

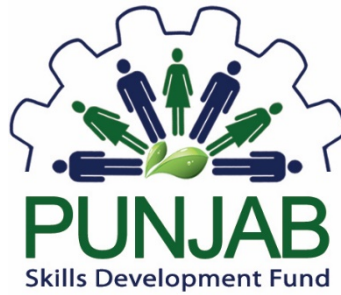
# PUNJAB SKILLS DEVELOPMENT FUND

## Tender Document

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“Provision of the Printers & Scanners to PSDF”

August , 2017



Submission Date for Sealed Bids: **29<sup>th</sup> August, 2017 (11:00 am)**

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan.

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## **1- Invitation to bids**

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from Printers & Scanners providing firms/companies (hereafter called as bidders) for the supply of Printers & Scanners. PSDF requires Printers & Scanners for its official use. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

## **2- Instruction to bidders**

The selection of Printers & Scanners providing firms/companies will base on Least Cost Selection Method. PSDF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section 7 and 8 of the document.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. Bidders those will found eligible and qualify in technical evaluation will be short-listed for financial bids.

## **3- Conditions for eligibility**

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of Printers & Scanners supply;

- a) The supplier or company must have local presence, an operational office in Pakistan and in Lahore. (office address on signed letter head)
- b) The company must have business of supply of international branded Printers & Scanners. (Declaration on signed letter head)
- c) Minimum 10 years of experience of providing and supporting Printers & Scanners. Documentary proof (copies of contract or work order by clients or delivery receipts) should be furnished.
- d) Evidence of company’s registration / incorporation (Copy required)

- e) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- f) Income Tax, GST, PST (if applicable) registration (Copy required)
- g) Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warranties and maintenance services of the international branded Printers & Scanners.
- h) The quoted Printers & Scanners should not be locally assembled or fabricated but must be imported from original manufacturer or not from any grey channel.
- i) The supplier or company must have authorized after sales services centre in Lahore.
- j) No joint venture (JV) is allow in this tender.

Kindly fill all annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

And also sign the declaration form at the end of document and attach with your other documents.

#### **4- Scope of job**

- a) Bidder will submit complete specifications of required Printers & Scanners with pictures in technical proposal for approval of PSDF. After technical qualification and approval of specifications, the qualified bidders will be called for its financial proposal opening.
- b) PSDF will raise the purchase order for the provision of all approved Printers & Scanners and the successful bidder will provide the required Printers & Scanners in stipulated time.
- c) Total quantity required is 20 (breakup of this total quantity is mentioned in **Annex F**) while will be procured at once. PSDF can increase the quantity of required Printers & Scanners.

#### **5- Terms of Reference**

To provide Printers & Scanners items, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required Printers & Scanners items with agree delivery time. A penalty at the uniform rate of 5% of the value of the purchase order on each day delay will be involved in case of delay.
- b) If the bidder completely fails to deliver the material a week after prescribed period of delivery, the CDR will be forfeited and purchase order will be considered cancel.
- c) The technical & inspection committee/team of PSDF will inspect and check the Printers & Scanners supplied at the time of the delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection committee/team.
- d) Successful bidder will bound to provide the Printers & Scanners items within agreed timelines after issuance of work order.
- e) PSDF reserves the right to increase the number of Printers & Scanners items as per the requirement.
- f) Income tax and 1/5<sup>th</sup> of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- g) In case of any dispute regarding quantity, quality of service and specification, the decision of the PSDF shall be final & binding.

- q) The payment for the Printers & Scanners items will be made on the successful delivery of Printers & Scanners items as per PSDF rules.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore.

## **6- Guidelines**

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. The financial proposal will be called from technically qualified bidders.
- b) All documents and information received by PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this bidding document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" for 'Provision of Stationery and General Items'. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of bidding proposal is 29<sup>th</sup> August, 2017 (**11:00 AM**).
- g) Sealed proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 21<sup>st</sup> August, 2017. For any other related information please contact the undersigned.

