



"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:

Description of the Requirement	Quantity
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 **18 January, 2017** at **10:30 AM**. Technical Bids will be opened the same day at **11:00 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Deputy Director (ICT-I)

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/partners registered with Sales Tax and Income Tax Department having at least 03 years of relevant business experience for following IT equipment:

S.No.	Description	Quantity
1.	Branded high speed document scanners	5

Detailed specifications of above-mentioned equipment are provided at **Annex-C** of this document. Notice of the bids issued on PTA's/PPRA's websites is part of the contract document.

Terms and Conditions

1. GENERAL INFORMATION:

- a. Bidding documents, duly completed in all respects, will be received on or before **18 January, 2017** up to **10:30 AM**. The submission and evaluation of bids will be carried out under the “*Single Stage Two Envelop Procedure*”. Technical bids will be opened by Technical Evaluation Committee, at PTA HQs on the same day at **11:00 AM**, in presence of the bidder or bidder’s representative, who may choose to attend.
- b. Bid will comprise of single package containing two separate sealed envelopes. One envelop will contain the “**Technical Proposal**” and the second envelop will contain the “**Financial Proposal**”. Technically qualified companies will be informed of date, time and venue to attend the financial bid opening. The financial bids of technically disqualified bidder will be returned un-opened.
- c. Bids should be sent at the address of Deputy Director (ICT-I) Pakistan Telecommunication Authority (PTA), Headquarters F-5/1, Islamabad.
- d. Bidder shall quote only one option, bids with multiple options will be rejected without any right of appeal.
- e. Annex-A, Annex-B, Annex-C and Annex-D are integral part of technical and financial proposals, which may be read/filled carefully, signed and stamped by the bidders. Further details of the annexures are mentioned below:

- i. Annex-A consists of general evaluation criteria.
- ii. Annex-B consists of technical capabilities of bidder(s), which has total 100 marks, whereas minimum qualifying marks are 70%
- iii. Annex-C consists of technical evaluation of the product and bidder(s) can quote higher specs, however, lower specs shall disqualify the product / bidder
- iv. Annex-D, comprises of financial bid format, to be followed by all bidders. The bidder should quote its rates clearly in the Financial Proposal in both figures and words.

2. **BIDDER's 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 shall be opened and evaluated by technical evaluation committee in view of Annex-A, Annex-B and Annex-C. Bidder(s), obtaining at least 70% out of available 100 marks, shall be eligible for participation in financial bid opening.
- b. Financial bids shall be opened and evaluated by procurement committee of PTA i.e. PC-I or PC-II as the case may be, on the basis of Annex-D.
- c. Work will be awarded to **financially lowest bidder**.
- 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 will be 2% of the bid amount and will be in the shape of pay order / bank draft in favor of Pakistan Telecommunication Authority, Headquarters, Sector F-5/1, Islamabad. Earnest money **shall be attached with the Financial Proposal** (Cheques will not be accepted) **otherwise**

proposal will not be accepted. Certificate regarding deposit of 2% earnest money **must be attached** with Technical Bid.

- b. **FINANCIAL BID without 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-D**
- b. The rates quoted shall remain valid for 90 days from the date of opening of Technical Proposal.
- c. Bid(s) shall be in Pak rupees only and inclusive of all applicable taxes i.e. GST etc.
- d. PTA will bear no transportation/carriage charges.

6. PAYMENT PROCEDURE

- a. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- b. Payment shall be made on provision of invoice/bill, after delivery of the equipment / software at PTA Headquarters and issuance of satisfactory completion/stock verification/physical inspection certificate by PC-I or PC-II.
- c. Payment shall be subject to withholding of applicable taxes 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 clearing all duties/taxes (if any) levied by the Govt.

8. DELIVERY PERIOD

- a. Delivery of items shall be made within eight (08) weeks time after issuance of supply order.
- b. Vendor will be responsible for safe supply of the equipment / software at PTA H/Qs Islamabad with the provision of warranty / support mentioned in **section 10.**

9. AUTHORIZED DEALER/PARTNER

Bidder shall be an authorized dealer/supplier/distributor/partner of the quoted brand/manufacture. Certificate of principal manufacturer is required in the name of the authorized dealer/supplier/distributor/partner of the manufacturer.

