

# Tender Document

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## PROCUREMENT OF MICROSOFT PRODUCTS FOR FIEDMC OFFICE

**Bid Submission Date & Time :**

**1400 Hous , 5<sup>th</sup> Jan, 2015**

**Bid Opening Date & Time:**

**1430 Hours, 5<sup>th</sup> Jan, 2015**



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

**1<sup>st</sup> Floor , FCCI Complex, East Canal Road , Canal Park,  
Faisalabad**

Ph # 041-9230231-34

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, 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 5<sup>th</sup> Jan 2015**. The **Bids shall be publicly opened on 1430 hours on 5<sup>th</sup> Jan 2015**. 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 genuine Microsoft Products at Gov prices to 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:

<b>Item #</b>	<b>Description</b>	<b>Qty</b>
<b>1</b>	<b>Microsoft Windows 8.1 pro</b>	<b>15</b>
<b>2</b>	<b>Microsoft Office 2013 standard</b>	<b>15</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 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 software's and bid security against total quoted cost.
- 4.6 authorized for Gold Partner appointed by Microsoft having LSP and SAM Status.
- 4.7 has nationwide presences for pre-sale, sales & after-sales for both tangibles & services
- 4.8 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 not 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 Authorized Certificates / documents from the Microsoft.
- 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**

<b>Category</b>	<b>Description</b>	<b>Points</b>
<b>Legal (Mandatory)</b>	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
	<b>Authorized Certificate / document from the Microsoft for Gold Partnership, LSP and SAM (Software Assets Management) Status</b>	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 Only 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's 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 **warranty** for all items

- 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**

#### **Item # 1**

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

#### **Item # 2**

<b>Microsoft Office</b>		
<b>SR. #</b>	<b>DESCRIPTION</b>	<b>SPECIFICATIONS</b>
<b>1</b>	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	MS Windows 8.1 Pro ( Gov Prices only)	15				
2	MS Office 2013 Standard (Gov Prices Only)	15				
<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.
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.