



Government of Pakistan

**PAKISTAN TELECOMMUNICATION AUTHORITY**

Zonal Office, Wireless Compound, Opp:  
Rafiquee Shaheed Road Karachi

<http://www.pta.gov.pk>

"SAY NO TO CORRUPTION"

# INVITATION TO BID

## SUPPLY AND INSTALLATION OF PHOTOCOPIER MACHINE AND CCTV CAMERA SYSTEM AT PTA ZONAL OFFICE KARACHI

Pakistan Telecommunication Authority a Government Telecom Regulator invites sealed bids from the Suppliers / Firms / Contractors etc., registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply and installation of Photocopier and CCTV Camera System.

2. Bidding documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available at the office of undersigned. Price of the bidding documents is Rs. 500/-(Cash). Bidding documents can also be downloaded from [www.pta.gov.pk](http://www.pta.gov.pk) free of cost.
3. The bids prepared in accordance with the instructions in the bidding documents, must reach at PTA Zonal Office Zonal Office, Wireless Compound, Opp: JPMC, Rafiquee Shaheed Road Karachi on or before **25<sup>th</sup> April, 2017** by **11:00 AM**. Bids will be opened on the same day at **11:30 AM**. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Director (Enforcement)**

**Ph: 021-35680101, Fax: 021-35680640**

**Email Address: [akhlaqhussain@pta.gov.pk](mailto:akhlaqhussain@pta.gov.pk)**



*Government of Pakistan*  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
Zonal Office, Wireless Compound Opp: JPMC,  
Rafiqui Shaheed Road Karachi

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**BIDDING DOCUMENT FOR SUPPLY AND INSTALLATION OF PHOTOCOPIER AND CCTV CAMERA SYSTEM**

The bids will be received on or before **25<sup>th</sup> April, 2017 by 1100** hours in the office of the undersigned at PTA Zonal Office, Wireless Compound Opp: JPMC, Rafiqui Shaheed Road Karachi and will be **opened on the same day at 1130 hours.**

**Company Information**

The following information is to be submitted on company letter head along with the bid:

1. Name of Firm/Supplier/Contractor: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Telephone No: \_\_\_\_\_
5. Fax No: \_\_\_\_\_
6. GST Reg. No: \_\_\_\_\_
7. National Tax Number: \_\_\_\_\_
8. Mandatory Requirements:

Following are the mandatory requirements failing which the bid shall be rejected:

- a. Submission of Copy of NTN & GST certificate.
- b. Submission of bid security in shape of Demand Draft /Pay order of amount equal to 2% of total bid amount in favor of Pakistan Telecommunication Authority (Cheques will not be accepted).
- c. Submission of an affidavit on stamp paper (original) that firm is not black listed. Stamp paper should be issued after advertisement date.
- d. Bidder should be the authorized dealer/reseller/warranty provider of the brands quoted.

### **Terms & Conditions:**

1. Tender Notice issued on the websites of PPRA/PTA as well as print media is part of this bidding document.
2. Single Stage – one envelope procedure will be followed.
3. Bid should be addressed to the Director (Enforcement), PTA, Zonal Office, Wireless Compound, Opposite JPMC, Rafiquee Shaheed Road Karachi.
4. The bidder should quote item rates clearly in the Bid Performa. Over writing /cutting will not be accepted and bid shall be rejected forthwith.
5. Bid price should be inclusive of GST.
6. The rates quoted shall remain valid for 120 days of bid opening date.
7. Earnest money (bid security) in the shape of pay order / bank draft from any scheduled bank of Pakistan in favour of Pakistan Telecommunication Authority, Islamabad equal 2% of the total bid amount should be attached with the bid (Cheques will not be accepted). Bids without required earnest money (in the shape of pay order) shall be rejected forthwith.
8. Earnest money of unsuccessful bidder shall be returned within 30 days of issuance of supply order.
9. Retention money shall be equivalent to 6% of total bid price of successful bidder. Earnest money of successful bidder shall be retained as retention money and remaining 4% shall be deducted from the payment.
10. The item supplied should be according to quality, quantity and specification as mentioned in **Annex-A**.
11. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items. Sample or brochures/snaps of quoted items should be attached with bid.
12. The bid shall be evaluated on the basis of bid price of photo copier and CCTV systems separately i.e at **Annex-B**. The work shall be awarded to the bidder submitting the lowest bid against photo copier and CCTV systems separately subject to meeting the mandatory requirements as mentioned in this document.

