



**INVITATION TO BID FOR PROCUREMENT OF DESKTOP
COMPUTERS, PROJECTOR MULTIMEDIA AND PRINTER**

Pakistan Telecommunication Authority (PTA), Zonal Office Multan is a Zonal Office of regulatory body of telecom sector in Pakistan invites sealed bids from the original manufacturers / authorized distributors / suppliers/Contractors etc., registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of (Desktop Computers and Projector Multimedia).

S. No.	Description	Quantity
1.	Desktop Computer Core-i3	02
2.	Projector Multimedia	01
3.	Printer	01

Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for interested bidders at the office of the undersigned at PTA Zonal Office, House No. 61-A, Main Street Sabzazar, Bosan Road, Multan. Price of the bidding documents is Rs. 500/- (Cash non-refundable). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at (PTA Zonal Office, House No. 61-A, Main Street Sabzazar, Bosan Road, Multan on or before **3rd May, 2018** by **10:30 AM**. Technical bids will be opened on the same day at **11:00AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

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BIDDING DOCUMENTS

Sealed bids are invited from well reputed and authorized dealers/suppliers/distributors registered with Sales Tax and Income Tax Department having at least 5 years of relevant business experience for supply of Branded Business Desktop Computers quantity Two (2), One (1) Projector and One (1) Branded high speed networking Printer.

Detailed specifications of above-mentioned items are provided in Annex-C 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. GENERAL INFORMATION:**

- a. Bidding documents duly completed in all respect will be received on or before **3rd May, 2018** 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 Zonal Office Multan on the same day **at 11:00 AM**, in presence of 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 bidders will be informed the date, time and venue for the opening of financial bids. Financial bids of technically disqualified bidders will be returned unopened.
- c. Bids should be sent at the address of Zonal Office, Pakistan Telecommunication Authority (PTA), House No. 61-A, Main Street Sabzazar, Bosan Road, Multan.
- d. Bidder shall quote prices for all IT equipment mentioned above with any relevant additional hardware.
- 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 mandatory requirements for bidder(s)
 - ii. Annex-B consists of technical capabilities of bidder(s), which has total 90 marks, whereas minimum qualifying marks are 70%
 - iii. Annex-C consists of technical evaluation of the product and bidder(s) may quote higher specs, however, quoting lower specs shall disqualify the bidder

- iv. Annex-D, comprises of financial bid format, to be followed by all bidders, The bidder should quote its rates clearly for each item, in the financial proposal in both figures and words without any ambiguity.

2. **BIDDER'S INFORMATION**

- a. Name of Firm _____
- b. Date of establishment of business
(documentary proof of registration etc.) _____
- c. Address _____
- d. Telephone No _____ Fax No. _____
- e. GST Reg. No _____
- f. 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, obtaining at least 70% out of 90 marks, shall be eligible for the participation in financial bid opening.
- b. Financial bids shall be opened and evaluated by Zonal Purchase Committee of PTA Multan.
- c. If two or more bidders quote equal lowest price in financial proposals, then the work will be awarded to the one having higher technical marks, in technical evaluation.
- d. All items are completely independent of each other and the bidder should quote its rates clearly in the financial proposal both in figures and words against **each item separately**. Technical and Financial evaluation of the items will be independent of each other. Work will be awarded to **financially lowest bidder against each item**.

4. **EARNEST MONEY**

- a. Earnest money will be 2% of the bid amount and will be in the shape of pay order / demand draft in favor of Pakistan Telecommunication Authority. Earnest money **shall be attached with the financial proposal otherwise proposal will not be accepted**.
- b. **Bids without earnest money will be rejected without any right of appeal.**
- c. **Earnest money of successful bidder will be retained till warranty period.** However, 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 PTA.

5. PRICES

- a. The bidder should quote its rates clearly in Pak Rupees against each item separately, inclusive of all applicable taxes i.e. GST etc. in the financial proposal and amount 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. PTA will not bear transportation/carriage charges.

6. PAYMENT PROCEDURE

- a. No advance payment shall be made against the supply of equipment / software mentioned in the bidding document.
- b. Payment shall be made on provision of invoice/bill, after delivery of the equipment /software at PTA Zonal Office Multan and issuance of satisfactory completion/stock verification/physical inspection certificate by Zonal Purchase Committee.
- c. Payment shall be subject to withholding of applicable taxes as per government rules.

7. EQUIPMENT / SOFTWARE

- a. IT equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer and shall be verifiable at principal manufacturer website.
- b. IT equipment / software should be arranged through the legal channels by clearing all customs/duties/taxes (if any) levied by Govt.

8. DELIVERY PERIOD

- a. Delivery of items shall be made within eight (8) weeks time after issuance of supply order.
- b. Vendor will be responsible for the safe supply of equipment / software at PTA Zonal Office Multan with the provision of warranty / support as mentioned in the bidding agreement.

9. AUTHORIZED DEALERPARTNER

- a. 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/TRAINING

- a. Vendor will be responsible for the provision of free at least onsite warranty / support with labour and parts for period of one year 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. If the supplier fails to supply the items as per supply order or within due time. Then a penalty of 1% per week will be charged upto maximum period of four week. (Days less than six will be considered as one week). Thereafter, his supply order will be cancelled and his earnest money will be forfeited. However, PTA may issue supply order to the second lowest bidder subject to availability of sufficient budget and time.
- b. In case 2nd lowest bidder also failed to ship the equipment, work order shall be canceled and deposited earnest money shall be forfeited.
- c. 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 Multan.
- f. Supplier is not an authorized dealer/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-C.

