



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Headquarters F-5/1, Islamabad. <http://www.pta.gov.pk>

"SAY NO TO CORRUPTION"

INVITATION TO BID

For Supply of ADF Scanners

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the original manufacturers/ authorized distributors/ authorized dealers etc., registered with Income Tax and Sales Tax Departments for supply of following IT Equipment :

Sr.	Description of the Requirement	Quantity
1.	Branded high speed document scanners	05

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at (www.pta.gov.pk). 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.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA Headquarters F-5/1, Islamabad on or before **23rd May, 2016 at 09:30 AM**. Technical Bids will be opened the same day at **10:00 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Shargeel Ahmed Khan, Deputy Director (ICT-I)
Pakistan Telecom Authority

Phone: 051-9225210, Fax Number: 051-9225368

Email address: shargeel@pta.gov.pk



BIDDING DOCUMENTS

Sealed bids are invited from well reputed and authorized dealers/suppliers/distributors registered with Sales Tax and Income Tax Department companies having at least 3 years of relevant business experience for following IT equipment:

Sr.	Description of the Requirement	Quantity
1.	Branded high speed document scanners	05

Detailed specifications are provided at **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 **23rd May, 2016** up to **09:30 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 **10:00 AM**, in presence of the bidders or bidder’s representatives who may choose to attend.
- b. Bids should be addressed to the Deputy Director (ICT-I) 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”. Technically qualified companies will be informed to attend the financial bid opening. The financial bids of technically disqualified bidders will be returned un-opened. Minimum qualifying marks for participation in financial bid opening is 70%.

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. Work will be awarded to **financially lowest bidder**, subject to scoring at least 70 % marks in technical evaluation.
- b. Technical evaluation of IT equipment at **Annex-B** will cover comparison of quoted products with advertised specifications, whereas it does not carry marks.
- c. Technical evaluation of company profile at **Annex-C** is to filter companies having good support system and after sales services.
- 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.
- e. The bidder should quote its rates clearly in the financial proposal in both figures and words.

4. **EARNEST MONEY**

- a. Earnest money in the shape of pay order / bank draft in favour 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. 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 payment of all duties/taxes (if any) levied by the Govt. and towards this end.

8. DELIVERY PERIOD

- a. Delivery of items to be made within four (04) weeks after issuance of supply order. After expiry of delivery time supply order shall stand canceled and earnest money will be forfeited.
- b. Vendor will be responsible for the safe supply of equipment /software at PTA H/Qs Islamabad with the provision of 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 onsite free atleast one year warranty / support with labour and parts, 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) 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

- i) **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
- ii) **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)

All technical bids shall be evaluated as per criteria mentioned at **Annex-B** and **Annex-C**. All information desired in **Annex-C** has to be submitted with supporting documents. These documents should be arranged in the same sequence as mentioned in **Annex -C**.

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 accept or reject any tender as per PPRA rules.

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)
- h. Specification and other requirements are met (Yes/No)
- i. Service centre is in Islamabad/Rawalpindi (Yes/No)

Dy Director (ICT-I)

Financial Proposal (Bid Format)

Date _____

Company Name _____

Item: **Branded High Speed Document Scanners**

Quantity Required: **05**

Required Specification	Quoted Specification (With Brand Name)	Unit Price Inclusive of GST	Qty	Total Price Inclusive of GST
<p>Brand: Foreign renowned top brands</p> <p>Document Feeding: ADF (five) with 02 Flatbed (01 * Legal + 01 * A3)*</p> <p>*Flatbed units shall be compatible & attachable to any of the five ADF units.</p> <p>Scanning Resolution: Optical 600 dpi</p> <p>Scan Speed:</p> <ul style="list-style-type: none">a) Flatbed: 05 seconds or less for A4/Legal/A3 B/Wb) Simplex: 25-30 ppm or higherc) Duplex: 50-60 ipm or higher <p>(B/W & Colour @200 dpi)</p> <p>Document Size (ADF): Letter, legal, A4</p> <p>Scan Type: Simplex & Duplex</p> <p>Scan Mode: B/W and Colour</p> <p>Interface: USB 2.0 or higher</p> <p>Scan Technology: CCD or CIS</p> <p>Daily Scan: 1500-2500 pages</p>			05	

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.

Branded High Speed Document Scanners

1. **Brand:** Foreign renowned top brands
2. **Document Feeding:** ADF (five) with 02 Flatbed (01* Legal + 01* A3)*
*Flatbed units shall be compatible & attachable to any of the five ADF units.
3. **Scanning Resolution:** Optical 600 dpi
4. **Scan Speed:**
 - a) **Flatbed:** 05 seconds or less for A4/Legal/A3 B/W
 - b) **Simplex:** 25-30 ppm or higher
 - c) **Duplex:** 50-60 ipm or higher
(B/W & Colour @200 dpi)
5. **Document Size (ADF):** Letter, legal, A4
6. **Scan Type:** Simplex & Duplex
7. **Scan Mode:** B/W and Colour
8. **Interface:** USB 2.0 or higher
9. **Scan Technology:** CCD or CIS
10. **Daily Scan:** 1500-2500 pages

Authorized Signature of bidder with seal stamp

Any inferior specs will be rejected

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 in Islamabad/ Rawalpindi			
Part B) General Evaluation*				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
1	Detail of Offices	16		Firm has sales and services offices at four (4) provincial headquarters with proof of authorized service provider from principal manufacturer. Four (4) points for each p.h.q.
2	Spare Parts Availability	4		Firm has Spare Parts of the quoted model and 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	1-5 working days
			10	6-9 working days
			05	10-14 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/magnitude on provision of supply order/certificate. (supply of scanners of worth Rs.1.0 million or more in single supply order)
Sub Total		70		
<i>Minimum technical qualifying marks are 70% 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.**