

SPECIFICATIONS FOR THE PROVISION OF IT EQUIPMENT (LAPTOPS AND PRINTERS)

I. Requirements for Purchase of Laptops:

1. Minimum Specifications (Vendors can also quote better specifications):

Component	Description
Brand	<i>Lenovo/HP/Dell or Equivalent brand Available in Market</i>
Processor	Core i5 12th Generation
Display Size	Display 15.6"
Memory	16GB RAM
Storage/Hard Drive	512gb SSD
Wireless	Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth 5.1 or more
Operating System	Windows 11 Pro (Licensed) Ms Office Pro 2021(Licensed) , Antivirus one Year licensed
Warranty	Standard warranty with local support
Others	laptop bag

2. Total Number of Machines/Laptops required: 14

II. Requirements for Purchase of Printers:

1. All in One printer (Print, Scan and Copy)

2. Minimum Specifications (Vendors can also quote better specifications)

Component	Description
Brand	HP, Epson or Equivalent Brand Available in Market
Function	Print,Scan,Copy Wifi,duplex
Print	01 B&W
Processor Speed	600 MHz
Print Speed	Up To 30PPM
Duty Cycle	Up to 5,000 pages (Monthly)
Copy reduce / enlarge settings	25 to 400%
Copy speed (black, normal)	Up to 30 CPM

Copy resolution	600 x 600 dpi
Memory, standard	256 MB
Connectivity	Hi-Speed USB (compatible with USB 2.0 specifications; Ethernet 10/100 Base-TX; 802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE

3. **Total Number of Machines required: 1**

III. Requirements for Purchase of Printers (Colour):

1. **Multifunction Colour LaserJet Printer**
2. **Minimum Specifications (Vendors can also quote better specifications)**

Component	Description
Brand	Canon/HP/Epson or Equivalent Brand Available in Market
Function	Print, Scan, Copy
Print	B&W and Colour
Processor Speed	400 MHz
Print Speed	Color: Upto 20ppm Black and White: Up to 30 PPM
Print Quality/Resolution	Color 600 x 600 dpi 4 bits
Copy resolution	600 x 600 dpi
Memory, standard	256 MB
Connectivity	Hi-Speed USB (compatible with USB 2.0 specifications; Ethernet 10/100 Base-TX; 802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE

3. **Total Number of Machines required: 01**

General Conditions:

- Successful vendor will be required to complete the given tasks within 5-7 working days.
- All rates should be inclusive of all applicable taxes.
- Quotation rates must be valid for a period of 30 days
- Mark the envelop with “QUOTATION” on top.
- Quotation should be addressed to “Procurement Officer, Institute of social and policy Sciences (I-SAPS).

- Sealed Quotation must be on the Company Letter Head that includes the following minimum information:

- I. Vendor Name
- II. Address, Telephone and Fax Number
- III. Date of Quotation
- VI. Vendor Stamp and signed

- Quotation should be as per the specifications/TORs.
- National Tax Number should be mentioned on the Quotation
- Sales Tax Registration Number should be mentioned on the Quotation.
- Sealed quotation should be reached at plot no 12, Mauve area, G-8/1 Islamabad through courier.
- I-SAPS has the authority to reject any or all quotations without furnishing any reason.