

# Tender Document

Tender No. FIEDMC/Biometric/2023-24/9-01

**PROCUREMENT OF FACE BIOMETRIC  
ATTENDANCE MACHINES**



**FAISALABAD INDUSTRIAL ESTATE  
DEVELOPMENT & MANAGEMENT COMPANY (FIEDMC)**

## INVITATION OF BIDS

### SUPPLY & INSTALLATION OF Bio-metric Machines at VAC, M-3IC & AIIC

1. Faisalabad Industrial Estate Development and Management Company (FIEDMC) invites sealed bids from experienced Companies/Firms/distributors/manufactures for below mentioned works to execute the supply and installation of Bio-Metric Machines. Firms should be Sales Tax Registered and have valid licensing.

Sr.	Description	Location	Estimated Cost (Rupees in Million)	Bid Security
1	Supply, Installation, Testing and Commissioning, of Bio-Metric Machines & Reporting software	Allama Iqbal Industrial City (AIIC) , M-3 Industrial City (M-3IC) Value Addition City (VAC)	0.8 million	3% of Estimated Cost (i.e. Rs. 24,000/-)

2. Tender Document is immediately available at [www.fiedmc.com.pk](http://www.fiedmc.com.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). The procurement shall be completed in accordance with Punjab Procurement Rules 2014 and together with updated amendments.
3. A single package containing Technical and Financial bids separately, duly completed, signed, stamped, sealed and in complete conformity with Tender Document should reach FIEDMC Office Faisalabad, not later than 1200 Hrs on 28<sup>th</sup> March 2024 Vendors are invited to participate in Technical Bid opening proceeding at 1230 Hours sharp on same day at FIEDMC office. Financial Bids of technically qualified bidders shall be notified at a later date after Evaluation of the Technical Bids.
4. All Technical bids must be accompanied by Bid Security in the form of CDR/DD/Pay Order in the favor of FIEDMC. Bid which are incomplete, not sealed, not signed and stamped, later or submitted by other than specified mode will not be considered.
5. Tender documents may be purchased on the payment of non-refundable cost of Rs.1000/- on submission of a written application to the office given below.
6. FIEDMC will not be responsible for any cost or expense incurred by Bidders about the preparation or delivery of Bids. Tax registration certificate and other documents as mentioned in Tender Document must accompany the bids. Taxes will be deducted as per GOP rules.

**Note:** FIEDMC management may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab procurement Rules, 2014.

**Chief Executive Officer**  
**Faisalabad Industrial Estate Development & Management Company**

### **Important Note:**

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications, and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid.

In case of any conflict of instructions/provisions herein with the Punjab Procurement Laws and Rules, 2014 (“the Rules”), the Rules shall prevail.

Bidders must ensure that they submit all the required documents indicated in the Bidding 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 evidence 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 Act 2009, amended Act and Punjab Procurement rules 2014, amended 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**

### **SUPPLY & INSTALLATION OF BIO-METRIC MACHINES AT VAC, M-3IC & AIIC**

Sealed Bids/Proposals are invited from well reputed Firms registered with Income tax & Sales Tax department for **SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF BIO-METRIC MACHINES & REPORTING SOFTWARE AT INDUSTRIAL ESTATE OF FIEDMC ( VAC, M-3IC & AIIC)**

Interested eligible bidders may get the bidding documents with detailed specifications from FIEDMC website <https://fiedmc.com.pk> a tender notice is also available for information and can be downloaded from the websites of [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

For participation, written application along with original receipt of tender deposit fee of Rs. 1,000/- (non-refundable) under account head **“FASIALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY”** to be submitted with technical proposal.

