



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Headquarters, F-5/1, Islamabad. [http:// www.pta.gov.pk](http://www.pta.gov.pk)

TENDER NOTICE

ICT/08/2015

(For Professional series Laptops with Windows)

Sealed bids are invited from well reputed and authorized dealers/ suppliers/ distributors registered with Sales Tax and Income Tax Department having at least 3 years of relevant business experience for supply of five (5) laptops.

2. Bidding documents can be downloaded from PTA and PPRA websites i.e www.pta.gov.pk and www.ppra.org.pk or it can be obtained from office of undersigned. In both cases bank draft amounting to Rs. 500/- (Non-refundable), in favor of Pakistan Telecommunication Authority, Islamabad has to be submitted along with proposal(s), prior to bid opening.
3. Bids under the "Single Stage Two Envelop Procedure", along with earnest money equivalent to 2% of total bid price, will be received up to **18 September, 2015** by **10:30 A.M.** Technical bids will be opened at PTA HQs on the **same day** at **11:00 A.M** in presence of the bidders or their representatives who may choose to attend. Any bid not accompanied by earnest money will be rejected without any right of appeal.
4. Pakistan Telecommunication Authority Islamabad reserves the rights to accept or reject any tender as per PPRA rules.

Dy Director (ICT-I)

Ph: 9225210

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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 3 years of relevant business experience for supply of five (5) laptops.

Detailed specifications of above-mentioned laptops are provided in Annex-B 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. DATE AND TIME OF RECEIPT OF BIDS

- a. Bidding documents duly completed will be received on or before _____, 2015 up to 1030 AM. The submission and evaluation of bids will be carried out under the "Single Stage Two Envelop Procedure". The Technical bids will be opened 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. Bids should be addressed to the Director (ICT) Pakistan Telecommunication Authority, Headquarters F-5/1, Islamabad.
- c. Whereby the bid will comprise of single package containing two separate sealed envelopes. One envelop will contain the "Financial Proposal" and the second envelop will contain the "Technical Proposal". Technical proposals will have 70% weightage and financial bids will have 30% weightage. Technically qualified companies will be informed to attend the financial bid opening. The financial bids of technically disqualified bidder will be returned un-opened. Minimum marks for qualification of opening of financial bid is 60%.

2. COMPANY 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 will have 70% weightage whereas financial bids will have 30% weightage. Work will be awarded to the bidder after technical and financial bids evaluation. The bidder obtaining highest marks combining both Technical and Financial proposals will be awarded the contract.
- b. If two or more bidders obtain equal marks in aggregate in Technical & Financial proposals, then the contract will be awarded to the one having lowest financial bid.

Evaluation criteria of Technical and Financial proposals are as under:

Technical Score = Marks obtained out of 70 as per Annex-C

Financial Score=

$$30 \times \frac{\text{Amount quoted by the lowest bidder}}{\text{Amount quoted by the bidder whose financial score is to be calculated}}$$

4. EARNEST MONEY

- a. Earnest money in the shape of pay order / bank draft in favor of Pakistan Telecommunication Authority, Islamabad amounting to 2% of the total bid amount **should only be attached with the Financial Proposal** (Cheques will not be accepted). Certificate regarding deposit of 2% earnest money **must be attached** with Technical Bid.
- b. **FINANCIAL BID not accompanied with 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 cancelation 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 Financial Proposal in both figures and words as per format attached at Annex-A**
- b. The rates quoted shall remain valid for three months from the date of opening of Technical Proposal.
- c. Bid shall be in Pak rupees only and inclusive of all taxes i.e. GST etc.
- d. No transportation/carriage charges will be allowed.

6. PAYMENT PROCEDURE

- a. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document. Payment of bill shall be made after delivery of the equipment /software at PTA Headquarters and issuance of satisfactory completion/stock verification certificate by PC-I.
- b. Payment shall be made after deduction of applicable taxes i.e. Income Tax etc. as per government rules.

7. EQUIPMENT / SOFTWARE

- a. Laptops should be new, not used or refurbished. The components of the laptops should be assembled by the manufacturer.
- b. Laptops and its software should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Govt. and towards this end.

8. DELIVERY PERIOD

- a. Delivery of items to be made within six (06) weeks after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment / software at PTA H/Qs Islamabad with the provision of at least one year free warranty / support mentioned at term 10.

9. AUTHORIZED DEALER/DISTRIBUTOR/PARTNER

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

- a. Vendor will be responsible for the provision of free atleast onsite warranty / support with labour and parts for period of three years 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. One (01) % of the total value of supply order will be charged as penalty (per week) on late supply of equipment upto a maximum of four (04) weeks. (Days less than six will be considered as one week). After expiry of four (04) weeks supply order will stand canceled 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-C- part B-(3), **during the warranty period.**

12. INTEGRAL PART

- a. Annex-A is part of financial proposal which may be read/filled carefully, signed and stamped by the bidder and is to be submitted with the envelop containing the financial proposal
- b. Annex-B and Annex-C are part of technical proposal(s) which may be read/filled carefully, signed and stamped by the bidder and are to be submitted with the technical proposal envelop.

