



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
[http:// www.pta.gov.pk](http://www.pta.gov.pk)

Invitation to Bid
For Supply of Desktop Computers

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the authorized dealers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of following IT Equipment:

Description of the Requirement	Quantity
Branded Desktop Computers (08GB RAM & 500GB HDD) with Branded LED Monitor (Business/Professional Series) and with Windows 10 Pro original.	48

Bidding documents, containing detailed terms and conditions etc. are available for the interested bidders at PTA Headquarters F-5/1, Islamabad. Price of the bidding documents is Rs. 500/- (non-refundable in form of pay order/DD in favour of Pakistan Telecommunication Authority). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach PTA Headquarters F-5/1, Islamabad on or before **2nd January, 2018** at **10:30 AM**. Technical Bids will be opened the same day at **11:00 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

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BIDDING DOCUMENTS

Sealed bids are invited from well reputed authorized dealers, having tier-1 or tier-2 level dealership, registered with Sales Tax and Income Tax Department having at least 05 years of relevant business experience for following IT equipment:

S.No.	Description	Quantity
1.	Branded Desktop Computers with Branded LED Monitors (Business/Professional Series)	48

Detailed specifications of above-mentioned equipment are provided at **Annex-C (I)** of this document. Notice of the bids issued on PTA's/PPRA's websites/News paper(s) is part of the contract document.

Terms and Conditions

1. GENERAL INFORMATION:

- a. Bidding documents, duly completed in all respects, will be received on or before **02nd January, 2018** up to **1030 AM**. The submission and evaluation of bids will be carried out under the “*Single Stage Two Envelop Procedure*”. Technical bids will be opened by Technical Evaluation Committee, at PTA HQs on the same day at **1100 AM**, in presence of the bidder or bidder's representative, who may choose to attend.
- b. Bid will comprise of single package containing two separate sealed envelopes. One envelop will contain the “**Technical Proposal**” and the second envelop will contain the “**Financial Proposal**”. Technically qualified bidders will be informed of date, time and venue to attend the financial bid opening. The financial bids of technically disqualified bidder will be returned un-opened.
- c. Bids should be sent at the address of Deputy Director (ICT-I) Pakistan Telecommunication Authority (PTA), Headquarters F-5/1, Islamabad.
- d. Bidder shall quote only one option, bids with multiple options will be rejected without any right of appeal.
- e. **Annex-A, Annex-B, Annex-C (I&II) and Annex-D** are integral part of technical and financial proposals, which may be read/filled carefully, signed and stamped by the bidders. Further details of the annexures are mentioned below:
 - i. **Annex-A** consists of general evaluation criteria.

- ii. **Annex-B** consists of technical capabilities of bidder(s), which has total 100 marks, whereas minimum qualifying marks are 70%
- iii. **Annex-C (I&II)** consists of technical evaluation of the product, however, lower specifications shall disqualify the product/ bidder.
- iv. **Annex-D** comprises of financial bid format, to be followed by all bidders. The bidder should quote its rates clearly in the Financial Proposal in both figures and words.

2. **BIDDER's INFORMATION**

- a. Name of Firm _____
- b. Date of establishment of business _____
- c. (documentary proof of registration etc.) _____
- d. Address _____
- e. Telephone No _____ Fax No. _____
- f. GST Reg. No _____
- g. National Tax No _____

3. **EVALUATION CRITERIA**

- a. Technical bids shall be opened and evaluated by technical evaluation committee in view of **Annex-A, Annex-B** and **Annex-C (I&II)**. Bidder(s), obtaining at least 70% out of available 100 marks, shall be eligible for participation in financial bid opening.
- b. Financial bids shall be opened and evaluated by procurement committee of PTA i.e. PC-I on the basis of **Annex-D**.
- c. Work will be awarded to **financially lowest bidder**.
- d. If two or more bidders quote equal lowest price in financial proposals, then the contract will be awarded to the one having greater technical marks, in technical bids.
- e. In case of cancellation of Supply Order due to default of the supplier (**financially lowest bidder**), work may be awarded to **second financially lowest bidder** subject to willingness of the bidder, availability of budget and availability of time.
- f. The bidder should quote its rates clearly in the Financial Proposal in both figures and words.

4. **EARNEST MONEY**

- a. Earnest money will be 2% of the bid amount and will be in the shape of pay order / bank draft in favor of Pakistan Telecommunication Authority, Headquarters, Sector F-5/1, Islamabad. Earnest

money **shall be attached with the Financial Proposal** (Cheque(s) will not be accepted) **otherwise proposal will not be accepted**. Certificate regarding deposit of 2% earnest money **must be attached** with Technical Bid.