The **Single Stage Two Envelope** bidding procedure shall be applied. Bids must be delivered in mail section, FIEDMC Office, M-3 Industrial City, near Sahianwala Interchange M-4 Motorway, Faisalabad on or before **12:00 PM, 28<sup>th</sup> March, 2024** and shall be opened on the same day at **12:30 PM** in the presence of the bidders, representatives who choose to attend at the address given below. Late bids shall be rejected. All Bids must be accompanied by a Bid Security 3% of the estimated cost in the form of CDR/Bank Guarantee/Demand Draft/Pay Order in favor of FIEDMC with the Technical Bid, without this, the offer shall be rejected being non-responsive. And the photocopy of the Bid Security should be attached with financial proposal.

FIEDMC will not be responsible for any cost or expense incurred by Bidders about the preparation or delivery of Bids.

Note: All assessments and procuring procedure i.e., receiving, opening and awarding etc. shall be governed by the Punjab Procurement Rules-2014. In case of any conflict between Bidding Documents and PPRA Rules 2014, the rules shall prevail.

**Chief Executive Officer**

**FASIALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY**

## **2. TENDER SPECIFIC INSTRUCTION FOR BIDDERS**

### **1. Procedure for Selection of Contractor/Bidder**

As per Rule 12(1), this Tender is placed online at PPRA's website. According to PPRA Rule Single Stage Two Envelopes bidding procedure shall be used for **“SUPPLY & INSTALLATION OF BIOMETRIC MACHINES & REPORTING SOFTWARE AT VAC, M-3IC & AIIC.**

### **2. Bid Security**

Each bidder will submit Bid Security @ 3% of estimated cost against all items collectively as required along with the technical bid in form of CDR/Bank Guarantee/ Demand Draft/ Pay Order.

### **3. Filling of Price Schedule**

Each bidder shall quote the rate for all items.

### **4. Evaluation of Bids**

Bids will be evaluated on composite based on least cost basis. Complete project will be awarded to the successful bidder based on least cost as turnkey project.

### **5. Payments**

Payments will be made against delivered Items only. The payment will be made within 30 days of invoice submission as per rule 62, PPRA 2014.

## 6. Sign and Stamp

Bidder is required to stamp every page of the bid document along with signature at the required pages and submit along with the bid.

## 3. INSTRUCTIONS TO BIDDERS

### 3.1 INTRODUCTION

#### **SUPPLY & INSTALLATION OF BIO-METRIC MACHINES at VAC, M-3IC & AIIC**

### 3.2 Scope

**3.2.1** The Client wishes to receive Bids for **“SUPPLY & INSTALLATION OF BIO-METRIC MACHINES and reporting Soft wafer at VAC, M-3IC & AIIC** as specified in Technical Specifications attached hereto (hereinafter referred to as “the Items/Goods/works”). Successful bidder shall be an independent Items/Goods or Service Provider liable and able to provide and install all the Items/Goods including transportation to the sites as required by the procuring agency. All arrangements will be the responsibility of the successful bidder.

**3.2.2** The bid is to be completed and submitted to the Client in accordance with these instructions to Bidders and relevant rules/regulations.

**3.2.3** The bidder shall submit bid which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this Bidding Documents **Clause regarding “Determination of Responsiveness of Bid” and “Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Document. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract / Letter of Acceptance awarded under this Bid Process will be entertained by the Client. Neither any time schedule, nor financial adjustments arising thereof shall be permitted because failure by the Bidder. The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Client will be permitted throughout the period of completion of the contract. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Client.

### 3.3 Eligible Bidder

- 3.3.1 This Invitation to Bid is open to all firms/manufacturers/ sole proprietors in Pakistan for concluding the Contract for supply & Installation of supplies/items/goods more specifically described in Schedule of Requirements & Technical Specifications.
- 3.3.2 The Sole Agent/Importer/Distributor must possess valid authorization from the Manufacturer .the bidder must have a documentary proof, to the effect that they are the original Manufacturer of the required specifications of Goods.
- 3.3.3 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public-sector organization are NOT ELIGIBLE.
- 3.3.4 The invitation for Bid is open to all the Firms as per PPRA Rules 2014, Chapter 1, General Provisions and definition of contractors registered with Income and Sales Tax Department with active status.

