



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

## **TENDER NOTICE (For IT Equipment Supply)**

No.ICT/06/2015

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 ten (10) printers.

Bidding documents can be obtained from the office of undersigned up to 19th June, 2015 by 10:00 AM on payment of Rs.500/- (Non- Refundable), in the shape of pay order in favor of Pakistan Telecommunication Authority, Islamabad. Bidding documents can also be downloaded from PTA as well as PPRA websites for which afore mentioned pay order shall be submitted along with proposals prior to bid opening.

Bids under the "Single Stage Two Envelop Procedure", along with earnest money equivalent to 2% of total bid price, will be received up to 19th June, 2015 by 10:30 A.M. Technical bids will be opened on the same day at 11:00 A.M in front of the bidders or their representatives who may choose to attend. Technically qualified companies will be informed of the date of opening of financial bids. Any bid not accompanied by earnest money will be rejected without any right of appeal.

Pakistan Telecommunication Authority Islamabad reserves the rights to accept or reject any bid as per PPRA rules or accept the whole or part of bid. This tender notice and bidding documents are also available at PTA and PPRA websites i.e. [www.pta.gov.pk](http://www.pta.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk)

**Deputy Director (ICT-I)**  
**Ph: 9225210**



*Government of Pakistan*  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
**HEADQUARTERS F-5/1, ISLAMABAD.**  
[http:// www.pta.gov.pk](http://www.pta.gov.pk)

**BIDDING DOCUMENTS**

Pakistan Telecommunication Authority intends to purchase ten (10) printers. Detailed specifications are as 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 BIDS:**

- a. Bids should be addressed to the Deputy Director (ICT-I) Pakistan Telecommunication Authority, Headquarters F-5/1, Islamabad.
- b. Bidding documents duly completed will be received on or before 19<sup>th</sup> June, 2015 up to 10:30 A.M. The submission and evaluation of bids will be carried out under the "Single Stage Two Envelop Procedure". 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". The Technical bids will be opened on the same day at 11:00 AM in front of the bidder or bidder's representative who may choose to attend.
- c. Technically qualified companies will be informed to attend the financial bid opening. Minimum qualifying score for technical evaluation will be 60%. 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.

**Evaluation criteria of Technical and Financial proposals are as under:**

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

**Financial Score=**

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

- 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.
- c. 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 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 cancellation 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 mentioned in this bidding document. Payment of bill shall be made after delivery of the equipment 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:**

- a. The equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer.
- b. The equipment 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 is to be made within six (06) weeks after issuance of supply order.
- b. Vendor will be responsible for safe supply of the equipment at PTA H/Qs, F-5/1, Islamabad.

**9. AUTHORIZED DEALER/DISTRIBUTOR/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:**

- 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 actual date of delivery of the 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 six (6) weeks. (Days less than six will be considered as one week). After expiry of six weeks supply order shall stand canceled and earnest money will be forfeited.
- b) A penalty of 1% of the deposited earnest money per day will be charged if time for replacement of under warranty faulty hardware exceeds the time mentioned in the certificate provided as per Annex-C- part B-(3)

**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 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. Bids 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 of the principal manufacturer is not in Islamabad/Rawalpindi.
- f. Supplier is not an authorized dealer/reseller/distributor/partner of the principal manufacturer for Pakistan as per section 9 of this document.
- g. Any inferior product / spec / requirement than mentioned at Annex-B.
- h. Relevant experience is less than three years.

**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 –C(Part A and Part B).

**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.

**CHECKLIST:**

- |    |   |          |
|----|---|----------|
| a. | Earnest money in shape of bank draft/pay order.<br>(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<br>principal manufacturer for Pakistan. | (Yes/No) |
| h. | Specification and other requirements are met  | (Yes/No) |
| i. | Service centre of the principal manufacturer is<br>in Islamabad/Rawalpindi                      | (Yes/No) |

**Deputy Director (ICT-I)**  
**Ph: 9225210**

**Financial Proposal (Bid Format):****Annex-A**

Date: \_\_\_\_\_

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

Item: **Branded High Speed Printers**Quantity Required: **10**

<b>Required Specification</b>	<b>Quoted Specification (With Brand Name)</b>	<b>Unit Price <i>Inclusive of GST</i></b>	<b>Qty</b>	<b>Total Price Inclusive of GST</b>
1. <b>Brand:</b> Foreign renowned top brands 2. <b>Input Capacity (Standard Tray):</b> 250 pages or higher 3. <b>Print Resolution:</b> 1200 * 1200 dpi or higher 4. <b>Print Speed:</b> 35 ppm or higher (B/W, letter) 5. <b>Processor:</b> 800 MHz or higher 6. <b>Memory:</b> 256 MB or higher 7. <b>Document Size:</b> Letter, legal, A4 8. <b>Print Type:</b> Simplex & Duplex 9. <b>Print Cartridges:</b> 01 (Black) 10. <b>Connectivity:</b> USB 2.0 & Ethernet 10/100/1000T network or higher 11. <b>Print Technology:</b> Laser 12. <b>Monthly Duty Cycle:</b> 50,000 pages or higher			10	

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



**Branded High Speed Printers**

- |   |   |
|---|---|
| 1. <b>Brand:</b>                          | Foreign renowned top brands                       |
| 2. <b>Input Capacity (Standard Tray):</b> | 250 pages or higher                               |
| 3. <b>Print Resolution:</b>               | 1200 * 1200 dpi or higher                         |
| 4. <b>Print Speed:</b>                    | 35 ppm or higher (B/W, letter)                    |
| 5. <b>Processor</b>                       | 800 MHz or higher                                 |
| 6. <b>Memory</b>                          | 256 MB or higher                                  |
| 7. <b>Document Size:</b>                  | Letter, legal, A4                                 |
| 8. <b>Print Type:</b>                     | Simplex & Duplex                                  |
| 9. <b>Print Cartridges:</b>               | 01 (Black)  |
| 10. <b>Connectivity:</b>                  | USB 2.0 & Ethernet 10/100/1000T network or higher |
| 11. <b>Print Technology:</b>              | Laser   |
| 12. <b>Monthly Duty Cycle:</b>            | 50,000 pages or higher                            |

Authorized Signature of bidder with seal stamp

**Any inferior specs will be rejected**

Part A) Mandatory Requirements. All supporting documents to be attached.				
1	Firm has to provide valid Sales Tax and Income Tax Registration.			
2	Firm has to provide valid Authorization dealer, partner, etc Certificate of the principal/manufacture for Pakistan as per section 9 of this tender document.			
3	Minimum three years of relevant experience.			
4	Presence in Islamabad/ Rawalpindi			
Part B) General Evaluation. All supporting documents to be attached for award of points.				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
1	Detail of Offices	10		Firm has offices in four (4) provincial headquarters. Two and half (2.5) points for each p.h.q.
2	Spare Parts Availability	10		Firm has Spare Parts Depot/facility at Rawalpindi/Islamabad.
3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced)	15	15	1-5 days
			10	6-10 days
			05	11-15 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 same nature/magnitude on provision of supply order/certificate. (supply of printers of worth Rs.0.5 million or more in single supply order)
Sub Total		70		
Minimum technical qualifying marks are 60% in above table (Part-B) whereas fulfillment of specifications of equipment i.e Annex “B” shall be compulsory.				

**\*All supporting Documents to be attached for Annex- B and Annex-C.**