13. DISQUALIFICATIONS

Offers are liable to be rejected if, there is any deviation 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 Islamabad/Rawalpindi.
- f. Supplier is not an authorized dealer/reseller/distributor/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-B.

14. **TECHNICAL EVALUATION CRITERIA/COMPANY'S PROFILE (ANNEX-C)**

Annex-C has to be submitted with all the supporting documents. These documents should be arranged in the same sequence as mentioned in Annex óC.

15. **AFFIDAVIT**

Affidavit on **Legal Paper** to the effect that the firm has not been black listed by any government/semi government/autonomous body or company.

16. **RIGHTS RESERVED**

Pakistan Telecommunication Authority Islamabad reserves the rights to cancel the bid, accept or reject any bid as per PPRA rules or accept the whole or part of bids.

CHECKLIST

- | | | |
|----|---|----------|
| a. | Earnest money in shape of bank draft/pay order.
(cheques are not acceptable) | (Yes/No) |
| b. | Company's Profile as a part of technical proposal. (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 in Islamabad/Rawalpindi | (Yes/No) |

Dy Director (ICT-I)

Date _____

Company Name _____

Required Specification	Quoted Specification (With Brand Name)	Unit Price Inclusive of GST	Qty	Total Price Inclusive of GST
<p><u>Laptop</u> 1. Processor: Intel Core i7,5th Generation (2.4 GHz upto 3.0 GHz) or above 2. RAM: 16-GB or above 3. Hard Drive: 1 Terabyte or above 4. Optical Drive: DVD+/-RW 5. Communication: WiFi 802.11(g,n), Bluetooth, Gigabit Ethernet 6. Screen: 15.6" HD Anti-glare LED 7. Operating System: Windows 8.1 Professional 32 bit (Licensed with media) or above. 8. Carrying Case: Original Carrying Case (Very Good quality) 9. Warranty: Three Years Comprehensive onsite warranty for laptop, battery with 1 Year Warranty 10. Graphic Card: 2 GB</p> <p><u>All specs as per detail mentioned in the technical bid in accordance with Annex-B</u></p>			5	

Authorized Signature of bidder with seal stamp

Any inferior specs of Laptops will be rejected

FINANCIAL BID not accompanied with earnest money will be rejected without any right of appeal.

Branded laptop with original carry case

11. **Processor:** Intel Core i7,5th Generation (2.4 GHz upto 3.0 GHz) or above
12. **Chipset:** Intel Chipset
13. **RAM:** 16-GB or above
14. **Hard Drive:** 1 Terabyte or above
15. **Optical Drive:** DVD+/-RW
16. **Communication:** WiFi 802.11(g,n), Bluetooth, Gigabit Ethernet
17. **Screen:** 15.6" HD Anti-glare LED
18. **Operating System:** Windows 8.1 Professional 32 bit (Licensed **with media**) or above
19. **Carrying Case:** Original Carrying Case (Very Good quality)
20. **Battery:** 4 cell Primary Battery
21. **Multimedia:** High Quality Speakers, stereo global headset jack, integrated noise reducing array microphones, Integrated HD video webcam and Webcam software
22. **Warranty:** Three Years Comprehensive onsite warranty for laptop, battery with 1 Year Warranty
23. **Ports, Slots & Chassis:** Network connector (RJ-45); USB 3.0 (2) , USB/eSATA (1), Memory card reader, 54 mm Express Card, Docking Connector, VGA, HDMI
24. **Accessories:** Related drivers for **Windows 8.1 professional** along with all standard accessories
25. **Power Cord:** Power Cord for 3-pin Adapter
26. **Graphic Card:** 2 GB

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 three years of relevant experience.			
5	Presence at Islamabad/ Rawalpindi			
Part B) General Evaluation*				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
1	Detail of Offices	10		Firm has sales and services offices at four (4) provincial headquarters with proof of authorized service provider from principal manufacturer. Two and half (2.5) points for each p.h.q.
2	Spare Parts Availability	10		Firm has Spare Parts of the quoted model Depot/facility at Islamabad / Rawalpindi.
3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced) (Clause 11(b) referred)	15	15	1-3 working days
			10	4-6 working days
			05	7-9 working days
4	Total strength of relevant Technical Staff at Rawalpindi / Islamabad (List shall be attached with name, designation, qualification and related experience).	10	10	Firm has more than ten (10) relevant technical staff in Islamabad / Rawalpindi.
			7	Firm has more than five (5) and up to ten (10) relevant technical staff in Islamabad / Rawalpindi
			5	Firm has minimum five (5) relevant technical staff in Islamabad / Rawalpindi
5	Firm Experience (minimum three years experience required)	10		Two and half points (2.5) will be given for each year of experience beyond three years of mandatory experience
6	Projects completed of similar nature (documentary proof be provided i.e. Supply Orders etc.)	15		Three points will be awarded for each project of same nature i.e supply of 05 laptops or more in single supply order for laptops, on provision of supply order/certificate
Sub Total		70		
<i>Minimum technical qualifying marks are 60% in above table whereas specifications of equipment i.e Annex "B" shall be compulsory.</i>				

***All supporting Documents to be attached for all relevant pages of Annex-C.**