



**TENDER DOCUMENTS**

Pakistan Telecommunication Authority intends to purchase following IT equipment and software.

S. No.	Description of the Requirement	Quantity
	HARDWARE	
1	<b>Laptops</b> Intel Core i5 with windows 8 professional	4
2	Branded CPU Intel core i5 with LED	1
3	Color printer	1
4	Multimedia Projector	1
	SOFTWARE	
1	Windows 2008 Server (Foundation)	1

Detailed specifications of above-mentioned items are provided in this document. Notice of the tender issued on PTA's/PPRA's websites is the part of this contract document.

**Terms and Conditions**

**1. DATE AND TIME OF RECEIPT OF TENDER**

- a. Tender documents duly completed will be received on or before 10<sup>th</sup> March, 2014 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 on the same day at 1100 AM, in front of the bidder or bidder's representative who may choose to attend.
- b. Tender 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.

**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, for **each item separately, as mention in “Description of Requirement” at page 1.**
- 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=**

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

- c. **The bidder should quote its rates clearly for each item, in the Financial Proposal in both figures and words. Evaluation will be done individually for each item separately.**

#### 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).
- 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 within 30 days on its written request after financial bid opening.
- 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 tender 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. 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 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 one week 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 authorized dealer/reseller/distributor/supplier/partner of the quoted brand.

**10. WARRANTY**

- a. Vendor will be responsible for the provision of free atleast one year warranty / onsite support with labour and parts, or manufacturer warranty whichever is greater with “keep the hard disk” option, wherever applicable.
- 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 two (02) weeks. (Days less than six will be considered as one week). After expiry of two weeks supply order shall 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**

Annex-A is part of financial proposal, whereas Annex-B and Annex-C are part of technical proposal, which may be read/filled carefully, signed and stamped by the bidder.

**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 tender 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 partner and warranty provider of the principal manufacturer for Pakistan.
- g. Any inferior product / spec / requirement that mentioned at Annex-B.

**14. COMPANY'S PROFILE**

Company profile placed at Annex-C is the part of technical proposal.

**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 tender, accept or reject any tender as per PPRA rules or accept the whole or part of tender or increase or decrease the quantity of equipment / software.

### **CHECKLIST**

- a. Earnest money in shape of bank draft/pay order. (Yes/No)  
(cheques are not acceptable)
- 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)

**Director (ICT)**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

<b>Required Specification</b>	<b>Quoted Specification (With Brand Name)</b>	<b>Unit Price Inclusive of GST</b>	<b>Qty</b>	<b>Total Price Inclusive of GST</b>
<b><u>Laptop</u></b> Core i5, <b>RAM 8 GB, HDD 500 GB</b> HDD SATA and all other specifications in the technical proposal <b>Warranty</b> One Year Comprehensive onsite warranty with “Keep the hard disk” option			<b>4</b>	
<b><u>International Branded Computer</u></b> Core i5, <b>RAM 16 GB HDD 500 GB</b> HDD SATA, Tower Casing, Display 18.5” and all other specifications in the technical proposal <b>Warranty</b> One Year Comprehensive onsite warranty with “Keep the hard disk” option			<b>1</b>	
<b><u>Color Laserjet Printer 451N or equivalent</u></b> Printing Speed 21 Pages/ Minute Color printing and all other specifications in the technical proposal			<b>1</b>	
<b><u>Multimedia</u></b> 4000 Lumens and all other specifications in the technical proposal			<b>1</b>	
<b><u>Windows 2012 Server Standard</u></b> Windows 2012 Server Standard			<b>1</b>	

Authorized Signature of bidder with seal stamp**Any inferior specs of IT Equipment will be rejected****FINANCIAL BID not accompanied with earnest money will be rejected without any right of appeal.**

**MANDATORY TECHNICAL SPECIFICATIONS**  
(To be included in Technical Proposal)

**Annex-B**  
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<b>1. Laptop Core i5</b>		
1	<b>Processor</b>	Core i5, 1.6 GHz or above) turbo boost upto 2.6 GHz
2	<b>RAM</b>	8 GB (2 x 4 GB)
3	<b>Hard Drive</b>	500 GB HDD SATA
4	<b>Communications</b>	WiFi 802.11 (g/n), Bluetooth, Gigabit Ethernet
5	<b>Camera</b>	Built-in
6	<b>Graphics</b>	Built in Intel HD Graphics
7	<b>Optical Drive</b>	CD+DVD+/-RW (Combo Drive)
8	<b>Power Option</b>	65W AC Adapter 3-pin
9	<b>Battery</b>	6 Cell primary battery
10	<b>Accessories</b>	All standard Accessories
11	<b>Operating System</b>	Window 8 Professional
12	<b>Display</b>	15" HD Anti-Glair LED
13	<b>Warranty</b>	One Year Comprehensive onsite warranty or manufacturer's warranty whichever is higher (with keep the hard disk option), including labor and parts
14	<b>Carrying case</b>	Original Carrying case of same brand
15	<b>Power Chord</b>	Power Chord for 3-ping adapter
16	<b>Ports, Slots &amp; Chassis</b>	Network connector (RJ-45); USB 3.0 (3) , USB/eSATA (1), Standard stereo headphone/microphone jack, Memory card reader, 54 mm Express Card, Docking Connector, VGA, HDMI

