



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**

Zonal Office  
Plot # 11, Sector A-3, Phase-5, Hayatabad, Peshawar [http:// www.pta.gov.pk](http://www.pta.gov.pk)

**TENDER NOTICE**  
**For Supply of Desktop Computers**

Pakistan Telecommunication Authority Zonal Office Peshawar invites sealed bids from Sole Distributer / Authorized Supplier for supply of Desktop Computers. The bidders should be Income Tax and Sales Tax registered.

2. Single stage two envelope bidding procedure will be followed for this procurement. Bidding documents along with instructions may be obtained from the office of the undersigned during the working hours upon payment of Rs. 200/- (in cash non refundable) upto **06 May 2015** by **10:30 AM**. Bidding documents are also available at PPRA website for which the bidding documents fee will be paid in cash at the time of submission of bid.
3. Bids must be accompanied by earnest money equivalent to 2% of bid price
4. Bids shall be submitted to the office of undersigned upto **06 May 2015**, by **11:00 AM**. Only Technical Proposal will be opened on the same date i.e. **06 May 2015** at **11:30 AM**.
5. PTA reserves the right to accept/reject any/all bids without assigning any reason as per PPRA Rules.

**Deputy Director**  
**Tel: 091-9217255**

# **BIDDING DOCUMENTS**

## **Supply of Desktop Computers to PTA** **Zonal Office, Peshawar**

- 1. Terms & Conditions**
- 2. Technical Bid**
- 3. Financial Bid**

***Zonal Office, Plot # 11, Sector A-3, Phase-5, Hayatabad***  
***PESHAWAR***  
**Ph: 091-9217255**  
*http://www.pta.gov.pk*

**Bidding Document**

The bids will be received on or before **6<sup>th</sup> May, 2015 at 1100 hours** in the office of the undersigned at PTA Zonal Office, Peshawar, and only technical bids will be **opened on the same day at 1130 hours in Conference Room of PTA Zonal Office Peshawar.**

Name of Supplier /Firm \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

National Tax Number: \_\_\_\_\_

GST Number \_\_\_\_\_

**Terms & Conditions**

1. Tender Notice issued in the PPRA/PTA Websites is part of Bidding Document.
2. Tender should be addressed to the Deputy Director, Pakistan Telecommunication Authority, Plot # 11, Sector A-3, Phase-5, Hayatabad, Peshawar.
3. **Mandatory requirements:**
  - i. **Registration with Income tax and Sales tax departments (copies to be attached).**
  - ii. **Fulfillment the minimum technical specifications mentioned at Annex-5.**
4. The supply of desktop Computers with LED will be according to PPRA Single stage – two envelope procedures.
5. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “TECHNICAL Proposal” and “FINANCIAL Proposal”.
6. Initially, only the envelope marked “TECHNICAL Proposal” shall be opened.
7. The envelope marked as “FINANCIAL Proposal” shall be retained in the custody of the PTA without being opened.
8. PTA shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements. Evaluation of Technical Proposals will be made for only those bidders who fulfill the mandatory requirements.
9. During the technical evaluation no amendments in the technical proposal shall be permitted.
10. Financial bids of only technically qualified bidders shall be opened.
11. The bidder should quote rates clearly in the financial bid. Cutting & over writing will not be accepted and bid will be rejected.
12. The computers should be new, not used or refurbished.

13. The equipment should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Govt. and towards this end.
14. Vendor will be responsible for the provision of free at least one year warranty/ support with parts.
15. The warranty period will be considered from the date of actual date of delivery of computers.
16. Vendor will be responsible for the safe supply of computers at PTA Zonal Office Peshawar.
17. Delivery of items to be made within six weeks after issuance of supply order.
18. 01% of the total value of supply order will be charged as penalty (Per week) on late supply of computers up to a maximum of six weeks. (Days less than six will be considered as one week). After expiry of six weeks, supply order shall stand cancelled and earnest money will be forfeited.
19. Weight age of Technical and Financial proposals will be 70% and 30% respectively.
20. The bidder obtaining highest marks combining both Technical and financial proposals will be awarded the contract.
21. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.
22. Evaluation criteria are given in the technical proposal. Minimum threshold for qualifying in the technical proposal is 70. Financial bids of only technically qualified bidders shall be opened.
23. Evaluation criteria of financial proposal are as under.