### 3.4 Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will not be responsible or liable for those costs.

## 4. TERMS AND CONDITIONS OF THE TENDER

### 4.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

- A. "Authorized Representative" means any representative appointed, from time to time, by the Client, the Procuring Agency or the Contractor.
- B. "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- C. "Client" means the Procuring Agency for whose' particular project the Items/Goods/Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- D. "Bidder/Contractor" means the interested Sole Proprietor/Firm/ Company/ Supplier/ Distributors that may provide or provides related Items/Goods/Equipment/Services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- E. "Commencement Date of the Contract" means the effective date of signing of the Contract between the Procuring Agency and the Contractor.
- F. "Contract" means the agreement entered into between the Procuring Agency and the Contractor, as recorded in the Contract Form signed by the parties, including

all Schedules and Attachments thereto and all documents incorporated by reference therein.

- G. "Contractor / Vendor" means the Contractor whose bid has been accepted and awarded Letter of Acceptance followed by the signing of Contract.
- H. "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations
- I. "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- J. "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract. 3.12 "Day" means calendar day.
- K. "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, any defects and damages in Goods and Services provided under the Contract.
- L. "Force majeure shall mean any event, act or other circumstances not being an event, act or circumstances under the control of the Procuring Agency or of the contractor. Non-availability of materials/supplies or of import license or of export permit shall not constitute Force majeure.
- M. "Goods" means Items/Goods, and/or other materials which the Contractor is required to supply to the Procuring Agency under the Contract.
- N. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity. O. "Prescribed" means prescribed in the Bidding Document.
- P. "Procuring Agency or Client" means the Pakistan Kidney and Liver Institute & Research Center or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.

## 5. HEADINGS AND TITLES

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

## 6. NOTICES

6.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Procuring Agency and the Client, the same shall be:

6.1.1 in writing;

6.1.2 issued within reasonable time;

6.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and

6.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

## 7. TENDER SCOPE

Faisalabad Industrial Estate Development & Management Company (hereinafter referred to as "the Procuring Agency") invites / requests Bids (hereinafter referred to as "the Tenders") for **SUPPLY & INSTALLATION OF BIO-METRIC MACHINES & REPORTING SOFTWARE at VAC, M-3IC & AIIC.** (Hereinafter referred to as "the / Items/ Goods/Services/works"). Contractor will be responsible for delivering items and services available to the Procuring Agency, installation, configuration, training and deployment of all required items/ services or related items and maintenance of the same till the validity of warranty.

The detailed Scope of Work available at Annex-A.

## 8. TENDER ELIGIBILITY AND QUALIFICATION CRITERIA

8.1 Eligible Bidder/Contractor is a Bidder/Contractor who:

8.1.1 Has a registered incorporated company/firm in Pakistan with relevant business experience as;

8.1.2 Must be registered with Tax Authorities with active status as per prevailing latest tax rules (Only those companies/firms which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);

8.1.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);

8.1.4 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), failing which will cause rejection of the bid;

8.1.5 Has the required relevant qualified personnel and enough strength to fulfil the requirement of assignment.



8.1.6 Conforms to the clause of “Responsiveness of Bid” given herein this Bidding Documents.

The Detailed Technical Evaluation Criteria is attached at Annex B

**Note: Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.**

## 9. TENDER COST

The Contractor/ Bidder shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Procuring Agency or Client shall in no case be responsible / liable for those costs / expenses.

## 10. EXAMINATION OF THE BIDDING DOCUMENTS

The Contractor/ Bidder is expected to examine the Bidding Document, including all instructions and terms and conditions.

## 11. CLARIFICATION OF THE BIDDING DOCUMENTS

The Contractor/ Bidder may require further information or clarification of the Bidding Document, within five (5) calendar days of issuance of Bidding/Tender in writing. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than three **(03) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids**. The clarification and its replies will be shared with all prospective bidders. Bidders should note that during the period from the receipt of the bid and until further notice from the Procurement Department given herein this document, all queries should be communicated via the Admin Department and in writing (e.g. e-mail & letter) only. In the case of an urgent situation where the Department cannot be contacted, the bidder may alternatively direct their enquiries through the CEO.