- b. **FINANCIAL BID without earnest money will be rejected without any right of appeal.**
- c. **Earnest money of successful bidder will be retained till warranty period**, whereas earnest money of unsuccessful bidders will be returned after award of supply order to successful bidder.
- d. In case of cancellation of Supply Order due to default of the supplier, the earnest money shall be forfeited in favor of Pakistan Telecommunication Authority.

5. PRICES

- a. **The bidder should quote its rates clearly in Pak Rupees in the Financial Proposal in both figures and words as per format attached at Annex-D**
- b. The rates quoted shall remain valid for 90 days from the date of opening of Technical Proposal and any escalation in dollar against Pak Rupees shall not be applicable as well as any increase in price, within validity period of 90 days, shall be borne by the bidder. No such claim shall be entertained.
- c. Bid(s) shall be in Pak rupees only and inclusive of all applicable taxes i.e. GST etc.
- d. PTA will bear no transportation/carriage charges.

6. PAYMENT PROCEDURE

- a. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- b. Payment shall be made on provision of invoice/bill, after delivery of the equipment / software at PTA Headquarters and issuance of satisfactory completion/stock verification/physical inspection certificate by the relevant Procurement Committee.
- c. Payment shall be subject to withholding of applicable taxes as per government rules.

7. EQUIPMENT / SOFTWARE

- a. The IT equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer and shall be verifiable from principal manufacturer.
- b. The IT equipment /software should be arranged through legal channels by clearing all duties/taxes (if any) levied by the Govt.

8. DELIVERY PERIOD

- a. Delivery of items shall be made within eight (08) weeks time after issuance of supply order.
- b. Vendor will be responsible for safe supply of the equipment / software at PTA H/Qs Islamabad with the provision of warranty / support mentioned in **section 10**.

9. AUTHORIZED DEALER/PARTNER

Bidder shall be an authorized dealer, having tier-1 or tier-2 level dealership, of the quoted brand/manufacturer. Valid certificate of principal manufacturer is required in the name of the authorized dealer.

10. WARRANTY

- a. Vendor will be responsible for the provision of free at least three (03) years onsite warranty/support with labor and parts or manufacturer's warranty whichever is greater.
- b. The warranty period will be considered from the actual date of delivery of IT equipment.

11. PENALTY

- a) If the supplier fails to supply the items as per supply order or within due time, then a penalty of 01% per week of the total value of Supply Order will be charged up to a maximum of four (04) weeks (Days less than six will be considered as one week). Thereafter, supply order will stand cancelled and earnest money will be forfeited.
- b) A penalty of 1% of the earnest money per day will be charged if the faulty hardware replacement time exceeds the time mentioned, in the certificate provided as per Annex-B- part B-(3), **during the warranty period.**

12. DISQUALIFICATIONS

Proposals will be liable to be rejected if any deviation is found from the instructions as laid down in the bid document i.e.

- a. Financial bid is submitted without the required earnest money.
- b. Offers are received after specified date and time.
- c. Specification and other requirements are not properly adhered to or different from those given in the bidding documents.
- d. GST and NTN certificates are not attached.
- e. Service centre is not in Islamabad/Rawalpindi.
- f. Supplier is not an authorized dealer, having tier-1 or tier-2 level dealership of the principal manufacturer for Pakistan as per **section 9** of this document.
- g. Any inferior product /specifications than the specifications given at **Annex-C(I)**.
- h. Bidder quoted multiple options, referring **section 1 (d)**.

13. AFFIDAVIT

Affidavit on **Judicial Paper** to the effect that the firm has not been black listed by any government/semi government/autonomous body or company.

14. RIGHTS RESERVED

Pakistan Telecommunication Authority Islamabad reserves the rights to cancel the bid, accept or reject any bid as per PPRA rules.

CHECKLIST

- | | | |
|----|---|----------|
| a. | Earnest money in shape of bank draft/pay order.
(cheques are not acceptable) | (Yes/No) |
| b. | Relevant documents are attached as per Annexures | (Yes/No) |
| c. | List of such projects handled with copies of supply order. | (Yes/No) |
| d. | List of clients with telephone numbers and addresses. | (Yes/No) |
| e. | List of employees including technical staff for this project. | (Yes/No) |
| f. | Affidavit on judicial paper for not been black listed. | (Yes/No) |
| g. | Copies of authorized dealership etc. of the principal
manufacturer for Pakistan. | (Yes/No) |
| h. | Specification and other requirements are met. | (Yes/No) |
| i. | Service centre is in Islamabad/Rawalpindi | (Yes/No) |

Dy Director (ICT-I)

General Evaluation Criteria

Annex-A

Part A) Mandatory Requirements *	
1	Firm has to produce Sales Tax and Income Tax Registration.
2	Firm has to produce Certificate of the principal manufacturer for Pakistan as per section 9 of this bidding document.
3	Minimum five (05) years of relevant experience.
4	Sales and Service Center(s) in Islamabad / Rawalpindi.
5	Bidder should be in Active Taxpayer List of FBR.

