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## INVITATION OF BID

(FOR SUPPLY, INSTALLATION & COMMISSIONING  
OF PHOTOCOPIER AND DIGITAL IP BASED PABX)

**Pakistan Telecommunication Authority (PTA)** (Telecomm regulator in Pakistan) invites sealed bids from the authorized distributors / suppliers /contractors etc. registered with Income Tax and Sales Tax Departments and who own active tax payers list of the Federal Board of Revenue for supply of following Equipment:

S.No.	Description of the Requirement	Quantity
1	Provision of Photocopier (All-in-one i.e. printer/scanner/copier)	1
2	Provision of Digital IP Based PABX ( 8 inbound lines with 24 extensions Including Installation & Commissioning)	1

Bidding documents, containing detailed terms and conditions, etc. are available at PTA Zonal Office, House No.161, St No.9, Chaklala Scheme-III, Rawalpindi Cantt. Price of the bidding documents is Rs.500/- (non-refundable, in shape of pay order in favour of PTA). Bidding documents can also be downloaded from ([www.pta.gov.pk](http://www.pta.gov.pk)) free of cost.

The Bids prepared in accordance with the instruction in the bidding documents, must reach at PTA Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt on or before **25<sup>th</sup> January, 2019** up to **11:00 AM**. Technical bids will be opened by Technical Evaluation Committee, at PTA Zonal Office Rawalpindi 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).

Zonal Director Rawalpindi  
PTA Zonal Office, House No.161, St No.9,  
Chaklala Scheme-III, Rawalpindi Cantt  
Phone: 051-5766402  
Email address:talatabbasi@pta.gov.pk

PID (I)

DONATE FOR DIAMER BASHA AND MOHMAND DAMS



## **BIDDING DOCUMENTS**

Sealed bids are invited from well-reputed and authorized dealers/suppliers/distributors registered with Sales Tax and Income Tax Department having at least 5 years of relevant business experience for supplying of Branded Business Photocopier and Digital IP Based PABX Exchange (including installation and commissioning)

Detailed specifications of above-mentioned items are provided in Annex-C and Annex-C-1 of this document. Notice of the bids issued on PTA's/PPRA's websites is the part of this contract document.

### **Terms and Conditions**

#### **GENERAL INFORMATION:**

- a. Bidding documents duly completed in all respect will be received on or before **25<sup>th</sup> January, 2019** up to **11:00 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 Committee, at PTA Zonal Office Rawalpindi on the same day at **11:30 AM**, in presence of 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 the date, time and venue for the opening of financial bids. Financial bids of technically disqualified bidders will be returned unopened.
- c. Bids should be sent at the address of Zonal Director Pakistan Telecommunication Authority (PTA), House No. 161-A, St. No.9, Chaklala Scheme-III, Rawalpindi.
- d. Bidder shall quote prices for all the equipment mentioned above with any relevant additional hardware.
- e. Annex-A, Annex-B, Annex-C, Annex-C-1 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 annexure are mentioned below:
  - i. **Annex-A** consists of general mandatory requirements for bidder(s).

- ii. **Annex-B** consists of General evaluation for capabilities of bidder(s), which has total 90 marks, whereas minimum qualifying marks are 70%.
- iii. **Annex-C** consists of technical specification of the product (Photocopier). Bidder(s) may quote higher specs, however, quoting lower specs shall disqualify the bidder.
- iv. **Annex-D** consists of technical specification of the product (PABX). Bidder(s) may quote higher specs, however, quoting lower specs shall disqualify the bidder.
- v. **Annex-E** comprises of financial bid format, to be followed by all bidders. The bidder may quote its rates clearly for either items or any of the item as per his field, in the financial proposal in both figures and words without any ambiguity.

2. **BIDDER's INFORMATION**

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

3. **EVALUATION CRITERIA**

- a. Technical bids shall be opened and evaluated by Technical Committee with reference to Annex-A, Annex- B and Annex-C and Annex-C-1. Bidder, obtaining at least 70% out of 90 marks, shall be eligible for the participation in financial bid opening.
- b. Financial bids shall be opened and evaluated by Zonal Purchase Committee (ZPC) of PTA Rawalpindi.
- c. Financial evaluation for both the items will be done separately i.e; Supply order shall be issued to **financially lowest bidder against each item.**
- d. If two or more bidders quote equal lowest price in financial proposals, then the work will be awarded to the one having higher technical marks, in technical evaluation.

