

# Tender Document

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## Procurement of Wireless Audio Conference System

<b>Bid Submission Date &amp; Time :</b>	<b>1400 Hours , 14<sup>th</sup> June 2019</b>
<b>Bid Opening Date &amp; Time:</b>	<b>1430 Hours, 14<sup>th</sup> June 2019</b>



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**Faisalabad Industrial Estate Development and Management Company  
(FIEDMC)**

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Faisalabad**

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UAN : 041-111-343-362

[www.fiedmc.com.pk](http://www.fiedmc.com.pk)

## **Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding/Tender Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

## **Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules 2014 clause # 45.2 “Least Cost Selection” as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

### **1. Invitation to Bid**

#### **1.1 PPRA Rules to be followed**

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA’s website. <http://www.ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

### **2. Bidding Details (Instructions to Bidders)**

The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **on date/time ( as mentioned above)**. The **Bids shall be publicly opened on date/time as mentioned above)** In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

## **TERMS AND CONDITIONS OF THE TENDER**

### **3 Tender Scope**

Following requirements define the scope of work of this tender.

- 3.1. The Selected Bidder will be responsible for the supply, installation, commissioning, testing and execution of genuine Products ( wireless Audio Conference system) to FIEDMC Sub Office Lahore .
- 3.2. Selected Bidder must ensure that the supplied equipment is fully operational, new and performs Properly and meet Technical Specification.

### **4. Tender Eligibility/Qualification Criteria**

- 4.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
- 4.2 has a registered/incorporated company/firm in Pakistan with relevant business experience of last three (3) years, following are the details:

<b>Item #</b>	<b>Description</b>	<b>Qty</b>
<b>1</b>	<b>Wireless Audio Conference System with cordless mic and ceiling speakers</b>	<b>01</b>

- 4.3 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments).
- 4.4 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN).
- 4.5 has submitted bid for all equipment's
- 4.6 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).
- 4.7 The equipment is fully operational, new and meet Technical Specification as mentioned in Annexure A.

**5. Joint Venture / Consortium**

Joint venture / Consortium are eligible for this tender

**6. Preparation / Submission of Tender**

6.1 The Tender shall be in two parts i.e. **the technical proposal and the financial proposal.**

6.2 Technical Proposal shall comprise the following, **without quoting the price:**

6.2.1 Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan

6.2.2 Technical Brochures / Literature

6.2.3 Valid Registration Certificate for Income Tax & Sales Tax.

6.3 The Financial Proposal shall comprise the following:

6.3.1 Financial Form

6.4 This is made obligatory to affix authorized signatures with official seal on all original documents, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

**7. Tender Validity**

The Tender shall have a minimum validity period of **60 days** from the last date for submission of the Tender.

**8. TECHNICAL EVALUATION CRITERIA**

<b>Category</b>	<b>Description</b>	<b>Points</b>
<b>(Mandatory)</b>	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandator
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Mandatory

**9. FINANCIAL PROPOSAL EVALUATION**

9.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue

mentioned above. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

9.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the FIEDMC, the contractor shall be bound to adjust the same in the Financial Proposal.

9.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

## **10. Acceptance Letter**

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

## **11. Delivery**

The delivery time of the equipment at FIEDMC Office will be 07 days.

## **12. Inspection and Testing**

13.1 The FIEDMC shall inspect and test the equipment, before issuance of the Contract/PO/Supply Order, to verify their conformity to the Technical Specifications. The inspections and tests shall be conducted at the premises of the Contractor.

13.2 The FIEDMC may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost to the FIEDMC.

## **14. Warranty**

14.1 The Contractor shall warrant to the FIEDMC that the Goods supplied by the Contractor, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel.

14.2 The Contractor shall provide warranty for all items .

14.3 The Warranty & services Period shall start from the date of delivery of the Goods on site.

## **15. Payment**

15.1 The Contractor shall provide all necessary supporting documents along with invoice.

15.2 The Contractor shall submit request for Payment, to the FIEDMC. The Application for Payment shall: be accompanied by such invoices, receipts etc.

## **16. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

## ANNEXURE-A

### Technical Specification

#### Item # 1

<b>Wireless Audio Conference System</b>			
Supply storing, fixing, making ,assembling, installing, applying fixing, testing commissioning, clearing etc. of the Audio conference system in all aspects at FIEDMC Sub Office Lahore.			
<b>SR.</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>SPECIFICATIONS</b>
<b>1</b>	<b>Central Control Unit</b>	<b>01</b>	<ul style="list-style-type: none"><li>• Wireless Audio Conference system with Embedded CPU with high capability to ensure stable system and quick operation.</li><li>• System has an ability to host minimum 30 delegate units and is extendable to 60 units.</li><li>• AUX input and record output interface.</li><li>• Complying to international standards of IEC 60914</li></ul>
<b>02</b>	Coreless Delegate Units with Built-in speakers	<b>04</b>	<ul style="list-style-type: none"><li>• The <b>delegate units</b> should be an elegantly designed desktop cordless model.</li><li>• Pickup range 15cm-60 cm</li><li>• Anti-interference from electromagnetic &amp; phone speaking button &amp; indicator light.</li><li>• The delegate microphones shall be equipped with advanced hyper cardioid electret condenser with red LED ring top for on/off indication.</li></ul>
<b>03</b>	<b>Ceiling speakers</b>	<b>02</b>	Ceiling speakers 20 watt.
<b>04</b>	<b>Installation</b>	<b>01 Job</b>	Installation, wiring, fixing, commissioning, testing Power Supply, cables Complete in all aspects as per FIEDMC requirement.

## Financial Form

### Price Schedule/ Financial Cost Sheet

Item #	Item Description	No of Units/ QTY	Unit Rate Rs.	Unit Rate (Incl. all Taxes) Rs.	Total Cost (Incl. all Taxes) Rs
1	Central Control Unit	01			
2	Coreless Delegate Units	04			
3	Ceiling speakers	02			
4	Installation charges	01 Job			
<b>Total Bid Price</b>					
Total Cost (in words) Rs. _____					

#### Notes to Price Table:

1. Prices must be quoted for all items under each item
2. The FIEDMC reserves exclusive rights to increase/decrease the quantities of equipment/hardware mentioned vide this tender document.

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.