



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Headquarters, F-5/1, Islamabad, <http://www.pta.gov.pk>

Tender No.4/2014/Admin-I/PTA

Invitation to Bids for Supply of Photocopiers

Pakistan Telecommunication Authority invites sealed bids from Sole Distributer / Authorized Supplier for Supply of Photocopiers. The Sole Distributer / Authorized Supplier should be Income Tax and Sales Tax registered.

Single stage two envelope bidding procedure will be followed for this procurement. Tender documents along with bidding instructions may be obtained from the office of the undersigned (Room No. 214, 2nd Floor) during the working hours upon payment of Rs. 200/- (in cash non refundable) upto 06th May, 2014 by 1030 hrs. The tender document are also available at PTA and PPRA websites and tender document fee in shape of pay order /demand draft in favour of PTA will be provided at the time of submission of bid.

Tender documents to be submitted by 6th May 2014, to the office of undersigned by 11:00 AM.

Only Technical Proposal will be opened on the same date i.e. 6th May 2014 at 11:30 AM.

PTA reserves the right to accept/reject any/all bids without assigning any reason as per PPRA Rules.

Director (Administration)

Tel: 051-2878131

Supply of Photocopiers Machines to PTA
Headquarters, Islamabad

TENDER DOCUMENTS

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

PAKISTAN TELECOMUNICATION AUTHORITY
HEADQUARTER, F-5/1
ISLAMABAD

Ph: 051-9225329-31

<http://www.pta.gov.pk>

Tender Document

This tender will be received before or on 6th May, 2014 at **1100 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and will be **opened on the same day at 1130 hours in PTA Auditorium.**

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 Tender Document.
2. Tender should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
3. The supply of photocopiers will be according to PPRA Single stage – two envelope procedure.
4. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “TECHNICAL Proposal” and “FINANCIAL Proposal”.
5. Initially, only the envelope marked “TECHNICAL Proposal” shall be opened.
6. The envelope marked as “FINANCIAL” shall be retained in the custody of the PTA without being opened.
7. The 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.
8. During the technical evaluation no amendments in the technical proposal shall be permitted.
9. Financial bids of only technically qualified bidders shall be opened.
10. The bidder should quote rates clearly in the financial bid. Cutting & over writing will not be accepted and bid will be rejected.
11. Weightage of Technical and Financial proposals will be 70% and 30% respectively. The bidder obtaining highest marks combining both Technical and Financial proposals will be awarded the contract.
12. If two or more bidders obtain equal marks in aggregate, then the contract will be awarded to the one with lowest financial bid.
13. Evaluation criteria is 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.
14. Evaluation criteria of financial proposal is as under.

Financial Score=

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

15. Earnest money equal to 2% of total bid price (Refundable to the unsuccessful bidders) in shape of pay order / Bank draft in favour of Pakistan Telecommunication Authority, Islamabad, should be attached with the financial bid (Cheque will not be accepted). Bid without earnest money will be rejected forthwith.
16. Earnest Money of un-successful bidder will be returned on issuing of contract to successful bidder.
17. 2% Earnest money of successful bidder will be converted into retention money
18. Retention money is limited to 6% of the total bid price (2% earnest money converted into retention money and remaining 4% will be deducted from invoice) and the same will be released after 2 months completion of warranty period.
19. Bid validity period will be 90 days
20. Bid shall be submitted inclusive of GST.
21. Taxes and duties will be deducted as per Government rules.
22. GST&NTN registration date must be before of tendering date
23. Interested sole distributor supplier may forward their proposals as per above instructions to the undersigned latest by 6th May, 2014 at 11:00 am.
24. All pages of Technical and Financial Proposal will be **signed and stamped** with by the bidder.
25. Pakistan Telecommunication Authority, Islamabad 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: 0519214037.

(Muhammad Muneer)
Assistant Director (Admin)
051-9214037

Technical Proposal (Data Sheet)

Description	Yes/No
Sole Distributer / Authorized Supplier	
Office and Workshop in Islamabad	
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 misstatement 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
Sole Distributer / Authorized Supplier i. Sole Distributer 25 ii. Authorized Supplier 15 <u>Proof must be attached</u>	25
Office and Workshop in Islamabad: Yes: 20 No: 0	20
Technical Staff: ≥ 5 : 15 < 5 : 5	15
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. Same day : 15 ii. Next day 10 iii. After 2 days 05	15
Total	100

Annex-1

Technical Staff

S.No.	Name of Employee	Designation	Technical Qualification	Experience

(Signatures, Name & Official Seal)

Work order details of Specific Nature (Completed)

1	
2	
3	

Note: Proof must be attached.

Response Time:

S.No	Description	Yes	No
	Same Day		
	Next Day		
	After 2day		

(Signatures, Name & Official Seal)

Litigation History

Name of Applicant or Partner of a Joint venture
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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

(Signatures, Name & Official Seal)

Technical Specification:

Name of Photocopier: _____

Model: _____

Make: _____

Specification:

S.No.	Technical Specifications	Yes	No
1	Digital Processing		
2	Copy Print Speed : Minimum 25 ppm		
3	Built In Electric Sorting		
4	Zoom : 25-400 %		
5	Printing resolution : 1200 x 1200 Dpi		
6	Scanning Resolution: 600 x 600 dpi.		
7	Standard 250 + 550 sheets paper Capacity.		
8	Standard 100 sheet stack by pass.		
9	Direct USB Memory Printing		
10	Print Area A-3 to A-5		
11	Developer and Oil must not be required		
12	Duplex Built-In		
13	USB Support & ID Card Copy		
14	Laser Dry Electrostatic		
15	Min RAM 256		
16	Multiple copies 1-999		
17	Color Scanner upto A-3 Size.		
18	Network Printer Built in (A-3) Size /UFR II LT		
19	DADF AB-1		

If any other specifications:

S.No.	Technical Specifications	Yes	No

Name of Supplier/ Firm _____

Signature _____

Authorized Name _____

Financial Bid for Supply and Fixing of Photocopiers

Description	Qty	Unit Price (Inclusive GST)	Total Amount (Inclusive GST)
New Network, A-3 Size Photocopier. Canon IR2525 or Equivalent	4		

Note: The above quoted price should be inclusive with local trolley or any other item required for fixation and functionality of the system.

Distribution of Financial Evaluation Marks

Description	Marks
Financial Bid	30
Total	30