### Postal Address

Associate IT  
Punjab Skills Development Fund  
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore  
E-mail: [adil.hassan@psdf.org.pk](mailto:adil.hassan@psdf.org.pk)  
Phone: +92-42-35752408-10  
Fax: +92-42-35752190

## **7- Technical evaluation criteria**

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the required specifications of Printers & Scanners attached as annexure – C. A bidder can offer more than one Printers & Scanners options matching the required specifications as given in annexure – C.

## 8- Financial Evaluation

The financial proposals of only eligible bidders with technically qualified specifications will be opened. Financial bid evaluation will be done on the basis of lowest Cumulative offered bid price of Printers & Scanners given in Financial Bid Form “annexure – F”.

## 9- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

|                |  |
|----------------|--|
| Name           |  |
| Designation    |  |
| Signature      |  |
| Date and Place |  |

## 9- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR; all required information and documentary evidences may be submitted before 11:00 AM on 29<sup>th</sup> August, 2017. Technical proposals will be publically opened on the same day i.e. 29<sup>th</sup> August, 2017. at 11:30 AM in the presence of bidder’s representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

### Call Deposit Receipt (CDR)

CDR of five percent (5%) for the total bid price of offered Printers & Scanners, in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and enclosed in financial bid. CDR must be enclosed in financial proposal.

### Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

**Re:** Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

**Important Note:** The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “**TECHNICAL AND FINANCIAL PROPOSALS FOR PROVISION OF PRINTERS & SCANNERS TO PSDF**”

**Annexures**

**Annex – A**

| <b>Organization Information</b> |   |                            |  |
|---------------------------------|---|----------------------------|--|
| <b>S #</b>                      | <b>Required Information</b>   | <b>Response</b>            |  |
| 1                               | Legal name of the organization  |                            |  |
| 2                               | Year of Registration / Establishment of the Organisation  |                            |  |
| 3                               | National Tax Number   |                            |  |
|                                 | General / Punjab Sales Tax Number   |                            |  |
| 5                               | What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s) | Public Sector Organisation |  |
|                                 |   | Section 42 Company         |  |
|                                 |   | Public Ltd. Company        |  |
|                                 |   | Private Ltd. Company       |  |
|                                 |   | Private Partnership Firm   |  |
|                                 | Others (Please specify)   |                            |  |
| 6                               | Name and designation of 'Head of Organization'  |                            |  |
| 7                               | Mobile:   |                            |  |
|                                 | Phone/s:  |                            |  |
|                                 | Email:  |                            |  |
|                                 | Fax:  |                            |  |
|                                 | Address of organization:  |                            |  |
|                                 | Website address:  |                            |  |
| 8                               | Name and designation of 'Contact Person':   |                            |  |
|                                 | Phone/s:  |                            |  |
|                                 | Mobile:   |                            |  |
|                                 | Email:  |                            |  |
|                                 | Fax:  |                            |  |
|                                 | Address of printing set up  |                            |  |
|                                 | Phone/s:  |                            |  |
|                                 | Mobile:   |                            |  |
|                                 | Email:  |                            |  |
|                                 | Fax:  |                            |  |



