



# TENDER NOTICE

for supply of Branded Desktop, computers(Dell, HP or equivalent)

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:

Description of the Requirement	Quantity
Branded Desktop Computers with Same Brand LED Monitors (Dell, HP or equivalent) For Business	
4th Generation Intel® Core™ i3 Processor (Dual Core, 3MB or above, 3.60GHz w/HD4400 Graphics or above), 4 GB RAM and 500 GB HDD with Branded LED Screen 18.5"	05 Branded Computers with same brand 05 Branded LEDs

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](http://www.pta.gov.pk). Price of the bidding documents is Rs. 500/- (non-refundable in form of pay order/DD in favor of Pakistan Telecommunication Authority). Bidding documents can also be downloaded from [www.pta.gov.pk](http://www.pta.gov.pk) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA Rawalpindi at above address on or before 02-05-2016 10:30 AM. Technical Bids will be opened the same day at (1500 hours). This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Zonal Director**

Ph: 051-5766402, Fax: 051-5766403



### **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

S. No.	Description of the Requirement	Quantity
	<b>Branded Desktop Computers with Branded LED Monitors (Dell, HP or Equivalent)</b>	
1.	4th Generation Intel® Core™ i3 Processor (Dual Core, 3MB cache or above, 3.60GHz w/HD4400 Graphics or above), <b>4 GB</b> RAM and <b>500 GB HDD with Branded LED Screen 18.5"</b>	<b>05</b> Branded Desktop Computers with same Brand 05 LED Monitor

Detailed specifications of above-mentioned items are provided 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 **2<sup>nd</sup> May 2016** 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 at **Zonal Director Pakistan Telecommunication Authority, Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt** on the same day at 1500 hours, in presence of the bidder or bidder's representative who may choose to attend.

- b. Bids should be addressed to the Zonal Director Pakistan Telecommunication Authority, Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt.
- c. Bidder Shall quote for, all IT equipment mentioned above.
- d. 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 bidder 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 / software 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 for each item, 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 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 Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt and issuance of satisfactory completion/stock verification certificate by ZPC.
- 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 eight (08) weeks after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment / software at Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt 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 / Software Support / Software Installation**

- a. Vendor will be responsible for the provision of at least three years free onsite warranty / support with labour and parts as per detail below;
  - i. Desktop Computers : Three years or manufacturer warranty whichever is greater.
  - ii. LED Monitor: Three years or manufacturer warranty whichever is greater.
  - iii. Installation of Software including Operating System, Spread Sheets, Word Sheet or any software required by PTA, Shall be the responsibility of the Vendor. (For which Media will be provided by PTA)
- 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 six (06) weeks. (Days less than six will be considered as one week). After expiry of six (06) 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**

- 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**

- a. Pakistan Telecommunication Authority Zonal Office, House No.161, St No.9, Chaklala Scheme-III Rawalpindi Cantt reserves the rights to accept or reject any tender as per PPRA rules.

**CHECKLIST**

- |           |   |          |
|-----------|---|----------|
| <b>b.</b> | Earnest money in shape of bank draft/pay order.<br>(cheques are not acceptable)                 | (Yes/No) |
| <b>c.</b> | Company's Profile as a part of technical proposal. (Annex C)                                    | (Yes/No) |
| <b>d.</b> | List of such projects handled with copies of supply order.                                      | (Yes/No) |
| <b>e.</b> | List of clients with telephone numbers and addresses.   | (Yes/No) |
| <b>f.</b> | List of employees including technical staff for this project.                                   | (Yes/No) |
| <b>g.</b> | Affidavit on legal paper for not being black listed.  | (Yes/No) |
| <b>h.</b> | Copies of authorized dealership/partnership etc. of the<br>principal manufacturer for Pakistan. | (Yes/No) |
| <b>i.</b> | Specification and other requirements are met  | (Yes/No) |
| <b>j.</b> | Service centre is not in Islamabad/Rawalpindi   | (Yes/No) |