### Chief Executive Officer

Faisalabad Industrial Estate Development & Management Company (FIEDMC)  
FIEDMC Office, M-3 Industrial City, Near Sahianwala Interchange M-4 Motorway, Faisalabad

Any query related to Scope of Work, Technical Specifications or any other should also be routed through the Office of CEO.

## 12. AMENDMENTS OF THE BIDDING DOCUMENTS

12.1 The Procuring Agency/Client may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s),

amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on the Bidder(s).

12.2 The Procuring Agency/Client shall notify the amendment(s) in writing to the prospective Contractors/Bidders as per Punjab Procurement Rules, 2014.

12.3 The Procuring Agency/Client may, at its exclusive discretion, amend the Bidding Documents to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

### **13. PREPARATION / SUBMISSION OF PROPOSAL/TENDER**

13.1 The Contractor/bidder must bid for complete bid incomplete bid shall be rejected.

13.2 The Tender and all documents relating to the Tender, exchanged between the Contractor and the Procuring Agency, shall be in English. Any printed literature furnished by the Contractor in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender

13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the contractor or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

**13.4 The Tender shall consist of proposals in one sets i.e. the original.**

**13.5 Proposal shall comprise the following:**

**13.5.1 Proposal Form**

**13.5.2 Undertaking (All terms & conditions and qualifications listed anywhere in this bidding/Bidding Documents has been satisfactorily vetted) and Affidavit (Integrity Pact)**

**13.5.3 Covering letter duly signed and stamped by authorized representative**

**13.5.4 Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan**

**13.5.5 Evidence of conformity of the Technical Compliance of Equipment/ Services to the Bidding/Bidding Documents**

**13.5.6 List of firm's major clients.**

**13.5.7 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.**

**13.5.8 Valid Registration Certificate for Income Tax & Sales Tax**

### 13.5.10 Price Schedule

### 13.5.11 Bid Security as per provisions of the clause Bid Security of this document.

13.6 The Bidder/Contractor shall seal the Original Proposal in an envelope duly marked as under:

**Original Tender for .....**

**Tender Name. [Name of Tender]**

**Tender No. ....**

**[Name of the Client/Procuring Agency]**

**[Address of the Client/Procuring Agency]**

**[Name of the Bidder/Contractor]**

**[Address of the Bidder/Contractor]**

**[Phone No. of the Bidder/Contractor]**

13.7 The Bidder/Contractor shall enclose soft copies of the Technical Proposal, including all Forms, Annexes, Schedules, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.

13.8 The Bidder/Tender shall be dropped at the Reception or in the prescribed Tender Box placed at the Reception of the Client/Procuring Agency's office, during office hours, up to due date and time.

13.9 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder/Contractor.

## 14. TENDER PRICE

14.1 The quoted price shall be:

14.1.1 in Pak Rupees;

14.1.2 Inclusive of all applicable taxes, duties, levies, insurance, freight, etc. applicable under the Laws of Punjab as well as Pakistan;

- 14.1.3 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 14.1.4 Including all charges up to the delivery point at Site VAC, M-3IC & AIIC.
- 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 14.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

## 15. BID SECURITY (EARNST MONEY)

- 15.1 The Contractor shall furnish the Bid Security (Earnest Money) as under:
  - 15.1.1 for an amount of equivalent to **3% of estimated cost**
  - 15.1.2 Denominated in Pak Rupees;
  - 15.1.3 as part of Technical bid envelope, failing which will cause rejection of bid. And the photocopy of the Bid Security should be attached with financial proposal.
  - 15.1.4 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Procuring Agency;
  - 15.1.5 Have a minimum validity period of one hundred and Eight (180) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 15.2 The Bid Security shall be forfeited by the Procuring Agency, on the occurrence of any / all of the following conditions:
  - 15.2.1 If the Contractor/Bidders withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
  - 15.2.2 If the Contractor/Bidders does not accept the corrections of his Total Tender Price; or
  - 15.2.3 If the Contractor/Bidders, having been notified of the acceptance of the Tender by the Procuring Agency during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Bidding Document.
- 15.3 The Bid security shall be returned to the technically unsuccessful Contractor/Bidders with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Contractor upon furnishing of the Performance Security.