4. **EARNEST MONEY**

- a. Earnest money will be 2% of the bid amount and will be in the shape of pay order / demand draft in favor of Pakistan Telecommunication Authority. Earnest money **shall be attached with the financial proposal otherwise proposal will not be accepted.**
- b. **Bids without earnest money will be rejected without any right of appeal.**

- c. **Earnest money of successful bidder will be retained till warranty period.** However, earnest money of unsuccessful bidders will be returned after award of supply order to successful bidder.
- d. In case of cancelation of Supply Order due to default of the supplier, the earnest money shall be forfeited in favor of PTA.

5. **PRICES:**

- a. The bidder should quote its rates clearly in Pak Rupees inclusive of all applicable taxes i.e. GST etc. in the financial proposal and amount in both figures and words as per format attached at **Annex-E**.
- b. The rates quoted shall remain valid for 90 days from the date of opening of Technical Proposal.
- c. PTA will not bear transportation/carriage charges.

6. **PAYMENT PROCEDURE**

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

7. **EQUIPMENT / SOFTWARE**

- a. The equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer and shall be verifiable at principal manufacturer website.
- b. Equipment / software should be arranged through the legal channels by clearing all customs/duties/taxes (if any) levied by Govt.
- c. Equipment must be type approved by PTA where applicable.

8. **DELIVERY PERIOD**

- a. Delivery of items shall be made within eight (8) weeks' time after issuance of supply order.

- b. Vendor will be responsible for the safe supply of equipment / software at PTA Zonal Office Rawalpindi with the provision of warranty / support as mentioned in the bidding agreement.

9. **AUTHORIZED DEALER/PARTNER**

Bidder shall be an authorized dealer/reseller/distributor/supplier/partner of the quoted brand/manufacture OR the bidder can also be an authorized reseller of an authorized distributor/dealer/partner etc. Certificate of dealership or any other proof from the manufacturer is required in the name of the authorized dealer of the manufacturer.

10. **WARRANTY/TRAINING**

- a. Vendor will be responsible for the provision of free at least onsite warranty / support with labor and parts for period of one year or manufacturer warranty whichever is greater.
- b. The warranty period will be considered from the date of actual date of delivery of the equipment.

11. **PENALTY**

- a. If the supplier fails to supply the items as per supply order or within due time then a penalty of 1% per week will be charged up to maximum period of four weeks. (Days less than six will be considered as one week). Thereafter, his supply order will be cancelled and his earnest money will be forfeited in favor of PTA.
- 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 rejected if any deviation found from the instructions as laid down in the bid document i.e.

- a. Financial bid submitted without the required earnest money.
- b. Offers 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 center is not in Rawalpindi/Islamabad.
- f. Bidder is not in active tax payer list of FBR.
- g. Experience is less than five years.
- h. Supplier is not an authorized dealer/partner and warranty provider of the principal manufacturer for Pakistan as per section 9 of this document.
- i. Any inferior product / spec / requirement that mentioned at Annex-C and Annex-C-1.

### 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 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.<br>(cheques are not acceptable)                 | (Yes/No) |
| b. Relevant documents for Annex A-C(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 legal paper for not being black listed.  | (Yes/No) |
| g. Copies of authorized dealership/partnership etc. of the<br>principal manufacturer for Pakistan. | (Yes/No) |
| h. Specification and other requirements are met  | (Yes/No) |
| e. Service center is at Rawalpindi/Islamabad   | (Yes/No) |

<b>Part A) Mandatory Requirement *</b>	
1	Firm has to produce Sales Tax and Income Tax Registration.
2	Firm has to produce Authorization dealer, partner, etc Certificate of the principal/manufacturer for Pakistan as per section 9 of this bidding document.
3	Firm shall be authorized warranty provider on behalf of manufacturer. Documentary proof required.
4	Minimum Five years of relevant experience of the vendor
5	Sales and Service Centers at Rawalpindi/Islamabad.
6	Firms should be in Active Tax Payer list of FBR.

