



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

TENDER DOCUMENTS

Pakistan Telecommunication Authority intends to purchase sixty (60) Intel® Core i5 laptops. Detailed specifications of above-mentioned item is 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 ____ March, 2014 up to 10:30 am. The submission and evaluation of bids will be carried out under the "Single Stage Two Envelop Procedure". The Technical bids will be opened on the same day at 11:00 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.
- 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 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).
- 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 where as 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 mentioned in this tender 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 to be made within six 06 weeks after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment 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/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 free atleast one year warranty / support with labour and parts, or manufacturer warranty whichever is greater with keep the hard disk option.
- b. The warranty period will be considered from the date of actual date of delivery of 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 06 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 earnest money per day will be charged if replacement time 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. 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/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 –C part A and Part B.

15. CERTIFICATION:

The bidder should provide copies of certificates if any i.e. ISO 9001 certified and etc.

16. 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.

17. 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.

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. | Copies of certification e.g. ISO 9001 certified. | (Yes/No) |

Director (ICT)

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

Date: _____

Company Name: _____

Item: **Branded laptop with original carry case**Quantity Required: **60**

Required Specification	Quoted Specification (With Brand Name)	Unit Price Inclusive of GST	Qty	Total Price Inclusive of GST
Processor: Intel Core i5 4th generation 1.6GHz turbo boost upto 2.6 GHz Chipset: Intel Chipset. RAM: 8-GB. Hard Drive: 500 GB Optical Drive: DVD+/-RW. Communication: WiFi 802.11(g,n), Bluetooth, Gigabit Ethernet. Screen: 15" HD Anti-glare LED. Operating System: Windows 8 Professional (Licensed). Carrying Case: Original Carrying Case. Battery: 6-cell Primary Battery. Camera: Built-in camera. Warranty: One Year Comprehensive onsite warranty (with keep the hard disk option), battery with 1 Year Warranty. Power Option: 65W AC Adapter - 3-pin. Ports, Slots & Chassis: Network connector (RJ-45); USB 3.0, Standard stereo headphone/microphone jack, Memory card reader, VGA, HDMI. Accessories: Related drivers for Windows along with all standard accessories. Power Cord: Power Cord for 3-pin Adapter			60	

Authorized Signature of bidder with seal stamp

Branded laptop with original carry case

1. **Processor:** Intel Core i5 4th generation 1.6 GHz turbo boost upto 2.6GHz
2. **Chipset:** Intel Chipset.
3. **RAM:** 8-GB.
4. **Hard Drive:** 500 GB
5. **Optical Drive:** DVD+/-RW.
6. **Communication:** WiFi 802.11(g,n), Bluetooth, Gigabit Ethernet
7. **Screen:** 15" HD Anti-glare LED.
8. **Operating System:** Windows 8 Professional (Licensed).
9. **Carrying Case:** Original Carrying Case.
10. **Battery:** 6-cell Primary Battery.
11. **Camera:** Built-in camera.
12. **Warranty:** One Year Comprehensive onsite warranty (with keep the hard disk option),
battery with 1 Year Warranty
13. **Power Option:** 65W AC Adapter - 3-pin.
14. **Ports, Slots & Chassis:** Network connector (RJ-45); USB 3.0, Standard stereo
headphone/microphone jack, Memory card reader, VGA, HDMI.
15. **Accessories:** Related drivers for Windows along with all standard accessories.
16. **Power Cord:** Power Cord for 3-pin Adapter

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

Part A) Mandatory Requirement. All supporting documents to be attached.				
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 tender 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. All supporting documents to be attached for award of points.				
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 Depot/facility at Islamabad.
3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced)	15	15	1-3 days
			10	4-6 days
			05	7-9 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 35 laptops 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.				