**Zonal Director Rawalpindi**

**Financial Proposal (Bid Format)**

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>Branded Dektop Computers with same Brand LED Screen (Dell, HP or Equivalent)</u></b> <b>DUAL PROCESSOR</b> , 4th Generation Intel® Core™ i3 Processor (Dual Core, 3MB cache or above, 3.60GHz w/HD4400 Graphics or above), <b>RAM: 4GB</b> Memory, <b>HARD DRIVE: 500 GB</b> 7.2K RPM, <b>WARRANTY: 3 Years</b> Comprehensive Onsite Warranty (including Parts and Labor) <b>CHASIS: Mini Tower</b> <b>MONITOR: Branded Monitor 18.5 "</b> or above <b><u>All specs as per detail mentioned in the technical bid in accordance with Annex-B page 1/1</u></b>			<b>05</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

Page 1/1

## Detailed Specifications of Branded Desktop with 4 GB RAM & 500 GB HDD, with Branded LED Monitor (Dell, HP or Equivalent)

Quantity : 05

S. No.	Feature	Requirements
1.	<b>PROCESSOR</b>	4th Generation Intel® Core™ i3 Processor (Dual Core, 3MB cache or above, 3.60GHz w/HD4400 Graphics or above)
2.	<b>RAM</b>	4GB Memory (1X4 GB) DDR3, 1600 MHz.
3.	<b>HARD DRIVE</b>	500GB 3.5inch SATA (7.200 RPM) Hard Drive
4.	<b>OPTICAL DRIVE</b>	8x or better DVD (RW)
5.	<b>CHIPSET</b>	Intel H81 Express Chipset or above (Latest)
6.	<b>CHASIS</b>	Minitower
7.	<b>POWER SUPPLY</b>	From 240W to 290W up to 90% Efficient PSU (80 PLUS Gold and Bronze 85%); ENERGY STAR® compliant, Active PFC
8.	<b>I/O PORTS</b>	2 external USB 3.0 ports (rear) and 6 external USB 2.0 ports (2 front, 4 rear); 1 Serial port (optional); 1 PS/2 (optional); 1 RJ-45; 1 VGA; 1 DisplayPort 1.2; 1 Mic-in & 1 Headphone out (front); 1 Mic-in/Line-in & 1 Line-out(rear)
09.	<b>NETWORK CARD</b>	1 port 10/100/1000 Ethernet
10.	<b>WIRELESS CARD</b>	Enhanced Wi-Fi wireless network with up to 300 Mbps data rate supporting dual-band (2.4 and 5GHz) operation and 802.11 a/g/n and Intel® vPro™ over wireless.
11.	<b>GRAPHICS CARD</b>	Intel® Integrated Graphics
12.	<b>KEYBOARD &amp; MOUSE</b>	Branded Standard Keyboard and Mouse (USB Based)
13.	<b>NUMBER OF BUYS</b>	2 internal 3.5" and 2 external 5.25"
14.	<b>EXPANSION SLOTS</b>	1 full height PCIe x16, 3 full height PCIe x1
15.	<b>LED MONITOR</b>	Branded 18.5" or above LED Screen
16.	<b>DRIVERS</b>	Drivers Cd for Windows 7,8 and above included
17.	<b>WARRANTY</b>	Three years or manufacturer warranty whichever is greater, For both Branded Desktop and LED monitor

Authorized Signature of bidder with seal stamp

**Any inferior Specs of Desktop Computers and LED Monitor will be rejected**

**Technical Evaluation Criteria/Company Profile**

**Annex-C**

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 at Islamabad/ Rawalpindi			
6.	Firm Shall Quote Professional Series Branded Desktop Computers For <b>Business</b> with Branded LED Monitor (Dell, HP or Equivalent)			
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 Depot/facility at Islamabad / Rawalpindi.
3	Replacement time for faulty under warranty equipment/parts <b>(Certificate has to be produced)</b> (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 <b>Rawalpindi / Islamabad</b> (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 i.e. supply of 50 Branded Desktop Computers or more in single supply Order for Branded Desktop Computers, on provision of supply order/certificate
<b>Sub Total</b>		<b>70</b>		
<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.**