**Annex – B**

| <b>Eligibility Response Checklist</b> |   |  |   |
|---------------------------------------|---|--|---|
| <b>Sr. No.</b>                        | <b>Necessary Eligibility Information</b>  | <b>Response/Elaboration</b>                  |   |
| 1                                     | Certificate of Registration / Incorporation (Copy required)   |  | Copies Attached   |
|                                       |   |  | Copies Not Attached   |
| 2                                     | Regular tax payer<br>Attach copy of tax returns of last year  |  | Copies Attached   |
|                                       |   |  | Copies Not Attached   |
|                                       |   |  | Not applicable. Public sector organisation  |
| 3                                     | Mention National Tax Number (NTN) or General / Punjab Tax Number (GST, PST) in the name of Organization and provide a copy of registration  | National Tax Number (NTN)                    |   |
|                                       |   | General / Punjab Sales Tax Number (GST, PST) |   |
| 4                                     | The supplier or company must have local presence, registered office in Pakistan and an office in Lahore   |  | Profile or evidence of letter head is Attached  |
|                                       |   |  | Not Attached  |
| 5                                     | Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)          |  | We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted. |
|                                       |   |  | Our organization has been blacklisted once or more than once.   |
| 6                                     | The company must have core business of supply of Printers & Scanners  |  | Profile or evidence of letter head is Attached  |
|                                       |   |  | Not Attached  |
| 7                                     | Minimum 10 years' experience of providing Printers & Scanners. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.                                      |  | Copies Attached   |
|                                       |   |  | Copies Not Attached   |
|                                       | Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warrantees and maintenance services of the international branded Printers & Scanners |  | Copies Attached   |
|                                       |   |  | Copies Not Attached   |

**Annex – C**

| <b>Relevant Experience</b> |  |  |
|----------------------------|--|--|
| <b>Sr. #</b>               | <b>Required Information</b>  | <b>Response</b><br><b>(Please provide exact information with organization name, location/s and duration)</b><br><br>Provide data in sequence given below |
| 1                          | Name of Organizations with addresses   | i.   |
|                            |  | ii.  |
|                            |  | iii.   |
|                            |  | iv.  |
|                            |  | v.   |
| 2                          | Start and end dates of providing Printers & Scanners (For example – Jan 2005 to 2013)    | i.   |
|                            |  | ii.  |
|                            |  | iii.   |
|                            |  | iv.  |
|                            |  | v.   |
| 3                          | Number of Printers & Scanners items and support provided (Support is a must requirement) | i.   |
|                            |  | ii.  |
|                            |  | iii.   |
|                            |  | iv.  |
|                            |  | v.   |

List of current business with other organizations including government organizations

| Sr. No | Name of Company/Organization | Current Business/Scope of Work | No of Employee | Annual Contract Volume | Approximate value of Business |
|--------|------------------------------|--------------------------------|----------------|------------------------|-------------------------------|
| 1      |                              |                                |                |                        |                               |
| 2      |                              |                                |                |                        |                               |
| 3      |                              |                                |                |                        |                               |
| 4      |                              |                                |                |                        |                               |
| 5      |                              |                                |                |                        |                               |

**Annex-D**

| <b>Technical Evaluation Criteria</b> |   |                     |                           |  |
|--------------------------------------|---|---------------------|---------------------------|--|
| <b>S. No.</b>                        | <b>Descriptions</b>   | <b>Total Points</b> | <b>Categorized Points</b> | <b>Remarks</b><br>(Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded) |
| <b>1</b>                             | <b>Relevant Experience</b>  | <b>10</b>           |                           | Documentary proof (copies of contract or work order or contact details of clients) should be furnished.                          |
|                                      | Experience of providing Printers & Scanners items equal to or more than 10 years              |                     | 10                        |  |
|                                      | Experience of providing Printers & Scanners items more than 5 years but less than 10 years    |                     | 5                         |  |
|                                      | Experience of providing Printers & Scanners items less than 5 years                           |                     | 0                         |  |
|                                      | <b>Current Contracts</b>  | <b>10</b>           |                           | Documentary proof (copies of contract or work order or contact details of clients) should be furnished.                          |
|                                      | Currently working with at least 3 clients<br>If fulfils completely                            |                     | 10                        |  |
|                                      | If one or more but less than three  |                     | 5                         |  |
|                                      | If currently no contract with any client  |                     | 0                         |  |
|                                      | <b>Experience with Govt, Semi Government or Autonomous bodies<br/>If greater than 3 years</b> | <b>5</b>            |                           |  |
|                                      | If one or more but less than 3 years  |                     | 3                         |  |
|                                      | If less than 1 year   |                     | 0                         |  |
| <b>2</b>                             | <b>Financial Capability</b>   | <b>15</b>           |                           | Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.                     |
|                                      | Annual turnover of Printers & Scanners Items company should be greater than ten million       |                     | 15                        |  |
|                                      | If less than million but greater than 7 million but less than 10 million                      |                     | 10                        |  |
|                                      | If less than 7 million but greater than 5 million   |                     | 7                         |  |
|                                      | If less than 5 million but greater than 3 million   |                     | 5                         |  |
|                                      | If less than 3 million  |                     | 0                         |  |
| <b>4</b>                             | <b>Company</b>  |                     |                           | Share copy of registration or letter of incorporation  |

