



**Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY**

Invitation to Bids

**For Supply of Branded Desktop Computers
(Dell, HP or equivalent)**

Pakistan Telecommunication Authority (PTA) (telecom 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 IT Equipment:

Description of the Requirement	Quantity
Branded Desktop Computers with Branded LED Monitors (Dell, HP or Equivalent)	
Processor Intel Core i7 (7th Generation), Memory 8 GB DDR4, Hard Disk Drive 1TB Sata, Optical Media Super Drive, Chasis Tower Form Factor, Display LED 19 Inches Viewable 18.5 Inches, Key Board USB and Mouse USB	05 Branded Desktop and 05 LED of same brand Monitor

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/- Bidding documents can also be downloaded from 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 **24th April, 2018 up to 10:30 AM**. Technical bids will be opened by Zonal Purchase Committee, at PTA Zonal Office Rawalpindi on the same day at **11:00 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

**Zonal Director Rawalpindi
PTA Zonal Office, House No.161, St No.9,
Chaklala Scheme-III Rawalpindi Cantt
Phone: 051-5766402**

PID(1)



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 Five (5), and 05 LED Monitors of same brand.

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

GENERAL INFORMATION:

- a. Bidding documents duly completed in all respect will be received on or before **24th April, 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 Committee, at PTA Zonal Office Rawalpindi 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 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 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 annexure 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 Committee with reference to 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 (ZPC) of PTARawalpindi.
- c. Work will be awarded to **financially lowest bidder**.
- 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 against each item separately 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-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 PTAZonal 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. 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 time after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment / software at PTAZonal 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 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% per week will be charged upto maximum period of four week. (Days less than six will be considered as one week). Thereafter, his supply order will be cancelled and his earnest money will be forfeited. However, the next lowest bidder will be asked to supply the items subject to submission of earnest money (if released earlier) and willingness for the shipment within eight (08) weeks, as per initial time frame for supply.
- b. In case 2nd lowest bidder also failed to ship the equipment, work order shall be canceled and deposited earnest money shall be forfeited.
- c. 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 centre 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.

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.
(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
principal manufacturer for Pakistan. | (Yes/No) |
| h. Specification and other requirements are met | (Yes/No) |
| i. Service centre is at Rawalpindi | (Yes/No) |

Part A) 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/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.

Part B) General Evaluation*				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
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. One (1) mark for additional office maximum 5 marks)
2	Spare Parts Availability	15		Firm has Spare Parts of the quoted model Depot/facility at Rawalpindi/Islamabad.
3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced) (Clause 10(b) referred)	20	20	1-3 working days
			10	4-7 working days
			5	7-14 working days
4	Total strength of relevant Technical Staff at Rawalpindi (List shall be attached with name, designation, qualification and related experience).	10	10	Firm has more than ten (10) relevant technical staff in Rawalpindi/Islamabad.
			7	Firm has more than five (5) and up to ten (10) relevant technical staff in Rawalpindi/Islamabad.
			5	Firm has minimum five (5) 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 etc.)	20		Five points will be awarded for each project of same nature i.e supply of 05 PCs or more in single supply order, on provision of supply order/certificate
Sub Total		90		
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.				

Detailed Specifications of Branded Desktop with 8 GB RAM & 1 TB HDD, with Same Brand LED Monitors (Dell, HP or Equivalent)		
Quantity : 05		
S. No.	Feature	Requirements
1.	PROCESSOR	Processor Intel Core i7 (7 th Generation)
2.	RAM	8 GB DDR4
3.	HARD DRIVE	1TB Sata
4.	OPTICAL DRIVE	Optical Media Super Drive
5.	CHIPSET	Intel (Latest)
6.	CHASIS	Tower Form Factor
7.	POWER SUPPLY	From 240W to 290W up to 90% Efficient PSU (80 PLUS Gold and Bronze 85%); ENERGY STAR® compliant, Active PFC
8.	I/O PORTS	2 external USB 3.0 ports (rear) and 6 external USB 2.0 ports (2 front, 4 rear); 1 Serial port (optional); 1 PS/2 (optional); 1 RJ-45; 1 VGA; 1 DisplayPort 1.2; 1 Mic-in & 1 Headphone out (front); 1 Mic-in/Line-in & 1 Line-out(rear)
09.	NETWORK CARD	1 port 10/100/1000 Ethernet
10.	WIRELESS CARD	Enhanced Wi-Fi wireless network with up to 300 Mbps data rate supporting dual-band (2.4 and 5GHz) operation and 802.11 a/g/n and Intel® vPro™ over wireless.
11.	GRAPHICS CARD	Intel® Integrated Graphics
12.	KEYBOARD & MOUSE	Branded Standard Keyboard and Mouse (USB Based)
13.	NUMBER OF BAYS	2 internal 3.5" and 2 external 5.25"
14.	EXPANSION SLOTS	1 full height PCIe x16, 3 full height PCIe x1
15.	LED MONITOR	LED 19 Inches Viewable 18.5 Inches (same brand)
16.	DRIVERS	Drivers CD for Windows 7,8 and above included
17.	WARRANTY	One year or manufacturer warranty whichever is greater, For both Branded Desktop and LED monitor

Authorized Signature of bidder with seal stamp

Any inferior specs will be rejected

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 Computers</u> Branded Desktop Intel Core i7, 7 th Generation, with 8 GB RAM, 1TB SATA Hard disk and LED 19 Inches Viewable 18.5 Inches (same brand)& Keyboard/Mouse <u>All specs as per detail mentioned in the technical bid in accordance with Annex-C</u>			05	
Grand Total				

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

Bidder can quote higher specs of Desktop computers, 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