13. Items must be delivered & installed at PTA Zonal Office Karachi as per **Annex-A** within 30 days after issuance of supply order. If the job is not completed within time limit then 1% of total bid price will be imposed upto maximum as penalty per week subject to maximum of 02 weeks. If the job is not completed even after lapse of extended time of two weeks, the work order shall stand cancelled and earnest money shall be forfeited in favour of PTA.
14. No transportation / carriage charges will be paid by PTA for delivery of items.
15. Supply order will be awarded to next lowest bidder if successful bidder does not supply / install the Photocopier and CCTV Camera System in accordance within time limit.
16. Successful bidder will sign a contract /agreement. A tentative draft agreement also placed in **Annex-C** of bidding document; subject to further modification/addition by PTA, if required.
17. Payment shall be made after physical inspection and issuance of completion of the job. Taxes will be deducted as per Government rules. Further, penalty (if any) shall also be deducted at the time of payment.
18. Warranty period shall be of one year or as provided by the manufacturer whichever is higher. Retention money shall be released after completion of warranty period subject to no fault.
19. The successful bidder shall be responsible to correct any fault occurring during the warranty period of supply at his own cost. Otherwise the amount spent on correcting the fault shall be deducted against the retention money with held by PTA.
20. If any clause of bid document not accepted by bidder, then bid will be rejected.
21. Pakistan Telecommunication Authority, Karachi reserves the right to accept or reject whole or partially the tender as per PPRA Rules.

**Note:**

- Photocopier and CCTV Camera System item list is attached at **Annex-A**.
- Bid Performa for Supply and Installation of Photocopier and CCTV Camera System is attached at **Annex-B**

- Draft Agreement for Supply and Installation of Photocopier and CCTV Camera System is attached at **Annex-C**
- For any further clarification may contact the undersigned on Tel: 021-35680101.

**SYED AKHLAQ HUSSAIN MUSAVI**  
**Director (Enforcement)**  
Pakistan Telecommunication Authority  
Zonal Office Karachi

**SPECIFICATIONS OF PHOTOCOPIER AND CCTV CAMERA SYSTEM ITEMS**

<b>Item no.</b>	<b>Description of item</b>	<b>Quantity</b>
	<b>Photocopier</b>	
1	Supply of Multifunctional Duplex Photocopier with following features: <b>a.</b> Speed 35 CPM (Copies Per Minute) <b>b.</b> Network Printer with Scanner <b>c.</b> ADF (Automatic Document feeder) <b>d.</b> Complete in all respect with 1 year parts warranty.	1
	<b>CCTV Camera System</b>	
2	AHD 2Megapixel Full HD 1080p 1/2.8" SONY Exmor CMOS Highate or equivalent, long-distance, real-time transmission WDR, Night vision 50 meters Auto Focus varifocal 2.8mm to 12mm Weather Proof IP66 Camera with Stand 12VDC.	10
3	Tribird 16 Chanel DVR ,H.264 video compression WD1(1080P) resolution real-time recording, third-party network cameras supported HDMI and VGA output at up to 1920×1080P resolution ,/16-ch synchronous playback, HDD quota and group management Dual Gigabit network interfaces with 2TB Hard Disk	1
4	LED TV "32 Make TCL or equivalent for CCTV.	1
5	Weather Proof Camera Power Supply 12VDC- 2.5Amp	10
6	Wiring Of 2Core Power Cable 23/76 With Material (Pure Copper)	500 meters (approx)
7	Wiring Of Coaxial Cable RG-6 With Material ( Pure Copper)	1000 meters (approx)