10. WARRANTY

- a. Vendor will be responsible for the provision of free at least one year onsite warranty / support with labor and parts or manufacturer's warranty whichever is greater.
- b. The warranty period will be considered from the actual date of delivery of IT equipment.

11. PENALTY

- a) If the supplier fails to supply the items as per supply order or within due time, then a penalty of 01% per week of the total value of Supply Order will be charged up to a maximum of four (04) weeks (Days less than six will be considered as one week). Thereafter, supply order will stand cancelled 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-B- part B-(3), **during the warranty period.**

12. DISQUALIFICATIONS

Proposals will be liable to be rejected if any deviation is found 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/supplier/distributor/partner and warranty provider of the principal manufacturer for Pakistan as per **section 9** of this document.
- g. Any inferior product /specifications than the specifications given at **Annex-C**.
- h. Bidder quoted multiple options, referring **section 1 (d)**.

13. AFFIDAVIT

Affidavit on **Judicial Paper** to the effect that the firm has not been black listed by any government/semi government/autonomous body or company.

14. RIGHTS RESERVED

Pakistan Telecommunication Authority Islamabad reserves the rights to cancel the bid, accept or reject any bid as per PPRA rules.

CHECKLIST

- | | | |
|----|---|----------|
| a. | Earnest money in shape of bank draft/pay order.
(cheques are not acceptable) | (Yes/No) |
| b. | Relevant documents are attached as per Annexures | (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 judicial paper for not been 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)

General Evaluation Criteria

Annex-A

Part A) Mandatory Requirements *	
1	Firm has to produce Sales Tax and Income Tax Registration.
2	Firm has to produce 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.
4	Minimum three years of relevant experience.
5	Sales and Service Centers in Islamabad / Rawalpindi

Technical Capabilities of Bidder

Annex-B

Part B) General Evaluation*				
Sr. #	Attributes	Max. Score	Points Earned	Criteria
1	Detail of Offices	20		Firm has sales and services offices at four (4) provincial headquarters. Five (05) points for each p.h.q.
2	Spare Parts Availability	10		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 attached) (Clause 11(b) referred)	15	15	1-5 working days
			10	6-10 working days
			05	11-15 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 ten (10) or more relevant technical staff in Islamabad / Rawalpindi.
			7	Firm has more than five (05) and up to nine (9) relevant technical staff in Islamabad / Rawalpindi
			5	Firm has up to five (5) relevant technical staff in Islamabad / Rawalpindi
5	Firm Experience (minimum three years experience required)	20		Five (5) points will be given for each year of experience, beyond 03 years of mandatory requirement.
6	Projects completed of similar nature (documentary proof to be provided i.e. Supply Orders etc.)	25		Five points will be awarded for each project of same nature on provision of supply order/certificate (Supply of scanners of worth Rs.0.5 million or more in single Supply Order)
Sub Total		100		
Minimum qualifying marks are 70% in above table whereas Annex "C" shall be compulsory. All supporting Documents to be attached in sequence as per requirement.				

Branded High Speed Document Scanners

1. **Brand:** Foreign renowned top brands
2. **Document Feeding:** ADF
3. **Scanning Resolution:** Optical 600 dpi
4. **Scan Speed:**
 - a) **Simplex:** 30 ppm or higher
 - b) **Duplex:** 60 ipm or higher
(B/W & Colour @200 dpi)
5. **Document Size :** 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:** 3500 pages or higher

Any inferior Specifications will be rejected

Bidder shall quote only one option, bids with multiple options will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp

Financial Proposal (Bid Format)

Annex-D

Date _____

Company Name _____

Required Specification	Quoted Specification (With Brand Name)	Unit Price Inclusive of GST	Qty	Total Price Inclusive of GST
<ul style="list-style-type: none">1. Brand: Foreign renowned top brands2. Document Feeding: ADF3. Scanning Resolution: Optical 600 dpi4. Scan Speed:<ul style="list-style-type: none">a) Simplex: 30 ppm or higherb) Duplex: 60 ipm or higher (B/W & Colour @200 dpi)5. Document Size : Letter, legal, A46. Scan Type: Simplex & Duplex7. Scan Mode: B/W and Colour8. Interface: USB 2.0 or higher9. Scan Technology: CCD or CIS10. Daily Scan: 3500 pages or higher			05	

Amount in words: (Rupees.....)

Any inferior specifications will be rejected

FINANCIAL BID not accompanied with earnest money will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp