

Procurement of Laptop **Tender ID: NBP/LSG/28062018**

National Bank of Pakistan, one of the largest commercial bank operating in Pakistan invites sealed bids from the distributors / suppliers (Authorized Dealers) registered with Federal/Provincial Income Tax and Sales Tax Departments and on Active Tax Payer List of FBR for Procurement of Laptop.

This is a "Single – Stage Two Envelope Bidding Procedure" as per Rule 36(b) of Public Procurement Rules 2004 under PPRA. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, bill of quantity, product technical requirements, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders from the office of undersigned after submission of a Non-Disclosure Agreement valid for 5 years (specimen of NDA may be obtained from the office of the undersigned) along with copy of CNIC and Company's Authority Letter during office hours. Price of the bidding document is Rs.2500/- (non-refundable) in form of a pay order in favor of **National Bank of Pakistan**, Karachi. The interested distributors / suppliers (Authorized Dealers) are advised to submit their requests on company letter head. The tender will be issued after submission of following documents:

1. **Company Profile including organization structure of firm indicating the names of Directors / Proprietors / Partners.**
2. **Nature of company with year of establishment.**
3. **Annual report/financial statements of the company (last 3 years) and offices / Service Centers in Pakistan.**
4. **Complete list of employees, Key personnel who will be involved in the project along with their names, qualifications and designations.**
5. **Details of related works in hand with cost, name of clients and expected year of completion.**
6. **Copy of National Tax Number.**
7. **Copy of Registrations with Govt. Sales Tax Department**
8. **Banker's certificate indicating credit worthiness of the firm with the Bank.**
9. **Details of after sales facilities/support.**
10. **Affidavit that the firm has never been blacklisted by any Government/Semi Government organization or Autonomous Bodies.**
11. **List of any arbitration/dispute with any client present or past and nature thereof.**
12. **Copy of Dealership Certificate from Original Equipment Manufacturer (OEM).**

The bids, prepared in accordance with the instructions in the bidding documents must reach at the office of the Divisional Head (P&PD), Logistic Support Group, 3rd Floor, NBP Head Office Building, I.I. Chundrigar Road, Karachi on or before July 27, 2018 at 03:30 p.m. Bids will be opened on the same day at 04:00 p.m. publicly in the presence of Tender Opening Committee and bidders who opt to attend. NBP reserves the right to cancel this invitation at any stage of the tender. This advertisement is also available on NBP (www.nbp.com.pk) and PPRA (www.ppra.org.pk) websites.

For more details, please contact to the undersigned on following telephone numbers: 99212100-50 (Ext: 2533, 2978 and 2966) or Fax No. 021-99220434.

(Col. (R) Sajjad Ahmed Rana)
Divisional Head (P&PD) LSG