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|          |  |           |    |   |
|----------|--|-----------|----|---|
|          | <b>If establishment of company is old, greater than 7</b>                                | <b>10</b> |    | Share copy of registration of delivery van and details of driver<br>Company profile showing the complete list of key management staff with designations and contact details.<br>Or complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities |
|          | If greater than 5 but less than 7  |           | 5  |   |
|          | If less than 5   |           | 0  |   |
|          | <b>Number of key management staff if 5 and above</b>                                     | <b>10</b> |    |   |
|          | If 5 and above   |           | 7  |   |
|          | If 3 and above   |           | 5  |   |
|          | If less than 3   |           | 0  |   |
|          | <b>Clients with Company</b>  |           |    | Company profile showing the total clients.<br>Or detail of clients on company letter head with sign and stamp by authorities<br><br>Company profile showing the total Govt clients.<br>Or detail of details of clients on company letter head with  |
|          | Number of total clients  | <b>10</b> |    |   |
|          | If 10 and above  |           |    |   |
|          | If 7 and above   |           | 7  |   |
|          | If 5 and above   |           | 5  |   |
|          | Less than 5  |           | 0  |   |
|          | Number of Govt, Semi Govt or Autonomous clients, If 5 and above                          | <b>5</b>  |    |   |
|          | 3 and above  |           | 3  |   |
|          | 1 and above  |           | 2  |   |
| <b>5</b> | <b>Quality</b>   | <b>15</b> |    |   |
|          | Warranty of Printers & Scanners offered by bidder, if greater than or equal to 36 months |           | 10 | Attach offered warranty period on signed company letter head with back to back support for this warranty from principle manufacturer  |
|          | If greater than 24 months but less than 36 months  |           | 7  |   |
|          | If less than 24 months   |           | 0  |   |
|          | <b>Details of workshop including repair maintenance in Lahore</b>                        |           | 5  | Provide details of work shop including repair maintenance service   |
|          | <b>Working Staff</b>   |           |    | Company profile showing the number or details of Stationery and General Items staff.<br>Or number/details of Stationery and General Items staff on company letter head with sign and stamp by authorities   |
|          | Total number of working staff held with the company in total. 15 and above               | <b>10</b> |    |   |
|          | 10 and above   |           | 7  |   |
|          | 7 and above  |           | 5  |   |

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|                             |             |            |   |  |
|-----------------------------|-------------|------------|---|--|
|                             | 5 and above |            | 3 |  |
|                             | Less than 5 |            | 0 |  |
| <b>Total Points Awarded</b> |             | <b>100</b> |   |  |

**Annex – E**

| <b>Key Management Staff of Company</b> |                                 |                    |                          |                                   |
|--|---------------------------------|--------------------|--------------------------|-----------------------------------|
| <b>Sr #</b>                            | <b>Name of Management Staff</b> | <b>Designation</b> | <b>Area of Expertise</b> | <b>Number of years in company</b> |
|  |                                 |                    |                          |                                   |
|  |                                 |                    |                          |                                   |
|  |                                 |                    |                          |                                   |

