



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
Headquarters F-5/1, Islamabad <http://www.pta.gov.pk>

**INVITATION OF BIDS  
for Supply of Photocopiers**

**Tender No.1/2015/  
Admin-I/PTA**

Pakistan Telecommunication Authority invites sealed bids from Sole Distributer / Authorized Supplier for Supply of Photocopiers. The Sole Distributer / Authorized Supplier should be Income Tax and Sales Tax registered.

2. Single stage two envelope bidding procedure will be followed for this procurement. Bidding documents along with bidding instructions may be obtained from the office of the undersigned (Room No. 214, 2nd Floor) during the working hours upon cash payment of Rs. 200/- (non refundable) upto **1st October, 2015 by 1030 hrs**. The bidding documents are also available at PPRA & PTA websites for which fee will be paid at the time of submission / participation of bid.
3. Bids documents to be submitted by **1st October, 2015**, to the office of undersigned by **11:00 AM**.
4. Only Technical Proposal will be opened on the same date i.e. **1st October, 2015 at 11:30 AM**.
5. Earnest money equal to 2% of total bid price in shape of pay order / Bank draft in favour of Pakistan Telecommunication Authority, Islamabad should be enclosed with the financial bid.
6. PTA reserves the right to accept/reject any/all bids without assigning any reason as per PPRA Rules.

**Director (Administration) Tel: 051-2878131, Fax: 051-2878149**

**8x2**

# **Bidding Document**

## **Supply of Photocopiers**

- 1. Terms & Conditions**
- 2. Technical Proposal**
- 3. Financial Bid**

***PAKISTAN TELECOMUNICATION AUTHORITY  
HEADQUARTER, F-5/1  
ISLAMABAD  
Ph: 051-9225329-31  
<http://www.pta.gov.pk>***

## **Bidding Document**

The bids will be received on or before **1<sup>st</sup> October, 2015 at 1100 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and only technical bids will be **opened on the same day at 1130 hours in PTA Auditorium.**

### **Mandatory Requirements**

Name of Supplier /Firm \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

National Tax Number: \_\_\_\_\_

GST Number \_\_\_\_\_

Fulfillment the minimum technical specifications (Annex-4)

Bank Certificate for Financial soundness

### **Terms & Conditions**

1. Tender Notice issued in the PPRA/PTA Websites is part of Bidding Document.
2. Bids should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
3. The supply of photocopiers will be according to PPRA Single stage or two envelope procedure.
4. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "TECHNICAL Proposal" and "FINANCIAL Proposal".
5. Initially, only the envelope marked "TECHNICAL Proposal" shall be opened.
6. The envelope marked as "FINANCIAL" shall be retained in the custody of the PTA without being opened.
7. PTA shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not confirm to the specified requirements. Technical Evaluation of technical proposals will be made for only those bidders who fulfill the mandatory requirements.
8. During the technical evaluation no amendments in the technical proposal shall be permitted.
9. Financial bids of only technically qualified bidders shall be opened on the time, date and venue communicated to successful bidders.
10. The bidder should quote rates clearly in the financial bid. Cutting & over writing will not be accepted and bid will be rejected.
11. Weightage of Technical and Financial proposals will be 70% and 30% respectively. The bidder obtaining highest marks combining both Technical and Financial proposals will be awarded the contract.

12. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.
13. Evaluation criteria are given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 70%. Financial bids of only technically qualified bidders shall be opened.
14. Evaluation criteria of financial proposal are as under:

**Financial Score=**

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

15. Earnest money equal to 2% of total bid price (Refundable to the unsuccessful bidders) in shape of pay order / Bank draft in favour of Pakistan Telecommunication Authority, Islamabad, should be attached with the financial bid (Cheque will not be accepted). Bid without earnest money will be rejected forthwith.
16. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
17. Retention money is limited to 6% of the total bid price. 2% earnest money of successful bidder will be converted into retention money and remaining 4% will be deducted from invoice. Retention money will be released within 2 months completion of warranty period after submission of request.
18. Bid validity period will be 90 days
19. Bid submitted shall be inclusive of GST.
20. Taxes and duties will be deducted as per Government rules.
21. GST&NTN registration date must be before of tendering date
22. Interested sole distributor/ authorized supplier may forward their proposals as per above instructions to the undersigned latest by **1<sup>st</sup> October, 2015 at 11:00 am.**
23. All pages of Technical and Financial Proposal will be **signed and stamped** with by the bidder.
24. Successful bidder will supply 07 photocopiers at PTA H/Q Islamabad, 1 photocopier at PTA Zonal Office Lahore and 1 photocopier at PTA Zonal office Quetta and no transportations charges will be paid by PTA.
25. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject any or all bides as per PPRA Rules.
  - For any further clarification, companies may contact the undersigned on Tel: 0519214037.

**(Muhammad Muneer)**  
 Assistant Director (Admin)  
 051-9214037

## **Attachment**

1. Income Tax and GST Registration copies
2. Bank Certificate for Financial Soundness (original)
3. Broacher/booklet of photocopier
4. Undertaking on Rs.100/- judicial (original) Stamp Paper bearing the following note.

õ I M/s \_\_\_\_\_ Company/Firm \_\_\_\_\_ hereby undertake that the said company/firm is neither blacklisted nor penalized by the relevant department in any caseõ. The contract may stand cancelled if at any stage the above mentioned statement was confirmed as false/misleadingõ.