<b>2. Core i5 International branded Computer</b>		
1	<b>Processor</b>	Core™ i5, (3.4 GHz or above)
2	<b>Cache</b>	8 MB
3	<b>RAM</b>	16 GB (2 x 4 GB or 2 x 8 GB)
4	<b>Hard Drive</b>	500 GB HDD SATA
5	<b>Graphics</b>	Built in Intel HD Graphics
6	<b>Optical Drive</b>	CD+DVD+/-RW (Combo Drive)
7	<b>LAN Card</b>	Built in LAN Card
8	<b>Casing</b>	ATX with true 420W Power Supply
9	<b>Accessories</b>	Keyboard, Mouse, Related drivers for Windows along with all standard Accessories
10	<b>Cables</b>	2 x Power cables & 1 VGA cable
11	<b>Display</b>	18.5" LED Monitor (Same brand)
12	<b>Warranty</b>	One Year Comprehensive onsite warranty or manufacturer's warranty whichever is higher for both Computer and LED, including labor and parts (with keep the hard disk option)

<b>3. Detailed Specifications of Multimedia (Network)</b>	
<b>Lumens</b>	4000 or above
<b>Lamp Life</b>	3000 hours or above on Normal Mode, 4000 or above on Eco Mode
<b>LAN interface</b>	RJ-45 × 1, compliant with PLink, Remote monitoring and Control from LAN interface
<b>Wireless LAN</b>	IEEE802.11b/g/n, Infrastructure and Adhoc mode Support, Remote monitoring and Control from WLAN
<b>HDMI IN</b>	HDMI 19-pin*1 (Compatible with HDCP)
<b>ANALOGUE RGB</b>	1 X Computer IN
<b>ANALOGUE RGB</b>	1 X Computer IN/OUT Monitor
<b>SERIAL</b>	RS232c
<b>Auto Restart</b>	Auto Restart on Power Failure
<b>Video IN</b>	RCA pin × 1 (Composite VIDEO)
<b>S-Video-IN</b>	Mini DIN 4-pin × 1 (S-VIDEO)
<b>Audio-IN</b>	RCA pin x 2 (L-R x 1) for VIDEO/S-VIDEO input
<b>Computer Audio IN 1</b>	1
<b>AUDIO OUT</b>	1
<b>USB A</b>	USB type-A (for the USB Memory Viewer) x 1
<b>USB B</b>	USB type-B (for the USB Display/ Wireless Mouse) x 1
<b>Mounting</b>	Ceiling Mounting
<b>Software</b>	Software CD-ROM ,Multi Projector Monitoring & Control Software, Wireless Manager etc)
<b>Power</b>	Direct Power off function
<b>Auto Search</b>	Auto search function for different signal inputs, i.e. RGB, LAN, WLAN, HDMI etc
<b>WARRANTY</b>	OneYear Comprehensive Onsite Warranty (including labour and parts)

<b>4. Printer HP 451N or Equivalent</b>		
1	<b>Print Technology</b>	Color Laser
2	<b>Print Speed Color</b>	21 PPM
3	<b>Print Speed Black</b>	21 PPM
4	<b>First Page Speed</b>	17 sec
5	<b>Paper Size</b>	A4, A5, A6, B5 (JIS), 16K, 10 x 15 cm, Postcards, Letter, Legal
6	<b>Paper Trays</b>	2
7	<b>Processor Speed</b>	600 MHz or better
8	<b>Standard RAM</b>	128 MB
9	<b>Maximum RAM</b>	384 MB
10	<b>Resolution</b>	600 x 600 dpi or better
11	<b>Connectivity</b>	USB / <b>Ethernet</b> / Apple Air Print / HP ePrint
12	<b>Power Consumption</b>	425 Watts

<b>5. Windows 2012 Server</b>		
1	<b>Operating system</b>	Windows 2012 Server Standard
2	<b>Per Cal licenses</b>	5
3	<b>Media Kit</b>	Yes

**Any inferior specs of IT Equipment in Annex-B will be rejected**

**Technical Evaluation Criteria/Company Profile****Annex-C**

<b>Part A) Mandatory Requirement *</b>				
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.			
3	Firm shall be authorized warranty provider on behalf of manufacturer. Documentary proof required.			
4	Earnest Money enclosed.			
5	Minimum three years of relevant experience.			
6	Presence at Islamabad/ Rawalpindi			
<b>Part B) General Evaluation*</b>				
<b>Sr. #</b>	<b>Attributes</b>	<b>Max. Score</b>	<b>Points Earned</b>	<b>Criteria</b>
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 Depot/facility at Islamabad.
3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced)	15	15	Same day
			10	Within three working days
			05	Within seven working days
4	Total strength of relevant Technical Staff (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 similar nature/magnitude on provision of supply order/certificate. ( supply of 10 laptops or more in single supply order)
<b>Sub Total</b>		<b>70</b>		
<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 part A and B of this Annexure.**