May like to add more columns

**Annex-F**

**Required Specifications and Quantity of Printers & Scanners**

| <b>Printers Category 1 (QTY=03)</b> |                            |  |
|-------------------------------------|----------------------------|--|
| <b>SR #</b>                         | <b>Item</b>                | <b>Required Specifications</b>   |
| 01                                  | Print Technology           | Laser  |
| 02                                  | Print Speed                | Black (normal, letter): Up to 40 ppm                                     |
| 03                                  | Processor                  | 1.2 Ghz  |
| 04                                  | Memory                     | 128MB  |
| 05                                  | Black Print Resolution     | Up to 1200 x 1200 dpi  |
| 06                                  | Duplex Printing            | Automatic  |
| 07                                  | Paper Input                | 100-sheet multipurpose Tray 1, 250-sheet input Tray 2                    |
| 08                                  | Monthly Duty Cycle         | Up to 80,000 pages   |
| 09                                  | Supported Paper Size       | A4, Letter, Legal, 8.5 x 14 Inch   |
| 10                                  | Connectivity               | Hi-Speed USB 2.0 port; built-in Gigabit Ethernet; 1 Wireless 802.11b/g/n |
| 11                                  | Supported Operating System | Windows 7, 8, 8.1, 10  |
| 12                                  | Warranty*                  | 3 Years 9/5,NBD (details of warranty is mentioned below)*                |

\* **Warranty:** Warranty for all printers should be 3 years comprehensive warranty, it should start from the date of installation at PSDF Head Office, all parts should be covered under this warranty completely free of cost, including PKR zero for service charges, free pickup and drop at PSDF head office.

In case where complete printer needs a replacement due to any fault, this 3 year warranty should also cover that free of cost, this warranty covers complete printer parts except for cartridge for printer.

Replacement of parts should be made within 10 working days, in case it exceeds 10 days an interim backup equipment of an equivalent model should be provided after 5th day (within 24 hours) at PSDF Head Office.

| <b>Printers Category 2 (QTY=02)</b> |                            |  |
|-------------------------------------|----------------------------|--|
| <b>SR #</b>                         | <b>Item</b>                | <b>Required Specifications</b>                           |
| 01                                  | Print Technology           | Laser  |
| 02                                  | Print Speed                | Black (normal, letter): Up to 45 ppm                     |
| 03                                  | Processor                  | 1.2 Ghz  |
| 04                                  | Memory                     | 512MB  |
| 05                                  | Black Print Resolution     | Up to 1200 x 1200 dpi                                    |
| 06                                  | Duplex Printing            | Automatic  |
| 07                                  | Paper Input                | 100-sheet multipurpose Tray 1, 550-sheet input Tray 2    |
| 08                                  | Monthly Duty Cycle         | Up to 150,000 pages                                      |
| 09                                  | Supported Paper Size       | A4, Letter, Legal, 8.5 x 14 Inch                         |
| 10                                  | Connectivity               | Hi-Speed USB 2.0 port; built-in Gigabit Ethernet         |
| 11                                  | Supported Operating System | Windows 7, 8, 8.1, 10                                    |
| 13                                  | Warranty*                  | 3 Years 9/5,NBD(details of warranty is mentioned below)* |

\* **Warranty:** Warranty for all printers should be 3 years comprehensive warranty, it should start from the date of installation at PSDF Head Office, all parts should be covered under this warranty completely free of cost, including PKR zero for service charges, free pickup and drop at PSDF head office.

In case where complete printer needs a replacement due to any fault, this 3 year warranty should also cover that free of cost, this warranty covers complete printer parts except for cartridge for printer.

Replacement of parts should be made within 5 working days, in case it exceeds 5 days an interim backup equipment of an equivalent model should be provided after 5th day (within 24 hours) at PSDF Head Office.



