



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

INVITATION TO BID For Supply of Desktop Computers

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from 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 with Branded LED Monitors (Business/Professional Series) with Windows 10 Pro 64bit original.	70

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 at PTA Headquarters F-5/1, Islamabad on or before **23rd December, 2019 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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"Say No to Drugs"





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) with Windows 10 Pro 64bit	70

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/Newspaper(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 **23rd December, 2019** 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 Director (ICT) 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. The bidder shall quote its rates clearly in the Financial Proposal in both figures and words.

4. **Bid Security**

- a. Bid Security 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. Bid Security **shall be attached with the Financial Proposal** (Cheque(s) will not be accepted) **otherwise proposal will not be accepted**. Certificate regarding deposit of 2% bid security **must be attached** with Technical Bid.

- b. **FINANCIAL BID without bid security will be rejected without any right of appeal.**
- c. **Bid Security** 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 bid security shall be forfeited in favor of Pakistan Telecommunication Authority.
- e. Retention money will be limited to 10% of the bid amount. Bid Security i.e. 2 % of the successful bidder will be converted into retention money. Remaining amount of 8% will be deducted at the time of final payment to successful bidder. The retention money will be released after expiry of the warranty period subject to issuance of satisfactory performance certificate by PTA.

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 120 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 120 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 eleven (11) 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 of cost at least three (03) years onsite warranty/support with Keep Your Hard Drive, himself or through authorized service provider of the quoted brand with labor and parts.
- b. The warranty period will be considered from the actual date of delivery of IT equipment.
- c. **Supplier shall be promptly notified by PTA in writing of any claims arising under warranty. Upon receipt of such notice, the supplier shall repair or replace the defective equipment with the same or higher specification within the time-lines provided in the certificate as per Annex-B part B-(3) of this documents, without any cost to PTA. However, in any circumstances, Hard-drive to be retained with PTA and shall not be provided to the vendor.**

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 bid security will be forfeited.
- b) A penalty of 1% of the retention money per week 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.**
- c) In case of non-satisfactory performance by the supplier during the warranty period. PTA reserve the right to forfeit the retention money in favor of PTA.

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 bid security.
- 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/Warranty centre of the quoted brand 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. Bid Security in shape of bank draft/pay order. (Yes/No)
(cheques are not acceptable)
- 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)

Director (ICT)

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	Firm has its office in Islamabad / Rawalpindi.
5	Service/Warranty Centre of the quoted brand is in Islamabad/Rawalpindi (Certificate shall be attached).
6	Bidder should be in Active Taxpayer List of FBR.
7	Affidavit on judicial paper for not been black listed.

*** 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 offices at four (4) provincial headquarters. Five (05) points for each p.h.q.
2	Spare Parts Availability	10		Spare Parts of the quoted model and Depot facility are available 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 thirty (30) or more branded desktops of the quoted brand 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 with Branded LED Monitors (Dell, HP or Equivalent)		
Quantity : 70		
Sr.	Feature	Requirements
1.	SERIES/CATEGORY	Business/Professional Series
2.	PROCESSOR	8th Generation Intel® Core™ i5-8500 or higher
3.	RAM	08GB DDR4 or higher
4.	HARD DRIVE	01TB SATA (7200 RPM) or higher
5.	OPTICAL DRIVE	DVD- RW or latest
6.	CHIPSET	Intel® Q370 or higher
7.	CHASIS	Micro/Mini Tower or equivalent
8.	I/O PORTS	Standard I/O ports or more
9.	NETWORK CARD	10/100/1000 Ethernet
10.	WIRELESS CARD	PCIe wireless card, supporting dual-band operation and 802.11ac standards or latest.
11.	GRAPHICS CARD	Intel® Integrated Graphics
12.	KEYBOARD & MOUSE	Same brand USB Keyboard and Mouse (Standard)
13.	LED MONITOR	Branded 18.5" or higher LED Screen (No connectors/converters will be allowed)
14.	OS & DRIVERS	Windows 10 Professional 64bit OEM (with Media Kit) with Drivers or latest (Windows installation with three partitions will be vendor's responsibility)
15.	WARRANTY	Three years warranty: (Keep Your Hard Drive)
16.	MS Office	Licensed MS-Office 2019 Standard OLP (to be verifiable from Microsoft)

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.	CHIPSET	
6.	CHASIS	
7.	I/O PORTS	
8.	NETWORK CARD	
9.	WIRELESS CARD	
10.	GRAPHICS CARD	
11.	KEYBOARD & MOUSE	
12.	LED MONITOR	
13.	OS & DRIVERS	
14.	WARRANTY	
15.	MS Office	

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	Unit Price Inclusive of Applicable Taxes	Qty	Total Price Inclusive of Applicable Taxes
Branded Desktop Computers with Branded LED Monitors (Dell, HP or Equivalent) as per Annex-C(I)		70	

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

Any inferior specifications will be rejected

FINANCIAL BID not accompanied with bid security will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp