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INVITATION TO BID FOR PROCUREMENT OF LAPTOPS

Pakistan Telecom Authority, (a telecommunication regulator in Pakistan) invites sealed bids from the original manufacturers / authorized distributors / suppliers/Contractors etc., registered with Income Tax and Sales Tax Departments for supply of following Laptops:

Description	Quantity
Core i7 8 th Generation Laptops (Professional User Series)	24

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 the office of the undersigned at PTA HQs. 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 Headquarters F-5/1, Islamabad on or before **20 February 2019 by 10:30 AM**. Technical Bids will be opened the same day at **11:30 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

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PID (I)

Say No to Drugs



BIDDING DOCUMENTS

Sealed bids are invited from well-reputed and authorized dealers having Tier-1 / Tier -2 level dealership, registered with Sales Tax and Income Tax Department, having at least 5 years of relevant business experience for the procurement of following items:

S. No	Description	Quantity
1	Intel ® Core i7 8 th Generation Laptops (Professional User Series)	24

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

Terms and Conditions

GENERAL INFORMATION:

- a. Bidding documents duly completed in all respect will be received on or before **20th February, 2019** 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 **11:30 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 un-opened.
- c. Bids should be sent at the address of Deputy Director (ICT-III) Pakistan Telecommunication Authority (PTA), Headquarters F-5/1, Islamabad.
- d. Bidder shall quote prices for all Laptops 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 100 marks, whereas minimum qualifying marks are 60%
 - 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 60% out of 100 marks, shall be eligible for the participation in financial bid opening.
- b. Financial bids shall be opened and evaluated by procurement committee of PTA i.e. PC-I on the basis of criteria given in 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 work will be awarded to the one having higher technical marks, in technical evaluation.
- e. The bidder should quote its rates clearly in the financial proposal in both figures and words.

EARNEST MONEY

- f. Earnest money will be 5% of the bid amount and will be in the shape of pay order / demand draft in favor of Pakistan Telecommunication Authority, Headquarters, Sector F-5/1, Islamabad. Earnest money shall be attached with the financial proposal otherwise proposal will not be accepted.
- g. Bids without earnest money will be rejected without any right of appeal.
- h. 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.
- i. In case of cancellation of Supply Order due to default of the supplier, the earnest money shall be forfeited in favor of PTA.

4. PRICES:

- a. The bidder should quote its rates clearly in Pak Rupees 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.

5. PAYMENT PROCEDURE

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

6. LAPTOPS

- a. Laptops should be new, not used or refurbished. The components of the laptops should be assembled by the manufacturer and shall be verifiable at principal manufacturer website.

- b. Laptops should be arranged through the legal channels by clearing all customs/duties/taxes (if any) levied by Govt.

7. **DELIVERY PERIOD**

- a. Delivery of Laptops shall be made within six (6) weeks' time after issuance of supply order.
- b. Vendor will be responsible for the safe supply of Laptops at PTA H/Qs Islamabad with the provision of warranty / support as mentioned in the bidding agreement.

8. **AUTHORIZED DEALER/PARTNER**

Bidder shall be an authorized dealer/partner, having Tier 1 or Tier 2 partnership / dealership of the quoted brand. Certificate of dealership / partnership from principle manufacturer is required in the name of the authorized dealer / partner of the manufacturer.

9. **WARRANTY/TRAINING**

- a. Vendor will be responsible for the provision of free at least onsite warranty / support with labor and parts as per detail below;
 - i. Laptops All Parts: Three years Onsite Service Warranty or manufacturer warranty period whichever is higher.
 - ii. Laptops Battery: One (1) year battery replacement warranty from the date of actual date of delivery of Laptops or manufacturer warranty period whichever is higher.
- b. The warranty period will be considered from the date of actual date of delivery of Laptops.
- c. Warranty shall be verifiable from the manufacturer website
- d. In case of any raised fault at later stage in the hardware component, the vendor will be liable to provide replacement of the reported laptop

10. **PENALTY**

- a) If the supplier fails to supply Laptops within due time of six weeks, mentioned in this document and supply order, then a penalty of 1% per week will be charged upto maximum period of four weeks. (Days less than six will be considered as one week). Thereafter, supply order will be 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.

c) **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 (if vendor is not in ATL).
- e. Service centre is not in Islamabad/Rawalpindi.
- 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.

d) **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.

e) **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. (Yes/No)
(cheques are not acceptable)
- 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 Islamabad/Rawalpindi (Yes/No)

General Evaluation Criteria

Annex-A

Part A) Mandatory Requirement *	
1	Firm has to produce Sales Tax and Income Tax Registration. Firms should be in Active Taxpayer List (ATL) issued by FBR
2	Firm has to produce Authorization dealer, partner, etc Certificate of the principal/manufacture for Pakistan as per section 9 of this bidding document. Tier 1 and Tier 2 partners only.
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 Islamabad / Rawalpindi

Technical Capabilities of Bidder

Annex-B

Part B) General Evaluation*				
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 of the quoted model Depot/facility at Islamabad / Rawalpindi.

3	Replacement time for faulty under warranty equipment/parts (Certificate has to be produced) (Clause 10(b) referred)	25	25	1-3 working days
			15	4-7 working days
			05	7-14 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 seven (7) or more up to nine (9) relevant technical staff in Islamabad / Rawalpindi
			5	Firm has five (5) or more upto six(6) relevant technical staff in Islamabad / Rawalpindi
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.)	25		Five points will be awarded for each project of same nature on provision of supply order/certificate i. Supply of atleast 24 Laptops (Max Five Supply Orders)
Sub Total		100		
Minimum qualifying marks are 60% in above table whereas Annex "C" shall be compulsory. All supporting Documents to be attached for all relevant pages of Annex-B.				

ON-PART-C

Annex-C

(To be included in Technical Proposal)

Laptops Specifications		
S. No.	Category	Mandatory Requirements
1	Specification for twenty four (24) professional series laptops	<ul style="list-style-type: none"> ✓ Intel ® Core i7 8th Generation ✓ 14.0" LCD or above ✓ Camera and Microphone (Built-in) ✓ Minimum 8GB (1x8GB) DDR4 Memory ✓ Minimum 500GB (7,200 Rpm) SATA Hard Drive or better ✓ Primary 4-cell 56 WHR Battery or better ✓ Wi-Fi (802.11ac) or better ✓ RJ-45 LAN 10/100/1000, HDMI, VGA & USB 2.0/3.0 ports ✓ 65 Watt AC Adaptor, 3-pin ✓ Windows 10 Pro (64bit) ✓ Original laptop bag ✓ 3 Year Onsite Service and Warranty from date of delivery ✓ Battery Carries 1 Year Warranty from date of delivery

Annex-C above is compulsory

Any inferior Specs of Laptops will be rejected

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
Intel ® Core i7 8th Generation (Professional Series Laptops)			24	
Total				

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

Any inferior specs of Laptops 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