<b>Part B) General Evaluation*</b>				
<b>Sr. #</b>	<b>Attributes</b>	<b>Max. Score</b>	<b>Points Earned</b>	<b>Criteria</b>
1	Detail of Offices	5		Firm has sales and services offices at Rawalpindi/Islamabad and in any other provincial capital, with proof of authorized service provider from principal manufacturer. 3 marks will be granted for sales and services offices at Rawalpindi/Islamabad and One (1) mark for additional office maximum 5 marks)
2	Spare Parts Availability <b>Certificate has to be produced)</b>	15		Firm has Spare Parts of the quoted model Depot/facility at Rawalpindi/Islamabad.
3	Replacement time for faulty under warranty equipment/parts <b>(Certificate has to be produced)</b> (Clause 10(b) referred)	20	20	Within 5 working days
			10	Within 6-10 working days
			5	More than 10 working days
4	Total strength of relevant Technical Staff at <b>Rawalpindi/Islamabad</b> (List shall be attached with name, designation, qualification and related experience).	10	10	Firm has seven or more than seven (07) relevant technical staff in Rawalpindi/Islamabad.
			7	Firm has Five or more than Five (05) relevant technical staff in Rawalpindi/Islamabad.
			5	Firm has three or more than Three (03) relevant technical staff in Rawalpindi/Islamabad.
5	Firm Experience (minimum Five years' experience required)	20		(4) Points will be given for each year of experience, beyond 5 years of mandatory requirement.
6	Projects completed of similar nature (documentary proof be provided i.e. Supply Orders, performance certificate etc.)	20		Five points will be awarded for each project of same nature i.e supply of Photocopier and or IP Based PABX Exchange (including commissioning & Installation)
<b>Sub Total</b>		<b>90</b>		
<b>Minimum qualifying marks are 70% in above table whereas Annex "C" shall be compulsory. All supporting Documents to be attached for all relevant pages of Annex-B.</b>				



<b>Detailed Specifications of Branded Photocopier</b>				
<b>Quantity: 01</b>				
<b>S. No.</b>	<b>Feature</b>	<b>Description</b>		<b>Amount</b>
1.	Type	All-in-one (printer/scanner/copier)		
2.	<b>PRINTER</b>			
2.1	Printer Type	Laser		
2.2	Output Type:	Monochrome Printer		
2.3	Output Format	A3		
2.4	Print Speed	35 ppm (black A4), 22 ppm (black A3)		
7.	Print Resolution	1200x1200 dpi		
8.	Input Feed Capacity	1200 pages (standard), 2300 pages(maximum)		
09.	Manual Feed Tray	Capacity 100 pages		
10.	Media Types	Plain Paper, Transparencies, Stickers, Glossy Photo Paper, Envelopes, Matte Photo Paper.		
11.	Paper Weight Support	64-128 g/m2		
12.	Heating Time	30 s		
13.	Duplex Auto Printing	Yes		
14.	<b>SCANNER/COPIER</b>			
15.	Scanner Type	Flatbed/Sheet fed		
16.	Scanner Format	A3		
17.	Optical Resolution	600x600 dpi		
	Zoom Range	25-400 %		
	Support Standarts	TWAIN		
	Copier Resolution	(Black) 600x600 dpi		
	Copying Speed	35 ppm (Black A4), 22 ppm (Black A3)		
	Maximum Number Of Copies	999 or above		
	Interfaces	Ethernet (RJ-45), USB 2.0		
	Memory	512 Mb or Above		
	OS Support	Windows, Linux, Mac OS		

Authorized Signature of bidder with seal stamp

**Any inferior specs will be rejected**

<b>Detailed Specifications of Branded IP Based PABX Exchange</b>				
<b>Quantity: 01</b>				
<b>Sr.No</b>	<b>Description of Items Qty Unit U/Rate Total</b>	<b>Qty/Unit</b>	<b>U/Rate</b>	<b>Total</b>
1.	PABX IP Based Hybrid + Digital (8 Lines Inbound with 24 extensions Provision)	Ea-01		
2.	Console Set + Main System Hybrid PBX	Ea-01		
3.	Telephone Set (Ext)	Ea-15		
4.	Ethernet Cable rolls CAT6	Ea-06		
5.	Patch Panel complete set	Ea-01		
6.	I/O Box + Face Plate etc., complete set	Ea-01		
7.	12U Cabinet	Ea-01		
8.	Krone	Ea-02		
9.	Accessories (RJ 11, Tape, Nails, Cable Tie etc)	LS-01		
<b>MATERIAL AMOUNT</b>				
1	Installation and configuration charges of Hybrid System	LS-01		
2.	Compatible Cable Laying with channel	RFT 2000		
<b>INSTALLATION COST</b>				
<b>GRAND TOTAL</b>				

**Note:** The vendor may visit premises i.e. PTA Zonal Office Rawalpindi in order to quote the bid price

Authorized Signature of bidder with seal stamp

**Any inferior specs will be rejected**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

<b>Product</b>	<b>Quoted Specification (With Brand Name)</b>	<b>Unit Price Inclusive of GST</b>	<b>Qty</b>	<b>Total Price Inclusive of GST</b>
Photocopier as per detail mentioned in the technical bid in accordance with Annex-C			<b>01</b>	
<u>Branded IP Based PABX Exchange</u> as per detail mentioned in the technical bid in accordance with Annex-D			<b>01</b>	
<b>Grand Total</b>				

Amount in words: (Rupees-----)

**Bidder can quote higher specs of Photocopier and IP Based PABX Exchange, however any inferior specification 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

