



Invitation to Bid For Supply of Branded Printers

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the well reputed dealers / suppliers / distributors / partners, registered with Income Tax and Sales Tax Departments for supply of following IT Equipment:

Description of the Requirement	Quantity
Supply of Printers (Colour and Black & White)	08

Bidding documents, 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 for the interested bidders at www.pta.gov.pk. 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 at PTA Headquarters F-5/1, Islamabad on or before **4th January, 2018 at 10:30 AM**. 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 dealers/suppliers/distributors/partners registered with Sales Tax and Income Tax Department having at least 03 years of relevant business experience for following IT equipment:

S.No.	Description	Quantity
1.	Supply of Printers: 1. Colour Printer (Good Quality) Qty:02 2. Colour Printer (Normal Quality) Qty:02 3. Black & White Printer (Good Quality) Qty:04	08

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 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 **04th January, 2018** up to **1030 AM**. The submission and evaluation of bids will be carried out under the "*Single Stage One Envelop Procedure*". Bids will be opened/evaluated by the relevant Purchase 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, separate, Financial and Technical Proposals. The bids will be evaluated on overall total cost basis i.e. total cost of all categories (A+B+C). However, if two or more bidders have quoted equal lowest price, the lowest bidders will be further evaluated by the Technical Committee on the basis of **Annex-B** and tender will be awarded to the one scoring higher marks.
- 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 single option for each item, bids with multiple options will be rejected without any right of appeal.

- e. Annex-A, Annex-B and Annex-C (I&II) 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) and carries total 100 marks. **However, it will only be used for further evaluation of the lowest bidders if two or more bidders have quoted equal lowest price.**
 - iii. Annex-C (I&II), 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. It also consists of minimum specifications of the product, however, inferior specs shall disqualify the product / bidder.

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. Bids shall be opened and evaluated by procurement committee of PTA i.e. PC-I or PC-II as the case may be.
- b. Work will be awarded to **financially lowest evaluated bidder** subject to fulfillment of the required specifications and other requirements given in the bid documents.
- c. If two or more bidders quote equal lowest price in financial proposals, then the tender will be awarded to the one having greater marks as per **Annex-B**, in technical bids.
- d. 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.
- e. 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** (Cheques will not be accepted) **otherwise proposal will not be accepted.**
- 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 shall quote its rates clearly in Pak Rupees in the Financial Proposal in both figures and words as per format attached at Annex-C (I).**
- b. The rates quoted shall remain valid for 90 days from the date of bid opening.
- c. Any escalation in dollar rate 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.
- d. Bid(s) shall be in Pak rupees only and inclusive of all applicable taxes i.e. GST etc.
- e. 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 PC-I or PC-II.
- c. Payment shall be subject to withholding of applicable taxes as per government rules.
- d. Payment will be linked with active taxpayer status of the bidder and no payment will be made until the bidder appears on ATL (Active Taxpayer List) of FBR (Federal Board of Revenue).

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.

- 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 and installation of the equipment / software at PTA H/Qs Islamabad with provision of warranty / support mentioned in **section 10**.

9. DEALER/SUPPLIER /PARTNER

Bidder shall be a dealer/supplier/distributor/partner of the quoted brand/manufacturer.

10. WARRANTY

- a. Vendor will be responsible for the provision of free at least one year onsite warranty / support 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.

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 of the quoted brand is not in Islamabad/Rawalpindi.
- f. Any inferior product /specifications than the specifications given at **Annex-C (I)**.
- g. 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. | Affidavit on judicial paper for not been black listed. | (Yes/No) |
| e. | Specification and other requirements are met. | (Yes/No) |
| f. | Service centre of the quoted brand 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	Minimum three years of relevant experience.
3	Sales and Service Center of the quoted brand is in Islamabad/Rawalpindi.
4	Specifications are met.
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	40		Firm has offices at four (4) provincial headquarters. Ten (10) points for each p.h.q.
2	Firm Experience (minimum three years experience required)	20		Ten (10) points will be given for each year of experience, beyond 03 years of mandatory requirement.
3	Projects completed of similar nature (documentary proof to be provided i.e. Supply Orders etc.)	40		Ten (10) points will be awarded for each project of same nature on provision of supply order/certificate (Supply of Ten or more Printers (Quoted Brand) in single Supply Order)
Sub Total		100		

Provision of details as per Annex-B is mandatory.

However, Annex-B will be used for further evaluation of bidders if more than one bidders have quoted equal lowest price.

Financial Proposal (Bid Format)**Annex-C(I)**

Date _____

Company Name _____

Amount in words: (Rupees.....)

A: Colour Printer (Good Quality)			Inclusive of Applicable Taxes		
Sr.	Item	Required Specifications	Qty	Unit Price	Total Price
1	Brand	Foreign renowned top brands	2		
2	Input Capacity (standard tray)	250 pages or higher			
3	Print Resolution	600 * 600 dpi			
4	Print Speed	27 ppm/24 ipm (Colour, letter) or higher			
5	Processor	1200 MHz or higher			
6	Memory	128 MB or higher			
7	Document Size	Letter, legal			
8	Print Type	Simplex & Duplex			
9	Printer Cartridges	04 (Black,Cyan, Magenta, Yellow)			
10	Connectivity	Ethernet 10/100/1000 network or higher			
11	Print Technology	Laser			
12	Monthly Duty Cycle	45,000 pages or higher			

B: Colour Printer (Normal Quality)			Inclusive of Applicable Taxes		
Sr.	Item	Required Specifications	Qty	Unit Price	Total Price
1	Brand	Foreign renowned top brands	2		
2	Input Capacity (standard tray)	150 pages or higher			
3	Print Resolution	599 * 599 dpi or higher			
4	Print Speed	18 ppm or higher (Colour, letter)			
5	Processor	800 MHz or higher			
6	Memory	256 MB or higher			
7	Document Size	Letter, legal			
8	Print Type	Simplex & Duplex			
9	Printer Cartridges	04 (Black,Cyan, Magenta, Yellow)			
10	Connectivity	Ethernet 10/100 network or higher			
11	Print Technology	Laser			
12	Monthly Duty Cycle	25,000 pages or higher			

C: Black & White Printer (Good Quality)				Inclusive of Applicable Taxes	
Sr.	Item	Required Specifications	Qty	Unit Price	Total Price
1	Brand	Foreign renowned top brands	4		
2	Input Capacity (standard tray)	250 pages or higher			
3	Print Resolution	4799 * 599 enhanced dpi or higher			
4	Print Speed	35 ppm (B/W, letter) or higher			
5	Processor	1200 MHz or higher			
6	Memory	256 MB or higher			
7	Document Size	Letter, legal			
8	Print Type	Simplex & Duplex			
9	Printer Cartridges	01 (Black)			
10	Connectivity	USB 2.0 & Ethernet 10/100/1000 network or higher			
11	Print Technology	Laser			
12	Monthly Duty Cycle	70,000 pages or higher			
			Total Price:		

Any inferior specifications will be rejected

FINANCIAL PROPOSAL not accompanied with earnest money will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp

Financial Proposal (Bid Format)**Annex-C(II)**

A: Colour Printer (Good Quality)			Model:
Sr.	Item	Required Specifications	Quoted Specifications
1	Brand	Foreign renowned top brands	
2	Input Capacity (standard tray)	250 pages or higher	
3	Print Resolution	600 * 600 dpi	
4	Print Speed	27 ppm/24 ipm (Colour, letter) or higher	
5	Processor	1200 MHz or higher	
6	Memory	128 MB or higher	
7	Document Size	Letter, legal	
8	Print Type	Simplex & Duplex	
9	Printer Cartridges	04 (Black,Cyan, Magenta, Yellow)	
10	Connectivity	Ethernet 10/100/1000 network or higher	
11	Print Technology	Laser	
12	Monthly Duty Cycle	45,000 pages or higher	
B: Colour Printer (Normal Quality)			Model:
Sr.	Item	Required Specifications	Quoted Specifications
1	Brand	Foreign renowned top brands	
2	Input Capacity (standard tray)	150 pages or higher	
3	Print Resolution	599 * 599 dpi or higher	
4	Print Speed	18 ppm or higher (Colour, letter)	
5	Processor	800 MHz or higher	
6	Memory	256 MB or higher	
7	Document Size	Letter, legal	
8	Print Type	Simplex & Duplex	
9	Printer Cartridges	04 (Black,Cyan, Magenta, Yellow)	
10	Connectivity	Ethernet 10/100 network or higher	
11	Print Technology	Laser	
12	Monthly Duty Cycle	25,000 pages or higher	
C: Black & White Printer (Good Quality)			Model:
Sr.	Item	Required Specifications	Quoted Specifications
1	Brand	Foreign renowned top brands	
2	Input Capacity (standard tray)	250 pages or higher	
3	Print Resolution	4799 * 599 enhanced dpi or higher	
4	Print Speed	35 ppm (B/W, letter) or higher	
5	Processor	1200 MHz or higher	
6	Memory	256 MB or higher	
7	Document Size	Letter, legal	
8	Print Type	Simplex & Duplex	
9	Printer Cartridges	01 (Black)	
10	Connectivity	USB 2.0 & Ethernet 10/100/1000 network or higher	
11	Print Technology	Laser	
12	Monthly Duty Cycle	70,000 pages or higher	

No entry shall be left blank.Authorized Signature of bidder with seal stamp