*** All supporting documents to be attached for Annex-A**

Technical Capabilities of Bidder

Annex-B

Part B) General Evaluation*				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
1	Detail of Offices	20		Firm has sales and services offices at four (4) provincial headquarters. Five (05) points for each p.h.q.
2	Spare Parts Availability	10		Firm has Spare Parts of the quoted model and Depot facility at Islamabad / Rawalpindi.
3	Replacement time for faulty under warranty equipment/parts (Certificate to be attached) (Clause 11(b) referred)	15	15	1-5 working days
			10	6-10 working days
			05	11-15 working days
4	Total strength of relevant Technical Staff at Rawalpindi / Islamabad (List shall be attached with name, designation).	10	10	Firm has ten (10) or more relevant technical staff in Islamabad / Rawalpindi.
			7	Firm has more than five (05) and up to nine (9) relevant technical staff in Islamabad / Rawalpindi
			5	Firm has up to five (5) relevant technical staff in Islamabad / Rawalpindi
5	Firm Experience (minimum five (05) years experience required)	20		Five (5) points will be given for each year of experience, beyond 05 years of mandatory requirement.
6	Projects completed of similar nature (documentary proof to be provided i.e. Supply Orders etc.)	25		Five points will be awarded for each project of same nature on provision of supply order/certificate (Supply of forty (40) or more branded desktops in single Supply Order)
Sub Total		100		
Minimum qualifying marks are 70% in above table. All supporting Documents to be attached in sequence as per requirement.				

Detailed Specifications of Branded Desktop Computers (08GB RAM & 500GB HDD) with Branded LED Monitor (Dell, HP or Equivalent)		
Quantity : 48		
Sr.	Feature	Requirements
1.	SERIES/CATEGORY	Business/Professional Series
2.	PROCESSOR	7th Generation Intel® Core™ i3 Processor (Dual Core, 3.90 GHz) or higher
3.	RAM	8GB DDR4 or higher
4.	HARD DRIVE	500GB 3.5in SATA (7200 RPM) Hard Drive or higher
5.	OPTICAL DRIVE	DVD- RW or latest
6.	CHIPSET	Intel® Q270 Chipset or higher
7.	CHASIS	Mini /Micro Tower/Tower or equivalent
8.	POWER SUPPLY	240W or higher
9.	I/O PORTS	8 External USB: 4 x USB 3.0 or higher and 4 x USB 2.0 or higher; 1 x RJ-45; 1x HDMI; 1 x Display Port; 1 x UAJ or more
10.	NETWORK CARD	10/100/1000 Ethernet
11.	WIRELESS CARD	PCIe wireless card, supporting dual-band operation and 802.11 (a,g,n and ac) standards or latest.
12.	GRAPHICS CARD	Intel® Integrated Graphics
13.	KEYBOARD & MOUSE	Same brand USB Keyboard and Mouse (Standard)
14.	LED MONITOR	Branded 18.5" to 20" LED Screen with standard connectivity (No connectors/converters will be allowed)
15.	OS & DRIVERS	Windows 10 Professional 64bit with Drivers or latest (Windows installation with three partitions having C(OS)=100GB will be vendor's responsibility)
16.	WARRANTY	Three years warranty

Any inferior Specifications will be rejected

Bidder shall quote only one option, bids with multiple options will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp

Brand Name/Model:		
Sr.	Feature	Quoted Specification
1.	SERIES/CATEGORY	
2.	PROCESSOR	
3.	RAM	
4.	HARD DRIVE	
5.	OPTICAL DRIVE	
6.	CHIPSET	
7.	CHASIS	
8.	POWER SUPPLY	
9.	I/O PORTS	
10.	NETWORK CARD	
11.	WIRELESS CARD	
12.	GRAPHICS CARD	
13.	KEYBOARD & MOUSE	
14.	LED MONITOR	
15.	OS & DRIVERS	
16.	WARRANTY	

Any inferior Specifications will be rejected

Bidders shall clearly mention their quoted specifications against each item/feature to avoid any confusion at later stage.

Authorized Signature of bidder with seal stamp

Financial Proposal (Bid Format)**Annex-D**

Date _____

Company Name _____

Required Specification	Quoted Specification (With Brand Name)	Unit Price <i>Inclusive of Applicable Taxes</i>	Qty	Total Price <i>Inclusive of Applicable Taxes</i>
Branded Desktop Computers (08GB RAM & 500GB HDD) with Branded LED Monitor (Dell, HP or Equivalent) as per Annex-C(I)			48	

Amount in words: (Rupees.....)**Any inferior specifications will be rejected****FINANCIAL BID not accompanied with earnest money will be rejected without any right of appeal.**Authorized Signature of bidder with seal stamp