## BID PERFORMA FOR PHOTOCOPIER AND CCTV CAMERA SYSTEM

Item No.	Description of item	Rate per unit	GST	Quantity	Total Amount (including GST)
<b>Photocopier</b>					
1	Supply of Multifunctional Duplex Photocopier with following features: <ul style="list-style-type: none"> <li>a. Speed 35 CPM (Copies Per Minute)</li> <li>b. Network Printer with Scanner</li> <li>c. ADF (Automatic Document feeder)</li> <li>d. Complete in all respect with 1 year parts warranty.</li> </ul>			1	
<b>CCTV Camera System</b>					
2	AHD 2Megapixel Full HD 1080p 1/2.8" SONY Exmor CMOS Highate or equivalent, long-distance, real-time transmission WDR, Night vision 50 meters Auto Focus varifocal 2.8mm to 12mm Weather Proof IP66 Camera with Stand 12VDC.			10	
3	Tribird 16 Chanel DVR ,H.264 video compression WD1(1080P) resolution real-time recording, third-party network cameras supported HDMI and VGA output at up to 1920×1080P resolution ,/16-ch synchronous playback, HDD quota and group management Dual Gigabit network interfaces with 2TB Hard Disk			1	
4	LED TV "32 Make TCL or equivalent for CCTV.			1	
5	Weather Proof Camera Power Supply 12VDC-2.5Amp			10	
6	Wiring Of 2Core Power Cable 23/76 With Material (Pure Copper)			500 meters (approx)	
7	Wiring Of Coaxial Cable RG-6 With Material ( Pure Copper)			1000 meters (approx)	
9	Installation Charges of CCTV Camera System				
<b>Total Bid Price</b>					

\* Payment against Sr. 6&7 above shall be made at quoted rates by measuring the actual cabling length after completion of the job.

**Signature with Stamp**

**SERVICE AGREEMENT****(For supply and installation of CCTV camera and Photocopier Machine)**

This Agreement for supply and installation of CCTV Camera and Photocopier Machine (the "Agreement") is made at \_\_\_\_\_, on \_\_\_\_\_ 2017;

**By and between**

Pakistan Telecommunication Authority a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA H/Q, F-5/1, Islamabad and Zonal office \_\_\_\_\_ Karachi, (hereinafter referred to as "the Client" which expression shall, where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assignees) of the One Part and

M/s.----- through Mr/Ms. \_----- bearing CNIC \_\_\_\_\_ having place of business at \_\_\_\_\_ (hereinafter referred to as the "Contractor" which expression shall, where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assignees ) of the Other part.

(If when and where applicable the Party of the One Part and Party of Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Agreement requires).

**WHEREAS;**

1. Client is desirous to acquire the service of Contractor for supply and installation of CCTV Cameras and Photocopier Machine(s) in its Zonal office Karachi.
2. The Contractor is a \_\_\_\_\_ (details of incorporation) being engaged in the business of supply and installation of CCTV cameras and Photocopier Machine(s) has agreed to provide these service subject to the conditions as set forth hereunder.

**NOW THEREFORE**, for the consideration provided herein the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Client and Contractor hereby agree as follows:

## **1. Definitions**

1.1 In this Agreement, except as otherwise provided, the following words, expressions and/or phrases shall have the meanings as defined herein below. Words importing the singular only include the plural and vice versa where the context so requires.

- a. "Agreement" shall mean the Agreement signed between the Contractor and the Client and any annexure, sub annexures attached herewith for the execution of the Services. This Contract and its attached annexure(s) or sub-annexure(s) constitute the exhaustive description of obligations of the Parties.
- b. "Confidential Information" shall mean information, data, know-how, whether technical or not, which is disclosed by Client to Contractor, and which is related to security system, CCTV cameras installation or otherwise as the case may be.
- c. "Documents" includes but is not limited to instructions, terms and conditions, Specification/Description of items financial and technical evaluations and all other materials related to the Services under this Agreement.
- d. "Site(s)" shall mean the premises at the location(s) where the System will be installed.
- e. "Services" shall mean the supply and installation of CCTV cameras and Photocopier Machine(s) by the Contractor under the terms of this Agreement and conditions which are set out in Documents.
- f. "Equipment" shall mean CCTV cameras and Photocopier Machine(s) with hardware and software.

## **2. Scope of Agreement**

2.1 Subject to terms and conditions of this Agreement the Contractor agrees to provide Services as per requirements prescribed and attached as Annexure-A of this Agreement;

## **3. Term**

3.1 Upon signing of this Agreement the Contractor shall be obligated to start the work on Site within \_\_\_\_\_ and complete it within projected time \_\_\_\_\_ calendar days. In case of failure Client will be entitled to deduct any amount payable to Contractor and assign the work to any other Contractor at its discretion.

