



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

INVITATION TO BID

For Supply of Branded Network Printers (Black & White) and High Speed Auto Document Feeder Scanners (ADF)

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the authorized partners/dealers/distributors having three years of relevant experience and registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for supply of following IT Equipment:

Sl#	Description of item	Quantity	Category
1	Branded Network Printers (Black & White)	10	A
2	Branded High Speed Auto Document Feeder Scanners (ADF)	10	B

Bidding documents, containing detailed terms and conditions etc. are available for the interested bidders at PTA Headquarters F-5/1, Islamabad. 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 free of cost.

The bids separate for each category, prepared in accordance with the instructions in the bidding documents, must reach at PTA Headquarters F-5/1, Islamabad on or before **8th February, 2021 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

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SAY NO TO CORRUPTION



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

BIDDING DOCUMENTS

Sealed bids are invited from well reputed authorized partners/dealers/distributors registered with Sales Tax and Income Tax Department having at least 03 years of relevant business experience for supply following IT equipment respectively:

Sr #	Description	Quantity	Category
1	Branded Network Printer (Black & White)	10	A
2	Branded High Speed Automatic Document Feeder (ADF) Scanners	10	B

Detailed specifications of above-mentioned equipment are provided at **Annex-C (I & II)** 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, separate for each category, duly completed in all respects will be received on or before **8th February, 2021** up to **1030 AM**. The submission and evaluation of bids will be carried out, separately for each category, under the *"Single Stage Two Envelop Procedure"*. Technical bids will be opened by Technical Evaluation Committee, at PTA HQs on the same day at **1100 AM**, in presence of the bidder or bidder's representative, who may choose to attend.
- b. **Bidders shall submit separate bid(s) for each category as Category-A and Category-B will be evaluated separately.** Each 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 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 Director (ICT) Pakistan Telecommunication Authority (PTA), Headquarters F-5/1, Islamabad.
- d. Bidder shall quote only one option for each category, bids with multiple options will be rejected without any right of appeal.

- e. **Annex-A, Annex-B, Annex-C (I & II) and Annex-D (I & II)** 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 (I & II)** consists of technical evaluation of the product, however, lower specifications shall disqualify the product/ bidder.
 - iv. **Annex-D (I & II)** comprises of financial bid format, to be followed by all bidders. The bidder should quote its rates (Pak Rupees) 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 separately for each category by Technical Evaluation Committee in view of **Annex-A, Annex-B and Annex-C (I & II)**. Bidder(s), meeting the requirements as per Annex-A, Annex-B and Annex-C (I & II), shall be eligible for participation in financial bid opening.
- b. Financial bids shall be opened and evaluated separately for each category by relevant procurement committee of PTA based on **Annex-D (I & II)**.
- c. Work will be awarded to **financially lowest bidder in each category separately**.
- 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 the technical bids.

4. BID SECURITY

- a. Bid Security for each category separately 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. Bid Security **shall be attached with the respective Financial Proposal** (Cheque(s) will not be accepted) **otherwise proposal will not be accepted.**
- b. **FINANCIAL BID without Bid Security will be rejected without any right of appeal.**
- c. **Bid Security of successful bidder will be retained till expiry of warranty period**, whereas Bid Security of unsuccessful bidders will be returned after award of supply order to the successful bidder.
- d. In case of cancellation of Supply Order due to default of the supplier, the Bid Security shall be forfeited in favor of Pakistan Telecommunication Authority.

5. PRICES

- a. **The bidder should quote its rates clearly in Pak Rupees in the respective Financial Proposal in both figures and words as per format attached at Annex-D (I & II)**
- b. The rates quoted shall remain valid for 120 days from the date of opening of Technical Proposal and any escalation in dollar against Pak Rupees shall not be applicable as well as any increase in price, within validity period of 120 days, shall be borne by the bidder. No such claim shall be entertained.
- 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 the relevant Procurement Committee.
- 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 11**.

9. Force Majeure Event

- a. Neither Party shall be held responsible for any loss, damage, or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event.
- b. For this purpose a “Force Majeure Event” shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this bidding document and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority.
- c. The Party initially affected by a Force Majeure shall promptly but not later than seven (07) days following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its obligations (“Force Majeure Notification”). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists.
- d. Upon cessation of the effects of the Force Majeure the Party initially affected by a Force Majeure shall promptly notify the other of such cessation.

10. AUTHORIZED DEALER/PARTNER

- a. Bidder shall be authorized Partner/Dealer/Distributor of the quoted brand/manufacturer for supply of Network Printers and ADF Scanners. Valid certificate of principal manufacturer is required in the name of bidder.

11. WARRANTY

- a. Vendor will be responsible for the provision of free at least one (01) 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.

12. PENALTY

- a) If the supplier fails to supply the items as per supply order or within due time, then a penalty of 0.5% per week of the total value of Supply Order will be charged up to a maximum of four (04) weeks (atleast 04 days will be considered as one week). Thereafter, supply order will stand cancelled and Bid Security will be forfeited.
- b) A penalty of 1% of the Bid Security 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**.

13. DISQUALIFICATIONS

Proposals will be liable to be rejected/disqualified if found non-compliant of Annex-A.

14. 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.