**Required Specifications and Quantity of Scanners**

| <b>Scanners Category 1 (QTY=12)</b> |                               |  |
|-------------------------------------|-------------------------------|--|
| <b>SR #</b>                         | <b>Item</b>                   | <b>Required Specification</b>  |
| 01                                  | Scanner Type                  | Sheet feed   |
| 02                                  | Scan Speed                    | Up to 35 ppm/70 ipm  |
| 03                                  | Scan Resolution               | Optical: Up to 600 dpi (colour and monochrome, sheet-feed); Hardware: Up to 600 dpi (colour and monochrome, sheet-feed)  |
| 04                                  | Auto document feeder capacity | 50 Sheets  |
| 05                                  | Grayscale Levels/Bit Depth    | 256/24-bits external/48-bits internal  |
| 06                                  | Scanner advanced features     | Auto colour detect; Auto crop; Auto exposure; Auto orientation; OCR; Edge removal; Background clean-up; Remove hole; Colour drop out; Straighten the page; Scan to cloud; Scan to email; PDF security; Misfeed detection advance setting |
| 07                                  | Scan File Format              | PDF, JPEG, PNG, BMP, TIFF, TXT (Text), RTF (Rich Text) and searchable PDF  |
| 08                                  | Connectivity                  | Hi-Speed USB 2.0 and USB 3.0   |
| 09                                  | Control Panel                 | Scan button, Cancel button, Power button with a LED and a LED for Error indication   |
| 10                                  | Software                      | Scanning / Utility Software  |
| 11                                  | Accessories                   | USB Cables, Power Cables / Power Adapter   |
| 12                                  | Compatible OS                 | Windows 7, 8, 8.1, 10  |
| 13                                  | Warranty*                     | 3 Years 9/5,NBD(details of warranty is mentioned below)*   |

\* **Warranty:** Warranty for all scanners should be 3 years comprehensive warranty, it should start from the date of installation at PSDF Head Office, all parts should be covered under this warranty completely free of cost, including PKR zero for service charges, free pickup and drop at PSDF head office.

In case where complete printer needs a replacement due to any fault, this 3 year warranty should also cover that free of cost, this warranty covers complete scanner parts.

Replacement of parts should be made within 5 working days, in case it exceeds 5 days an interim backup equipment of an equivalent model should be provided after 5<sup>th</sup> day (within 24 hours) at PSDF Head Office.

| <b>Scanners Category 2 (QTY=02)</b> |                               |  |
|-------------------------------------|-------------------------------|--|
| <b>SR #</b>                         | <b>Item</b>                   | <b>Required Specification</b>  |
| 01                                  | Scanner Type                  | Flatbed, ADF   |
| 02                                  | Scan Speed                    | Up to 20 ppm/40 ipm (black & white, grey and colour, 300 dpi)  |
| 03                                  | Scan Resolution               | Hardware: Up to 600 x 600 dpi (colour and monochrome, ADF); Up to 1200 x 1200 dpi (colour and monochrome, flatbed)<br><br>Optical: Up to 600 dpi (colour and monochrome, ADF); Up to 1200 dpi (colour and monochrome, flatbed) |
| 04                                  | Auto document feeder capacity | 50 Sheets  |
| 05                                  | Grayscale Levels/Bit Depth    | 256; Bit Depth: 24-bit   |
| 06                                  | Scanner advanced features     | One pass duplex scanning; One button scan; OCR; Configurable scan shortcuts  |
| 07                                  | Scan File Format              | PDF, JPEG, PNG, BMP, TIFF, TXT(Text), RTF (Rich Text) and searchable PDF   |
| 08                                  | Connectivity                  | Hi-Speed USB 2.0   |
| 09                                  | Control Panel                 | 5 buttons (including Sleep/Power button); 7 LEDs (including Power, Error, Scan to which destination and Simplex/Duplex)  |
| 10                                  | Software                      | Scanning / Utility Software  |
| 11                                  | Accessories                   | USB Cables, Power Cables / Power Adapter   |
| 12                                  | Compatible OS                 | Windows 7, 8, 8.1, 10  |
| 13                                  | Warranty*                     | 3 Years 9/5,NBD (details of warranty is mentioned below)*  |

\* **Warranty:** Warranty for all scanners should be 3 years comprehensive warranty, it should start from the date of installation at PSDF Head Office, all parts should be covered under this warranty completely free of cost, including PKR zero for service charges, free pickup and drop at PSDF head office.

