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**INVITATION TO BID FOR PROCUREMENT
OF DESKTOP COMPUTERS AND
HEAVY DUTY SCANNER**

Pakistan Telecommunication Authority (PTA), Zonal Office Multan is a Zonal Office of regulatory body of telecom sector in Pakistan invites sealed bids from the original manufacturers / authorized distributors / suppliers / Contractors etc., registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of RevenAue for supply of (Desktop Computers and Heavy Duty Scanner).

Sr. No.	Description	Quantity
1	Desktop Computer Core-i5	03
2	Heavy Duty Scanner	01

Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for interested bidders at the office of the undersigned at PTA Zonal Office, House No. 61-A, Main Street Sabzazar Colony, Bosan Road, Multan. Price of the bidding documents is Rs. 500/- (Cash non-refundable). 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 Zonal Office, House No. 61-A, Main Street Sabzazar Colony, Bosan Road, Multan on **6th November 2018** or before by **10:30 AM**. Technical bids will be opened on the same day at **11:00AM**. 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 and authorized dealers/suppliers/distributors registered with Sales Tax and Income Tax Department having at least 5 years of relevant business experience for supply of Branded Business Desktop Computers quantity Three (3) and One (1) Branded heavy duty Scanner. Detailed specifications of above-mentioned items are provided in **Annex-C** of this document. Notice of the bids issued on PTA's/PPRA's websites is the part of this contract document.

Terms and Conditions

1. General Information:

- a. Bidding documents duly completed in all respect will be received on or before **6th November, 2018** up to 10:30 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 Zonal Office Multan on the same day at 11:00 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 un-opened.
- c. Bids should be sent at the address of Zonal Office, Pakistan Telecommunication Authority (PTA), House No. 61-A, Main Street, Sabzazar Colony, Bosan Road, Multan.
- d. Bidder shall quote prices for all IT equipment mentioned above with any relevant additional hardware.
- e. **Annex-A**, **Annex-B**, **Annex-C** 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 mandatory requirements for bidder(s)
 - ii. **Annex-B** consists of technical capabilities of bidder(s), which has total 90 marks, whereas minimum qualifying marks are 70%
 - iii. **Annex-C** consists of technical evaluation of the product and bidder(s) may quote higher specs, however, quoting lower specs shall disqualify the bidder
 - iv. **Annex-D**, comprises of financial bid format, to be followed by all bidders, the bidder should quote its rates clearly for each item, 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 evaluation committee in view of Annex-A, Annex- B and Annex-C. 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 of PTA's Zonal Office, Multan.
- c. All items are completely independent of each other and the bidder should quote its rates clearly in the financial proposal both in figures and words against **each item separately**. Technical and Financial evaluation of the items will be independent of each other. Work will be awarded 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 & RETENTION 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. 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.
- c. **Bids without earnest money will be rejected without any right of appeal.**
- d. **Retention 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.
- e. 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, against each item separately, inclusive of all applicable taxes i.e. GST etc. in the financial proposal as per **Annex-D**.
- 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 Multan and issuance of satisfactory completion/stock verification/physical inspection certificate by Zonal Purchase Committee.
- c. Payment shall be subject to withholding of applicable taxes as per government rules.

7. EQUIPMENT / SOFTWARE

- a. IT 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. IT equipment / software should be arranged through the legal channels by clearing all customs/duties/taxes (if any) levied by Govt.

8. DELIVERY PERIOD

- a. Delivery of items shall be made within eight (8) weeks after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment / software at PTA Zonal Office Multan with the provision of warranty / support as mentioned in the bidding agreement.

9. AUTHORIZED DEALER/PARTNER

- a. Bidder shall be an authorized dealer/reseller/distributor/supplier/partner of the quoted brand/manufacturer 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 labour 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 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 1% of total bid price 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.
- b. Further, penalty if any shall also be deducted at the time of payment.
- c. A penalty of 1% of the retention money per day will be charged if the faulty hardware replacement time exceeds the time mentioned, in the certificate provided as per S. No. 3 of **Annex-B**, 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 Multan.
- f. Supplier is not an authorized dealer/partner and warranty provider of the principal manufacturer for Pakistan as per section 9 of this document.
- g. Any inferior product / spec / requirement that mentioned at Annex-C.

13. AFFIDAVIT

- a. 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

- a. Pakistan Telecommunication Authority reserves the rights to cancel the bid, accept or reject any bid as per PPRA Rules.

15. CHECKLIST

- a. Earnest money in shape of bank draft/pay order. (Yes/No)
(cheques are not acceptable)
- b. Relevant documents for **Annex A**, **Annex-B** & **Annex-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 principal manufacturer for Pakistan. (Yes/No)
- h. Specification and other requirements are met (Yes/No)
- i. Service centre is at Multan (Yes/No)

General Evaluation Criteria

Mandatory Requirement	
1.	Firm has to produce Sales Tax and Income Tax Registration.
2.	Firm has to produce Authorization dealer, partner, etc Certificate of the principal/manufacture 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.	Sale and Centre at Multan.
6.	Firms should be in Active Tax Payer list of FBR
7.	Affidavit on Judicial Paper to the effect that the firm has not been black listed by any government/semi government/autonomous body or company.
8.	Submission of certificate, of deposit of bid security alongwith financial proposal, with technical proposal.

Technical Capabilities of Bidder

General Evaluation				
S. No.	Attributes	Max. Marks	Marks Earned	Criteria
1.	Detail of Offices	5		5 marks if firm has sales and services offices at Multan with proof of authorized service provider from principal manufacturer, otherwise zero (0) marks will be awarded.
2.	Spare Parts Availability	15		15 marks if firm has Spare Parts of the quoted model Depot/facility at Multan, otherwise zero (0) marks will be awarded.
3.	Replacement time for faulty equipment/parts under warranty period (Certificate has to be produced) (Clause 10(b) referred)	20		20 marks for 1-3 working days
				10 marks for 4-7 working days
				5 marks for 7-14 working days
4.	Total strength of relevant Technical Staff at Multan (List shall be attached with name, designation, qualification and related experience).	10		Firm must have minimum five (5) relevant technical staff in Multan, for which five (5) mark will be awarded. Further, one (1) mark for additional technical staff in Multan
5.	Firm Experience (minimum Five years experience required)	20		Firm must have at least 5 years of relevant business experience. Ten (10) marks shall be awarded if this mandatory requirement is met. Further, two (2) marks 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 etc.)	20		Five points will be awarded for each project of same nature i.e supply of 03 PCs or more in single supply order, on provision of supply order/certificate
Sub Total		90		
<i>Minimum qualifying marks are 70% in above table whereas <u>Annex C</u> shall be compulsory. All supporting Documents to be attached for all relevant pages of <u>Annex-B</u>.</i>				

TECHNICAL EVALUATION

1. **Business Desktop Computer**

- a. **Processor:** Intel Core i5-7400, 7th Generation, (6M Cache, up to 3.5 GHz) or above
- b. **RAM:** 4GB Dual Channel DDR4L 2400MHz (4GB) or above
- c. **Hard Drive:** 1 TB SATA 3.5(7200 rpm) or above
- d. **Optical Drive:** DVD+/-RW
- e. **Chipset:** H110 Intel Smart Cache or above
- f. **Slots:** 2 UDIMM Slots Front -(2) USB 3.0, 5:1 Multi-Card Reader, (1) Audio Combo Jack Rear -Line in/out and Microphone Port, (1) VGA, (1) HDMI out, (4) USB 2.0, Network Port, DC power
- g. **Communication:** Internal Gigabit Ethernet and Wi-Fi 802.11 a/c Wave 2
- h. **Screen:** 18.5” LED Monitor
- i. **Power Supply:** 240W or above standard power supply
- j. **Network card:** Giga Bit LAN, Wi-Fi and Bluetooth
- k. **Graphic card:** Intel Standard Graphics
- l. **Peripherals:** Keyboard, Mouse, Mousen
- m. **Warranty:** Three Years Comprehensive onsite warranty
- n. **Power Cord:** Power Cord for 3-pin Adapter
- o. **Drivers:** Drivers Cd for Windows 10 and above included

2. **Heavy Duty Scanner**

- a. **Brand:** Foreign renowned top brands
- b. **Document Feeding:** Flatbed with ADF
- c. **Scanning Resolution:** Optical 600 dpi
- d. **Scan Speed:**
 - (i) **Flatbed:** 05 second or less for A4 B/W
 - (ii) **Simplex:** 25-30 ppm or higher (B/W & Color @ 200 dpi)
 - (iii) **Duplex:** 50-60 ipm or higher (B/W & Color @ 200 dpi)
- e. **Document Size:** Letter, legal and A4
- f. **Scan Type:** Simplex & Duplex
- g. **Scan Mode:** B/W and Color
- h. **Interface:** USB 2.0 or higher
- i. **Warranty:** One Year Comprehensive onsite warranty

Authorized Signature of bidder with seal stamp

Any inferior specs will be rejected

Financial Proposal (Bid Format)

Date _____

Company Name _____

Required Specification	Quoted Specification (With Brand Name)	Unit Price Inclusive of GST	Qty.	Total Price Inclusive of GST
<u>Model and brand of the Desktop</u> Branded Desktop Intel Core i5, 7 th Generation, 7400 processor with 4GB Ram, 1 TB Hard disk or above and 18.5” LED & Keyboard/Mouse All specs as per detail mentioned in the technical bid in accordance with Annex-C			03	
<u>Model and brand of the Heavy Duty Scanner</u> Brand: Foreign renowned top brands Document Feeding: Flatbed with ADF Scanning Resolution: Optical 600 dpi Scan Speed: (i) Flatbed: 05 second or less for A4 B/W, (ii) Simplex: 25-30 ppm or higher (B/W & Color @ 200 dpi) and (iii) Duplex: 50-60 ipm or higher (B/W & Color @ 200 dpi) Document Size: Letter, legal and A4 Scan Type: Simplex & Duplex Scan Mode: B/W and Color Interface: USB 2.0 or higher All specs as per detail mentioned in the technical bid in accordance with Annex-C			01	
Grand Total				

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

Bidder can quote higher specs of Desktop and Scanner, 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