15. RIGHTS RESERVED

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

CHECKLIST

- a. Bid Security in shape of bank draft/pay order. (Yes/No)
(cheques are not acceptable)
- 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. Copy of valid certificate of the principal manufacturer. (Yes/No)
- h. Specification and other requirements are met. (Yes/No)
- i. Service center is in Islamabad/Rawalpindi (Yes/No)
- j. NTN & GST certificate is attached. (Yes/No)
- k. Certificate of Bid Security is attached with Technical proposal
(Yes/No)

Director (ICT)

General Evaluation Criteria

Annex-A

Part A) Mandatory Requirements *	
S#	Description
1	Firm has to produce Sales Tax and Income Tax Registration.
2	Firm has to produce Certificate of the principal manufacturer as per section 9 of this bidding document i.e; a. Bidder shall be authorized dealer/partner/distributor of the quoted brand/manufacturer for supply of Scanners and Printers . Valid certificate of principal manufacturer is required in the name of bidder.
3	Minimum three (03) years of relevant experience.
4	Sales and Service Center(s) in Islamabad/Rawalpindi.
5	Bidder should be in Active Taxpayer List of FBR.
6	Affidavit on non-judicial (stamp paper) for not been black listed.
7	Specifications are as per Annex-C(I & II) .

* All supporting documents to be attached for Annex-A

Technical Capabilities of Bidder

Annex-B

Part B) General Evaluation*				
S #	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 provincial headquarter.
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 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).	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 (03) 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 supported with delivery challans/completion certificate (Supply of at least seven (07) or more branded printers and ten (10) scanners respectively in single Supply Order of the quoted brand)
Sub Total		100		
<i>Minimum qualifying marks are 70% in above table. All supporting Documents to be attached in sequence as per requirement to obtain marks.</i>				

* All supporting documents to be attached for Annex-B

TECHNICAL EVALUATION

Annex-C (I)

A: Network Printers (Black & White)		
S#	Feature	Requirements
1	Print Technology	Laser
2	Print speed, black (normal)	Up to 40 ppm (default) ; Up to 42 ppm (High Speed)
3	First page out (ready) black	As fast as 6.1 sec
4	Print Resolution	1200x1200 dpi or higher, Economode
5	Monthly duty cycle	Up to 80,000 pages
6	Recommended monthly page volume	750 to 4000
7	Processor speed	1200 MHz or Higher
	Memory, standard	256MB or Higher
8	Mobile Printing Capability	Apple AirPrint™; Google Cloud Print™; ePrint etc
9	Connectivity, standard	1 Hi-Speed USB 2.0 or higher; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network
10	Paper handling input, standard	100-sheet multipurpose Tray 1, 250-sheet input Tray 2
11	Paper handling output, standard	150-sheet output bin
12	Print Type	Simplex & Duplex
13	Media sizes supported	Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); Automatic duplexer: A4; B5; 16K (195 x 270 mm, 184 x 260 mm; 197 x 273 mm); Oficio (216 x 340 mm)
14	Printer Cartridges	01 (Black)
15	Supported Operation System	Win 7 , 8.1 , 10, Mac OS X 10.8 or higher, Linux – Ubuntu etc

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

B: Branded High Speed Automatic Document Feeder (ADF) Scanners		
S#	Feature	Required Specifications
1	Brand	Foreign renowned top brands
2	Document Feeding	Automatic Document Feeding
3	Scanning Resolution	100 x 100dpi, 150 x 150dpi, 200 x 200dpi, 240 x240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi
4	Scan Speed	A4 / LTR, Portrait, 200dpi: Black and White: 45ppm (simplex) / 90ipm (duplex) or higher Grayscale: 45ppm (simplex) / 90ipm (duplex) or higher Color: 30ppm (simplex) / 60ipm (duplex) or higher
5	Automatic Detection	Intelligent double feed detection
6	Document Size	Letter, legal, A4 and Folio Scanning
7	Scanning Type	Desktop Sheet fed Scanner; Simplex & Duplex
8	Scanning Mode	Black and white, Error diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level gray, 24-bit color
9	Interface	Hi-Speed USB 2.0 or higher
10	Scan Technology	CIS
11	Daily Scan	4000 pages or higher
12	Feed Tray Capacity	60 sheets or higher
13	Documents	Page separation mode: Weight: 27 – 209 g/m ² Thickness: 0.04 – 0.25 mm Non Separation Mode: Weight: 27 – 255 g/m ² Thickness: 0.04 – 0.3 mm Business Card: Weight: 380 g/m ² or less Thickness: 0.45 mm Card (ISO/IEC compliant): 1.4 mm or less Passport: 4mm or less (include carrier sheet)
14	Supported OS	Win 7 , 8.1 , 10, Mac OS and Linux etc.
15	Light source	LED (red, green, and blue)
16	Software Accessories	ISIS/TWAIN Driver, CaptureOnTouch, CapturePerfect, eCopy PDF Pro Office, VRS

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

Date _____

Company Name _____

Required Specification	Unit Price	GST	Qty	Total Price Inclusive of GST
Network Printers (Black & White) as per Annex-C(I)			10	
Grand Total:				

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

Any inferior specifications will be rejected

FINANCIAL BID not accompanied with Bid Security will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp

Date _____

Company Name _____

Required Specification	Unit Price	GST	Qty	Total Price Inclusive of GST
Branded High Speed Document Scanners as per Annex-C(II)			10	
Grand Total:				

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

Any inferior specifications will be rejected

FINANCIAL BID not accompanied with Bid Security will be rejected without any right of appeal.

Authorized Signature of bidder with seal stamp