In case where complete printer needs a replacement due to any fault, this 3 year warranty should also cover that free of cost, this warranty covers complete scanner parts.

Replacement of parts should be made within 5 working days, in case it exceeds 5 days an interim backup equipment of an equivalent model should be provided after 5<sup>th</sup> day (within 24 hours) at PSDF Head Office.

| <b>Scanners Category 3 (QTY=01)</b> |                               |   |
|-------------------------------------|-------------------------------|---|
| <b>SR #</b>                         | <b>Item</b>                   | <b>Required Specification</b>   |
| 01                                  | Scanner Type                  | Flatbed, ADF  |
| 02                                  | Scan Speed                    | Up to 30 ppm/60 ipm   |
| 03                                  | Scan Resolution               | Hardware: Up to 600 x 600 dpi (colour and monochrome, ADF); Up to 1200 x 1200 dpi (colour and monochrome, flatbed)<br>Optical: Up to 600 x 600 dpi (colour and monochrome, ADF); Up to 1200 x 1200 dpi (colour and monochrome, flatbed) |
| 04                                  | Auto document feeder capacity | 50 Sheets   |
| 05                                  | Grayscale Levels/Bit Depth    | 256; Bit Depth: 24-bit  |
| 06                                  | Scanner advanced features     | Blank page removal; Auto orientation; Auto colour detect; Auto crop; Auto exposure; Hole removal; Straighten content; Erase edges; Clean up background;<br>Auto threshold; Colour drop out; OCR   |
| 07                                  | Scan File Format              | PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf) and searchable PDF  |
| 08                                  | Connectivity                  | Hi-Speed USB 2.0 and USB 3.0; Built-in Fast Ethernet 10/100/1000 Base-TX network port   |
| 09                                  | Control Panel                 | 7.11 cm (2.8") touchscreen, 3 buttons (Back, Home, Help)  |

|    |               |   |
|----|---------------|---|
| 10 | Software      | Scanning / Utility Software                               |
| 11 | Accessories   | USB Cables, Power Cables / Power Adapter                  |
| 12 | Compatible OS | Windows 7, 8, 8.1, 10                                     |
| 13 | Warranty*     | 3 Years 9/5,NBD (details of warranty is mentioned below)* |

\* **Warranty:** Warranty for all scanners should be 3 years comprehensive warranty, it should start from the date of installation at PSDF Head Office, all parts should be covered under this warranty completely free of cost, including PKR zero for service charges, free pickup and drop at PSDF head office.

In case where complete printer needs a replacement due to any fault, this 3 year warranty should also cover that free of cost, this warranty covers complete scanner parts.

Replacement of parts should be made within 5 working days, in case it exceeds 5 days an interim backup equipment of an equivalent model should be provided after 5<sup>th</sup> day (within 24 hours) at PSDF Head Office.

**Annex-G**

**Financial Proposal**

| <b>Printers &amp; Scanners Category</b> | <b>Quantity</b> | <b>Unit Price of Printers &amp; Scanners (without Taxes)</b> | <b>Unit Price of Printers &amp; Scanners with Taxes (if any, also mention tax type and percentage)</b> | <b>Total Price of Printers &amp; Scanners with taxes (if any)</b> |
|---|-----------------|--|--|---|
| Printer Category 1                      | 3               |  |  |   |
| Printer Category 2                      | 2               |  |  |   |
| Scanners Category 1                     | 12              |  |  |   |
| Scanners Category 2                     | 2               |  |  |   |
| Scanners Category 3                     | 1               |  |  |   |
| Cumulative total                        |                 |  |  |   |

**PSDF has the right to increase or decrease quantity.**

- Financial bid evaluation will be done on the basis of lowest Cumulative offered bid price of Printers & Scanners given in Financial Bid Form
- **5 % of the total contract value will be charged as Performance Guarantee Security from selected bidder in form bank guarantee**