13. AFFIDAVIT

- a. 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

- a. Pakistan Telecommunication Authority reserves the rights to cancel the bid, accept or reject any bid as per PPRA Rules.

15. CHECKLIST

- | | |
|--|----------|
| a. Earnest money in shape of bank draft/pay order.
(cheques are not acceptable) | (Yes/No) |
| b. Relevant documents for Annex A-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 at Multan | (Yes/No) |

General Evaluation Criteria

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 Five years of relevant experience of the vendor
5.	Sales and Service Centers at Multan.
6.	Firms should be in Active Tax Payer list of FBR

Technical Capabilities of Bidder

Part B) General Evaluation*				
S. No.	Attributes	Max. Score	Points Earned	Criteria
1.	Detail of Offices	5		Firm has sales and services offices at Islamabad and any other provincial capital, with proof of authorized service provider from principal manufacturer. (1 mark for additional office maximum 5 marks)
2.	Spare Parts Availability	15		Firm has Spare Parts of the quoted model Depot/facility at Multan.
3.	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced) (Clause 10(b) referred)	20	20	1-3 working days
			10	4-7 working days
			5	7-14 working days
4.	Total strength of relevant Technical Staff at Multan (List shall be attached with name, designation, qualification and related experience).	10	10	Firm has more than ten (10) relevant technical staff in Multan.
			7	Firm has more than five (5) and up to ten (10) relevant technical staff in Multan.
			5	Firm has minimum five (5) relevant technical staff in Multan.
5.	Firm Experience (minimum Five years experience required)	20		(4) Points will be given for each year of experience, beyond 5 years of mandatory requirement.
6.	Projects completed of similar nature (documentary proof be provided i.e. Supply Orders etc.)	20		Five points will be awarded for each project of same nature i.e supply of 02 PCs or more in single supply order, on provision of supply order/certificate
Sub Total		90		
<i>Minimum qualifying marks are 70% in above table whereas Annex “C” shall be compulsory. All supporting Documents to be attached for all relevant pages of Annex-B.</i>				

TECHNICAL EVALUATION-PART-C

1. **Business Desktop Computer**

- a. **Processor:** Intel Core i3, 7th Generation, 7100 processor(64 bit) 4.00GHz or above
- b. **Intel Smart Cache / Chipset:**3MB / Intel B250 Express or above
- c. **RAM:** 4GB Dual Channel DDR4L 2400MHz (4GB) or above
- d. **Hard Drive:** 500GB SATA 3.5(7200 rpm) or above
- e. **Slots:** 2 UDIMM Slots Front - (2) USB 3.0, 5:1 Multi-Card Reader, (1) Audio Combo Jack Rear - Line in/out and Microphone Port, (1) VGA, (1) HDMI out, (4) USB 2.0, Network Port, DC power
- f. **Optical Drive:** DVD+/-RW
- g. **Communication:** Internal Gigabit Ethernet and Wifi 802.11 a/c Wave 2
- h. **Screen:** 18.5” LED Monitor
- i. **Power Supply:**40W or above standard power supply
- j. **Peripherals:** Keyboard, Mouse
- k. **Warranty:** One Year Comprehensive onsite warranty
- l. **Power Cord:** Power Cord for 3-pin Adapter

2. **Multimedia Projector Branded**

- a. **Brand:** Foreign renowned top brands
- b. LCD Multimedia Projector
- c. 2700 to 3000-Lumens XGA (1024X768)
- d. Contrast Ratio 3000:1
- e. Lamp life 4500 H / 6000 H
- f. 5-meter, HDMI Cable + VGA Cable + Power Cable
- g. **Warranty:** One Year Comprehensive onsite warranty

3. **LaserJet Printer 3 in 1**

- a. **Brand:** Foreign renowned top brands
- b. Print speed up to 23ppm (letter)
- c. 600x600 or above dpi resolution
- d. 256MB Memory
- e. 100-sheets by-pass&150-input paper tray 100 sheets or above (dual function)
- f. Duplex (manual/auto)
- g. Hi-speed USB 2.0 port
- h. Ethernet 10/100/Base-TX Network port
- i. **Warranty:** One Year Comprehensive onsite warranty

Authorized Signature of bidder with seal stamp

Any inferior specs will be rejected

Financial Proposal (Bid Format)

Date _____

Company Name _____

Required Specification	Quoted Specification (With Brand Name)	Unit Price <i>Inclusive of GST</i>	Qty.	Total Price <i>Inclusive of GST</i>
<u>Model and brand of the Desktop</u> Branded Desktop Intel Core i3, 7 th Generation, 7100 processor with 4GB Ram, 500GB Hard disk and 18.5” LED & Keyboard/Mouse All specs as per detail mentioned in the technical bid in accordance with Annex-C			02	
<u>Model and brand of the Multimedia Projector</u> LCD Multimedia Projector All specs as per detail mentioned in the technical bid in accordance with Annex-C			01	
<u>Model and brand of the LaserJet Printer</u> 3 in 1 - High speed printer with Ethernet 10/100/TX- Network All specs as per detail mentioned in the technical bid in accordance with Annex-C			01	
Grand Total				

Amount in words: (Rupees-----)

**Bidder can quote higher specs of Desktop, Multimedia and Printer, however
any inferior specification 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