



Invitation to Bid For Supply of Branded Printers/ Scanners

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the authorized dealers/suppliers / distributors / partners having three years of relevant experience and 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:

| Sr # | Description of item | Quantity | Category |
|------|--------------------------------------|----------|----------|
| 1 | Colour Printer (Good Quality) | 4 | A |
| 2 | Black & White Printer (Good Quality) | 4 | |
| 3 | Branded High Speed Document Scanners | 10 | B |

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 separate for each category, prepared in accordance with the instructions in the bidding documents, must reach at PTA Headquarters F-5/1, Islamabad on or before **19th November, 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.

Muhammad Salman Zafar
Director (ICT)
 PTA Headquarters, F-5/1, Islamabad
Phone: 051-9214123, Fax: 051-9225368
Email address: salmanzafar@pta.gov.pk

PID (I)



BIDDING DOCUMENTS

Sealed bids are invited from well reputed authorized 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 respectively:

| Sr # | Description | Quantity | Category |
|------|--------------------------------------|----------|----------|
| 1 | Colour Printer (Good Quality) | 4 | A |
| 2 | Black & White Printer (Good Quality) | 4 | |
| 3 | Branded High Speed Document Scanners | 10 | B |

Detailed specifications of above-mentioned equipment are provided at **Annex-C (I&II)** 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, separate for each category, duly completed in all respects will be received on or before **19th November, 2018** up to **1030 AM**. The submission and evaluation of bids will be carried out, separately for each category, 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. Bidders shall submit separate bid(s) for each category as Category- A & Category-B will be evaluated separately. Category-A will be evaluated on overall basis i.e. total cost of Sr.1 & Sr.2. Each 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 (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), 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 (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.

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 in **Annex-B**, 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 (I&II)**.
- c. Work will be awarded to **financially lowest bidder in each category separately**. Category-A will be evaluated on overall basis i.e. total cost of Sr.1 & Sr.2.
- 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.

4. **EARNEST MONEY**

- a. Earnest money for each category separately 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 respective 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 each 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 respective Financial Proposal in both figures and words as per format attached at Annex-D (I&II)**
- 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.
- 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 authorized dealer/supplier/distributor/partner of the quoted brand/manufacture. Valid certificate of principal manufacturer is required in the name of bidder.

10. WARRANTY

- a. Vendor will be responsible for the provision of free at least one (01) year 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. Certificate regarding deposit of 2% earnest money is not attached with Technical Bid.
- b. Financial bid is submitted without the required earnest money.
- c. Offers are received after specified date and time.
- d. Specification at **Annex-C(I&II)** and other requirements are not properly adhered to or different from those given in the bidding documents.
- e. GST and NTN certificates are not attached.
- f. Service centre is not in Islamabad/Rawalpindi.
- g. Supplier is not an authorized dealer/supplier/distributor/partner of the quoted brand/manufacture as per **section 9** of this document.

h. Bidder quoted multiple options for one category, 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. Copy of valid certificate of the principal manufacturer. | (Yes/No) |
| h. Specification and other requirements are met. | (Yes/No) |
| i. Service centre is in Islamabad/Rawalpindi | (Yes/No) |
| j. NTN & GST certificate is attached. | (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 as per section 9 of this bidding document. |
| 3 | Minimum three (03) years of relevant experience. |
| 4 | Sales and Service Center(s) in Islamabad/Rawalpindi. |
| 5 | Bidder should be in Active Taxpayer List of FBR. |
| 6 | Affidavit on judicial paper for not been black listed. |
| 7 | Specifications are as per Annex-C(I&II) . |

*** 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 three (03) years experience required) | 20 | | Five (5) points will be given for each year of experience, beyond 03 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 Ten (10) or more branded printers/scanners respectively in single Supply Order of the quoted brand) |
| Sub Total | | 100 | | |
| Minimum qualifying marks are 70% in above table. All supporting Documents to be attached in sequence as per requirement. | | | | |

| A: Colour Printer (Good Quality) | | |
|-----------------------------------------|--------------------------------|------------------------------------------|
| Sr. | Item | Required 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: Black & White Printer (Good Quality) | | |
|----------------------------------------------------|--------------------------------|--------------------------------------------------|
| Sr. | Item | Required Specifications |
| 1 | Brand | Foreign renowned top brands |
| 2 | Input Capacity (standard tray) | 250 pages or higher |
| 3 | Print Resolution | 1199 *1199 dpi or higher |
| 4 | Print Speed | 39 ppm/ 31 ipm (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 | 01 (Black) |
| 10 | Connectivity | USB 2.0 , Ethernet 10/100/1000 network or higher |
| 11 | Print Technology | Laser |
| 12 | Monthly Duty Cycle | 75,000 pages or higher |

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

| Sr. | Specifications |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <ul style="list-style-type: none">1. Brand: Foreign renowned top brands2. Document Feeding: ADF3. Scanning Resolution: Optical 600 dpi4. Scan Speed: a) Simplex: 40 ppm or higher b) Duplex: 80 ipm or higher (B/W & Colour @300 dpi)5. Document Size : Letter, legal, A46. Scan Type: Simplex & Duplex7. Scan Mode: B/W and Colour8. Interface: USB 2.0 or higher9. Scan Technology: CIS10. Daily Scan: 4500 pages or higher |

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

Financial Proposal (Bid Format)

Annex-D (I)

Date _____

Company Name _____

| Required Specification | Unit Price Inclusive of Applicable Taxes | Qty | Total Price Inclusive of Applicable Taxes |
|---------------------------------------------------------------|-------------------------------------------------------------|------------|--------------------------------------------------------------|
| Colour Printer (Good Quality) as per Annex-C(I) | | 4 | |
| Black & White Printer (Good Quality) as per Annex-C(I) | | 4 | |
| Grand Total: | | | |

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

Date _____

Company Name _____

| Required Specification | Unit Price <i>Inclusive of Applicable Taxes</i> | Qty | Total Price <i>Inclusive of Applicable Taxes</i> |
|---------------------------------------------------------|--------------------------------------------------------------------|------------|---------------------------------------------------------------------|
| Branded High Speed Document Scanners as per Annex-C(II) | | 10 | |

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