#### **4. Termination**

4.1 Notwithstanding anything herein contained Client shall be exclusively entitled to terminate this Agreement.

- i. Without advance notice, in case the Contractor is in breach of any of the terms of this Agreement, or in case Client is not satisfied with the Services or quality thereof provided by Contractor;
- ii. Without cause, by giving three (03) days advance written notice to the Contractor.
  - a) If the Services do not meet the specifications, terms & conditions mentioned in Documents attached as Annexure-A.
  - b) If the Contractor, at any time, makes defaults in proceeding with the Services with due negligence and continues to do so even after a notice in writing or commits default in complying with any of the terms and conditions of the Agreement or fails to complete the works/Services on or before the date(s) of completion.

4.2 In case of such termination, the Contractor shall only be paid for Services actually rendered up to the date of termination, and any advance payment in respect of services not performed or in respect of period falling after the effective date of termination shall be refunded by the Contractor within seven (07) days.

4.3 The Client, shall not, because of expiration or termination of this Agreement, be liable to the Contractor for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Contractor.

#### **5. Contractor's Responsibility**

5.1 The Contractor represents that it has the relevant expertise and holds valid and subsisting licenses/permissions, authorizations/approvals required from the Government of Pakistan, and that it has the requisite expertise and resources to provide top quality of Services to the Client in accordance with highest industry standards and satisfaction of the Client.

5.2 The Contractor undertakes that services shall be provided only through the staff/labour/workforce that has the requisite expertise and experience in this regard.

- 5.3 The Contractor shall be responsible to fully rectify and compensate for any failure or delay or consequence thereof in the performance of any of its obligations under this Agreement owing to its negligence or mis-commitment.
- 5.4 All Services shall be provided in conformity with the specifications laid down in the Documents, if requested by the Client proof will be furnish to the satisfaction of the Client
- 5.5 The Contractor shall ensure that CCTV cameras and Photocopier Machine(s) to be supplied are new, unused and free from all defects and faults, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications, drawings and in accordance with the Documents.
- 5.6 The Contractor undertakes that CCTV cameras shall be enough to work withstanding wind, rainfall, hailstorm and other inclement weather conditions.
- 5.7 No compensation shall be payable to the Contractor for any damage caused by rains lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work/services. The Contractor shall make good all such damages at his own cost, and no claim on this account will be entertained
- 5.8 The Contractor shall supply and install Photocopier Machine(s) and CCTV Camera System as per supply order/terms & conditions mentioned in bidding documents and Client will not be responsible to provide any support/other items during supply and installation of Photocopier and CCTV Camera System at Zonal Office Karachi.
- 5.9 The Contractor undertakes that quality of Services will be to the highest standards and in compliance with all terms, conditions of this Agreement, documents and specifications.

## **6. Warranty and Maintenance**

- 6.1 The Contractor hereby warrants that all Equipment (hardware and software) as to its performance and functionality are free from and against any and all defects, faults and issues and are under warranty at least for a period of one year or as provided by manufacturer (the "Warranty Period") whichever is higher, from the date of commencement of warranty as specified in the documents.
- 6.2 Any fault due to material, workmanship or structural faults or design flaws or technical defects which may be observed during the relevant warranty period specified in Clause 5.1 shall be made good on urgent basis (within one (01) day) by the Contractor at its own expense which shall include the cost of labour and replacement/fixing/repairing of parts. All parts repaired and/or replaced during the relevant warranty period specified in Clause 6.1 shall be warranted for an additional year from the date of such repair and/or replacement/fixing/repairing and be subject to approval by the Client. In the event that any single part of CCTV Camera and Photocopier Machine(s) is repaired and/or replaced within the warranty period specified in Clause 5.1 more than twice, that part shall be considered to be a defective and the warranty period as specified in Clause 6.1 shall be applied.
- 6.3 5.3If the Contractor fails to complete the repairs and remedial works to the satisfaction of the Client within the said period of one (01) day specified in Clause 5.2, deduction against the retained money as specified in documents shall be made by the Client as a consequence of such failure in repair/maintenance work.
- 6.4 The Contractor shall submit to the Client a letter of undertaking from the manufacturer(s) of the Equipment such that the manufacturer(s) would fulfill Clauses 6 of this agreement should the Contractor fail to do so.