5. Pay order /Bank Draft.

# **Technical Proposal**

## Data Sheet for Evaluation of Marks

| Description                                | Yes/No |
|--|--------|
| Sole Distributer / Authorized Supplier     |        |
| Technical Staff<br>(Fill Annex-1)          |        |
| Contract / Job Completed<br>(Fill Annex-2) |        |
| Response Time<br>(Fill Annex-3)            |        |
| Office in Islamabad/Rawalpindi             |        |

**Note:** Figures quoted in the above data form can be verified independently by PTA and any misstatement by the bidder may result in termination of contract, forfeiture of pending payment along with retention money and black listing of company

Date \_\_\_\_\_

Signature & Stamp\_\_\_\_\_

Name \_\_\_\_\_

**Technical Staff**

| S.No. | Name of Employee | Designation | Technical Qualification | Experience |
|-------|------------------|-------------|-------------------------|------------|
|       |                  |             |                         |            |
|       |                  |             |                         |            |
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|       |                  |             |                         |            |
|       |                  |             |                         |            |

\_\_\_\_\_

(Signatures, Name & Official Seal)



**Work order details of Specific Nature (Completed)**

|   |  |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |

**Note:** Proof must be attached.

**Response Time:**

| S.No | Description | Yes | No |
|------|-------------|-----|----|
| 1    | Same Day    |     |    |
| 2    | Next Day    |     |    |
| 3    | After 2day  |     |    |

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(Signatures, Name & Official Seal)

**Technical Specification**

Name of Photocopier: \_\_\_\_\_

Model: \_\_\_\_\_

Make: \_\_\_\_\_

**Specification:**

| <b>S.No.</b> | <b>Technical Specifications</b>  | <b>Yes</b> | <b>No</b> |
|--------------|--|------------|-----------|
| 1            | Digital Processing   |            |           |
| 2            | Copy Print Speed : Minimum 25 ppm  |            |           |
| 3            | Built In Electric Sorting  |            |           |
| 4            | Zoom : 25-400 %  |            |           |
| 5            | Printing resolution : 1200 x 600 Dpi   |            |           |
| 6            | Scanning Resolution: 600 x 600 dpi.  |            |           |
| 7            | Standard 250 + 550 sheets paper Capacity.  |            |           |
| 8            | Standard 100 sheet stack by pass.  |            |           |
| 9            | Direct USB Memory Printing   |            |           |
| 10           | Print Area A-3 to A-5  |            |           |
| 11           | Duplex Built-In  |            |           |
| 12           | USB Support & ID Card Copy   |            |           |
| 13           | Laser Dry Electrostatic  |            |           |
| 14           | Min RAM 256 MB   |            |           |
| 15           | Multiple copies 1-999  |            |           |
| 16           | Color Scanner upto A-3 Size.   |            |           |
| 17           | Network Printer Built-in 10/100 Mbps, support for IPv4 / IPv6, SNMP, printing upto (A-3) Size /UFR II LT |            |           |
| 18           | DADF   |            |           |

|     |   |  |  |
|-----|---|--|--|
| 19. | Wireless (WiFi) printing  |  |  |
| 20. | Operating System Support:<br>Windows 2000/ XP/ Server 2003/<br>Vista/ Server 2008/ Server 2012/<br>Windows 7, Windows 8, Mac OS<br>X (10 or later), Linux |  |  |

If any other specifications:

| S.No. | Technical Specifications | Yes | No |
|-------|--------------------------|-----|----|
|       |                          |     |    |
|       |                          |     |    |

Name of Supplier/ Firm \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_

## Technical Evaluation Marks

| Description   | Marks      |
|---|------------|
| <p>Sole Distributer / Authorized Supplier</p> <p>i. Sole Distributer 25</p> <p>ii. Authorized Supplier 15</p> <p><b><u>Proof must be attached</u></b></p> | 25         |
| <p>Office and Workshop in Islamabad/Rawalpindi:</p> <p>Yes: 20</p> <p>No: 0</p>   | 20         |
| <p>Technical Staff:</p> <p>× 5 : 15</p> <p>&lt; 5 : 5</p>   | 15         |
| <p>Similar Job /Contract (Completed)</p> <p>(05 Marks each job, maximum 05 contract/jobs will be considered)</p>  | 25         |
| <p>Response Time during warranty period for rectification of fault.</p> <p>i. Same day : 15</p> <p>ii. Next day 10</p> <p>iii. After 2 days 05</p>        | 15         |
| <b>Total</b>  | <b>100</b> |

## **Financial Bid**

**Financial Bid for Supply and Fixing of Photocopiers**

| <b>Name of Photocopier</b> | <b>Qty</b> | <b>Unit Price<br/>(Inclusive GST)</b> | <b>Total Amount<br/>(Inclusive GST)</b> |
|----------------------------|------------|---------------------------------------|---|
|                            | <b>09</b>  |                                       |   |

Note: The above quoted price should be inclusive with local trolley or any other item required for fixation and functionality of the system.

Name of Supplier/ Firm \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_

Distribution of Financial Evaluation Marks

| Description   | Marks |
|---------------|-------|
| Financial Bid | 30    |
| Total         | 30    |