**Financial Score=**

$$30 \times \frac{\text{Amount quoted by lowest company in financial bid}}{\text{Amount quoted by the company whose financial score is to be calculated}}$$

24. Earnest money equal to 2% of total bid price (Refundable to the unsuccessful bidders) in shape of pay order / Bank draft in favor of Pakistan Telecommunication Authority, should be attached with the financial bid (Cheque will not be accepted). A certificate regarding submission of 2% earnest money along with financial bid shall be attached with technical bid. Bid without earnest money will be rejected forthwith.
  25. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
  26. Retention money is limited to 6% of the total bid price. 2% Earnest money of successful bidder will be converted into retention money and remaining 4% will be deducted from invoice. Retention money will be released within 2 months of completion of warranty period.
  27. Bid validity period will be 90 days.
  28. Bid shall be submitted inclusive of GST.
  29. Taxes and duties will be deducted as per Government rules.
  30. GST&NTN registration date must be before of tendering date
  31. Interested sole distributor / authorized supplier may forward their proposals as per above instructions to the undersigned latest by 6<sup>th</sup> May 2015 at 11:00 am.
  32. All pages of Technical and Financial Proposal will be **signed and stamped** with by the bidder.
  33. Pakistan Telecommunication Authority, Zonal Office Peshawar reserves the right to accept or reject any or all bides as per PPRA Rules.
- For any further clarification, companies may contact the undersigned on Tel: 0919217255.

**(Abdul Wahid Khalil)**

Deputy Director  
091-9217255

## Technical Proposal (Data Sheet)

Description	Yes/No
Sole Distributer / Authorized Supplier	
Office and Workshop in Peshawar	
Technical Staff (Fill Annex-1)	
Contract / Job Completed (Fill Annex-2)	
Response Time (Fill Annex-3)	
Bank Certificate for financial Soundness	

**Note:** Figures quoted in the above data form can be verified independently by PTA and any wrong statement by the bidder may result in termination of contract, forfeiture of pending payment along with retention money and black listing of company

Date \_\_\_\_\_

Signature & Stamp\_\_\_\_\_

Name \_\_\_\_\_

## Technical Evaluation Marks

Description	Marks
Spare parts availability at Peshawar: Yes:   10 No:    0	10
Technical Staff:  Total strength of relevant Technical Staff at <b>Peshawar</b> / (List shall be attached with name, designation, qualification and related experience).	20 Marks:  Firm has more than ten (10) relevant technical staff in Peshawar.
	15 Marks:  Firm has more than five (5) and up to ten (10) relevant technical staff in Peshawar
	10 Marks  Firm has minimum five (5) relevant technical staff in Peshawar
Similar Job /Contract (Completed)  (05 Marks each job, maximum 05 contract/jobs will be considered)	25
Response Time during warranty period for rectification of fault.  i.   Within one working day :       15 ii.   Within 2-3 working day       10 iii.   Within 4-5 working days       05  Certificate has to be produced by Company	15
<b>Total</b>	<b>70</b>

Technical Staff

S.No.	Name of Employee	Designation	Technical Qualification	Experience

\_\_\_\_\_

(Signatures, Name & Official Seal)

**Annex-2**

**Work order details of Specific Nature (Completed)**

1	
2	
3	

**Note:** Proof must be attached.



**Response Time:**

S.No	Description	Yes	No
	Within one working day		
	Within 2-3 working day		
	Within 4-5 working days		

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(Signatures, Name & Official Seal)

**Litigation History**

**Name of Applicant or Partner of a Joint venture**

Applicants, including each of the partners of JV, should provide information on any history of litigation or arbitration resulting from projects executed in the last 05 years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of the Client, cause of litigation, and matter in dispute	Disputed Amount in PKR

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(Signatures, Name & Official Seal)

**Technical Specification Desktop computer:**

**Specification:**

S.No.	Technical Specifications	Yes	No
1	CPU CORE i5 3.50GHZ[4150] 4th		
2	Main board INTEL 81-A		
3	RAM DD R3 8 GB		
4	Hard disk WD 500 GB SATA		
5	Cashing handle without power		
6	DVD RRW Dell		
7	Power supply P4		
8	LED Samsung 19"		
9	Keyboard touchmate+ Mouse		

Name of Supplier/ Firm \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_

**Financial Bid for Supply of Desktop Computers**

<b>Description</b>	<b>Qty</b>	<b>Unit Price (Inclusive GST)</b>	<b>Total Amount (Inclusive GST)</b>
Desktop Computer	<b>2</b>		

Name of Supplier/ Firm \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_

Distribution of Financial Evaluation Marks

Description	Marks
Financial Bid	30
Total	30

Name of Supplier/ Firm \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_