
    - iii. The vendor/ bidder who fulfils all technical requirements, as given in this tender notice, will be given 100 marks which will be converted into 70 marks for final evaluation. Other bids will be awarded technical marks with the same ratio.
  - (2) 100 technical mark will be calculated as under:
    - a). 50 points/ marks will be given to those bids wherein quoted items are in accordance with specifications given in this tender notice. No mark will be given to those proposals wherein quoted items are not in accordance with the given specifications;
    - b). 20 points for tax/ GST certificates;

- c). 20 points for authorized dealership certificate.
- d). 10 points for compliance with the bid format.

(3) 30 points/ marks will be awarded to the lowest financial bid. The other bids will be evaluated with the formula:  $\text{Lowest bid} \times 30 / \text{higher bid}$ .

- Procurement contract will be awarded to the vendor(s) whose bid is evaluated as most reasonable.
- All bids should reach the undersigned at the given address by the 22<sup>nd</sup> June, 2023 up to 3:00 p.m which will be opened on the same date and venue at 3:30 p.m in presence of bidders or their authorized representatives.
- Bids are to be submitted in accordance with “Bid Format” given at the next page.

Manager (HR & Admin)  
Room No. 1407, 14<sup>th</sup> floor, 55 B  
ISE Towers, Blue Area,  
Jinnah Avenue, Islamabad.  
Phone # 051 9100381-2

**BID FORMAT**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone/ fax numbers: \_\_\_\_\_

E mail address: \_\_\_\_\_

GST # \_\_\_\_\_

NTN: \_\_\_\_\_

Authorized Person \_\_\_\_\_

Phone/ Cell number of authorized person: \_\_\_\_\_

Detail of documents attached with the bid: \_\_\_\_\_

i. \_\_\_\_\_

ii. \_\_\_\_\_

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Any other relevant information: \_\_\_\_\_

Name of Bidder	Item Name/ Trade Mark of the item	Specifications/ Features	Per Unit Rate without GST	GST @----	Per Rate with GST	Unit with	Quantity	Total Price with GST	Warranty
M/s.		i. ii.	Rs.	Rs.	Rs.			Rs.	
	1								
	2								
<b>Grand Total</b>								<b>Rs.</b>	