## **7. Charges**

- 7.1 In consideration of rendition of the Services by Contractor the Client shall pay the Contractor, charges as specified in Annexure- B subject to physical inspection and to the complete satisfaction of the Client.
- 7.2 All amounts paid to the Contractor as per above clauses are inclusive of all taxes, levies, duties, and any other deduction related thereto etc. and are acknowledged

by the Contractor to be adequate and sufficient consideration for the rendition of supply and installation Services by the Contractor.

7.3 All payments to be made by the Client to the Contractor shall be subject to such deductions and withholding(s) as are required by prevailing laws which shall be to the account of the Contractor.

## 8. Invoice

8.1 The Contractor shall submit its Invoice in accordance with the rates/charges specified in sub-Annexure-B hereto.

8.2 The Contractor shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers who shall be deputed for the Services at the Client's Building.

8.3 The Contractor undertakes to fully indemnify and hold harmless the Client against any claims, losses, damages, or expenses in relation to injury or death to any persons or loss or damage to property arising out of the performance of supply and installation Services.

8.4 The Contractor and its staff /employees shall be bound to obey safety rules and other regulations prescribed by the Client on its premises. Any losses/damages suffered by the Client due to omission on the part of the Contractor, his staff/employees to abide by this condition shall be the sole liability of the Contractor and it may result in termination of the Agreement by the Client at its sole discretion.

## 9. Resolution of Disputes

9.1 All disputes arising under this Agreement, whether during the term of this Agreement or after the termination or expiry of this Agreement shall be referred to:

(i) **DG Enforcement** of the Client for amicable settlement /resolution of the dispute at first stage.

(ii) In case of failure in settlement at the second stage the case will be referred to Authority of the Client through Director (Administration).The decision of the Authority to settle the issue amicably will be final and will not be challenged in any court of Law. (iii) In the event of failure of amicable settlement of dispute as

above, either party of this contract may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 Pakistan and the rules issued there under.

9.2 All variations amendments or modification to the terms of this Agreement shall be made, except in writing and shall be binding only if duly agreed and signed by both the parties or their duly authorized representatives.

## 10. Confidentiality

10.1 The Contractor, its/his staff, workers, employees, personnel, agents or any other person acting for him and/or on his behalf shall hold in confidence and complete confidentiality and all documents and other information supplied to the Contractor and his Employees personnel, agents etc. by or behalf of the Client or which otherwise came/come into its/his/their knowledge and relates to the Client or any of its project.

10.2 The Contractor shall not divulge any details of the CCTV system to any third party, either verbal or written, without the written permission of the Client.

## 11. Indemnification

11.1 The Contractor shall indemnify and hold harmless the Client, its Chairman, Directors, Member Offices, Employees and other Personnel against any and all claims, damages, liabilities, losses, and expenses, whether direct or indirect, or personal injury or death to persons or damage to property arising out of (i) any negligence or intentional act or omission by the Contractor or his employees, personal , agents, etc. in connection with the Agreement, or (ii) arising out of or in connection with the performance of his obligations under this Agreement.

## 12. Force Majeure Event

12.1 Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event. For the purpose of this Agreement a "Force Majeure Event" shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil

insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of this Agreement.

The Party initially affected by a Force Majeure shall promptly but not later than seven (07) days following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its obligations ("Force Majeure Notification"). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists.

Upon cessation of the effects of the Force Majeure the Party initially affected by a Force Majeure shall promptly notify the other of such cessation.

### **13. Amendments**

13.1 All addition(s), amendment(s), variation(s) or modification to this Agreement shall be binding only if in writing agreed and signed by the Parties or their duly authorized representatives.

### **14. Governing Law**

14.1 The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the prevailing laws of the Islamic Republic of Pakistan.

### **15. Waiver**

15.1 A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.

### **16. Severability**

16.1 The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

### **17. Assignment**

17.1 This Agreement may not be assigned by either party to other than by mutual agreement between the Parties in writing.

**18. Annexures**

18.1 Annexure-A pertaining to the specification details Annexure-B pertaining to the description of item, Quantity and amount including GST, all these Annexure(s) along with all documents forms an integral part of this Agreement and has to be read and construed as such this Agreement.

IN WITNESS WHEREOF, the parties hereto set their hands the day, month and year first above written.

**SIGNED ON BEHALF OF**

*For and on behalf of the*  
**Supplier/Contractor**

*For and on behalf of the Client*  
**Pakistan Telecom Authority**

Witnesses:

1. \_\_\_\_\_ 2. \_\_\_\_\_