

Tender Document

PROCUREMENT OF HARDWARE / IT EQUIPMENT & MICROSOFT PRODUCTS FOR FIEDMC OFFICE

Bid Submission Date & Time :

1400 Hous , 29th Dec 2014

Bid Opening Date & Time:

1430 Hours, 29th Dec 2014



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

**1st Floor , FCCI Complex, East Canal Road , Canal Park,
Faisalabad**

Ph # 041-9230231-34

UAN : 041-111-343-362

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, 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)

All bids must be accompanied by **Bid Security (Earnest Money)**, as part of Financial bid in favor of "FIEDMC". The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **on or before 1400 hrs on 29th Dec, 2014**. The **Bids shall be publicly opened on 1430 hours on 29th Dec 2014**. 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 of all equipment and genuine Microsoft Products at FIEDMC Office.
- 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:

Item #	Description	Qty
1	Desktop Computers	03
2	LED Monitor	04
3	Microsoft Windows 8.1 pro	03
4	Microsoft Office 2013 standard	03

- 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 and having sound financial strengths can participate.
- 4.4 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN).
- 4.5 has submitted bid for all goods/material/software's and bid security against total quoted cost.
- 4.6 has authorization of the relevant valid highest Tier available in Pakistan for all items. In case of JV with other company for Microsoft Products ,provide documents of authorization for that company.
- 4.7 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).

5. Joint Venture / Consortium

Joint venture / Consortium are eligible for this tender. **Only for Microsoft Products.**

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 Authorized Certificate / document from the principal / manufacturer.
- 6.2.3 Technical Brochures / Literature
- 6.2.4 **Details of Warranty.**
- 6.2.5 Valid Registration Certificate for Income Tax & Sales Tax.
- 6.2.6 Income Tax & Sales Tax Returns for the last three (3) tax years.
- 6.3 The Financial Proposal shall comprise the following:
- 8.3.1 BOQ Form
- 8.3.2 Bid Security (**Earnest Money**)
- 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. Bid Security (Earnest Money)

- 7.1 The Tenderer shall furnish the Bid Security (Earnest Money) as under:
- 7.1.1 for a sum equivalent to 2% of the Total Tender Price;
- 7.1.2 denominated in Pak Rupees;
- 7.1.3 As part of financial bid envelope, failing which will cause rejection of bid.
- 7.1.4 in the form of Demand Draft / Pay Order , in the name of the FIEDMC;
- 7.2 The Bid Security shall be forfeited by the FIEDMC, on the occurrence of any / all of the following conditions:
- 7.2.1 If the Tenderer does not accept the corrections of his Total Tender Price; or
- 7.2.2 If the Tenderer, having been notified of the acceptance of the Tender by the FIEDMC during

the period of the Tender validity, fails or refuses to furnish Goods in accordance with the Tender Document.

- 7.3 The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid, while the unsuccessful bidders of financial bid will be returned the Bid Security only without BOQ Form. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Goods.

8. Tender Validity

The Tender shall have a minimum validity period of **30 days** from the last date for submission of the Tender.

9. TECHNICAL EVALUATION CRITERIA

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	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
	Authorized Certificate / document from the principal / manufacturer for hardware and Microsoft products	Mandatory

10. FINANCIAL PROPOSAL EVALUATION

- 10.1 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.

- 10.2 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.

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

- 10.3 For Microsoft products, Government (Gov) prices shall be quoted.

11. Acceptance Letter

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Tenderer, at least after 07 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

12. Delivery

The delivery time of the equipment at FIEDMC Office will be 2 weeks.

13. Inspection and Testing

13.1 The FIEDMC shall inspect and test the Goods/software supplied, Works carried out, under 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 / at the final destination.

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, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

14.2 The Contractor shall provide Manufacturer's **Local warranty** of 03 Years for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include:

Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation;

14.3 The Warranty 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 SPECIFICATIONS OF
HARDWARE/IT EQUIPMENT****Item # 1**

Desktop Computers		
BRANDS		HP, DELL OR EQUIVALENT (International Brands Only)
SR. #	DESCRIPTION	SPECIFICATIONS
1	Processor	Intel Core i3-4 th Gen, 3.4Ghz 3MB Cache or Higher
2	Mother Board	Intel Chipset H81 or Higher
3	Memory	2GB DDR3 or Higher
4	Hard Disk Drive	SATA 500GB 7200 RPM. or Higher
5	Super Drive	CD+/-RW and 8X DVD RW 16X DVD R or higher
6	Video/Sound Card	On-board Graphics Controller
7	Network Adapter	10/100/1000 base-T Ethernet card
8	Mouse & Key Board	Keyboard & Mouse USB.
NO TE: Local Warranty 3 years		

Item # 2

LED Monitor		
BRANDS		International Brands Only
SR. #	DESCRIPTION	SPECIFICATIONS
1	Size	18.5 inch Display with LED Backlit
3	Brightness	250cd/m ² Brightness
4	Contrast Ratio	(typical) 600:1
5	Resolution	1366 x 768 Pixels
6	Panel	TN Panel Type
NO TE: Local Warranty 3 years		

Item # 3

Microsoft Windows		
SR. #	DESCRIPTION	SPECIFICATIONS
1	Microsoft Windows 8.1 Pro	Windows 8.1 Professional (GGWA) under Open License Program

Item # 4

Microsoft Office		
SR. #	DESCRIPTION	SPECIFICATIONS
1	Microsoft Office 2013	Office Standard 2013 under Open License Program

Bill of Quantities(BOO)

Price Schedule/ Financial Cost Sheet

Item #	Item Description	No of Units/ QTY	Unit Rate (Excl. Taxes) Rs.	Total Taxes Per unit	Unit Rate (Incl. all Taxes) Rs.	Total Cost (Incl. all Taxes) Rs
1	Desktop Computers i-3 , 4 th Gen	03				
2	LED Monitor 18.5"	04				
3	MS Windows 8.1 Pro (Gov Prices only)	03				
4	MS Office 2013 Standard (Gov Prices Only)	03				
Total Bid Price						
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.
3. Amount of Earnest Money Rs: _____ , DD/Pay Order # _____ , Bank Name: _____

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.