## 16. TENDER VALIDITY

The Tender shall have a minimum validity period of 180 days from the last date for submission of the Tender. The Procuring Agency/Client may solicit the Contractor's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Contractor agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Contractor may refuse extension of validity period of the Tender, without forfeiting the Bid security.

## 17. MODIFICATION / WITHDRAWAL OF THE TENDER

- 17.1 The Bidder/Contractor may, by written notice served on the Procuring Agency, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

## 18. OPENING OF THE TENDER/BID

- 18.1 Tenders shall be opened at 12:30 PM on the last date of submission of bids**, in the presence of the Contractor(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRA Rules, 2014. In case the last date of bid submission falls in / within the official holidays / weekends of the Procuring Agency, the last date for submission of the bids shall be the next working day. **The proposal will be returned if received after the given time.**
- 18.2 The Contractor's name, modifications, withdrawal, security, attendance of the Contractor and such other details as the Procuring Agency may, at its exclusive discretion, consider appropriate, shall be announced, and recorded.
- 18.3 No Contractor or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

## 19. CLARIFICATION OF THE TENDER

The Client/Procuring Agency shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder/Contractor(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the client/Procuring Agency.

## 20. DETERMINATION OF RESPONSIVENESS OF THE BID/TENDER

- 20.1 The Client/Procuring Agency shall determine the substantial responsiveness of the Tender to the Bidding Documents, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

- 20.1.1 Meets the eligibility criteria given herein this bidding document for the Equipment/Goods/Works/Services;
  - 20.1.2 meets the Technical Specifications for the Items/Goods Services;
  - 20.1.3 Meets the delivery period / point for Items/Goods / Services;
  - 20.1.4 in compliance with the rate and limit of liquidated damages;
  - 20.1.5 Offers fixed price quotations for the Items/Goods / Services;
  - 20.1.6 Whereby no optional offer / bid or price is allowed;
  - 20.1.7 Is accompanied by the required Bid Security as part of Technical bid envelope;
  - 20.1.8 Compliance with the Preparation/Submission of Tender in a manner prescribed in this Bidding Documents clause-13;
  - 20.1.9 Conforms to all terms and conditions of the Bidding Documents, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of / Items/ Goods/ Services or limits the Procuring Agency's rights or the Contractor's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Contractor by correction or withdrawal of the material deviation or reservation.

## **21. CORRECTION OF ERROR / AMENDMENT OF TENDER**

- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 21.1.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
  - 21.1.2 If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
  - 21.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Contractor.

21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

21.4 No credit shall be given for offering delivery period earlier than the specified period.

## 22. TECHNICAL AND FINANCIAL EVALUATION OF PROPOSAL

22.1 The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply, installation and maintenance / support services will be rejected.

22.2 The Eligible/Technically Qualified Bidders alone will be considered for further evaluation.

The detailed evaluation criteria is mentioned below at Appendix-A.

**Note: Verifiable documentary proof for all above requirements is mandatory.**

22.3 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 Procuring Agency, the contractor shall be bound to adjust the same in the Financial Proposal.

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

22.3.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;

22.3.3 In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

22.4 The Client/Procuring Agency will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Gov. at any time during execution/evaluation period will be dealt with mutual consent.

## 23. REJECTION / ACCEPTANCE OF THE BID

23.1 The Client/Procuring Agency shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Procuring Agency may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request, communicate to any bidder, the grounds for its

rejection of all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

23.2 The Bidder/Tender shall be rejected if it is:

23.2.1 Substantially non-responsive in a manner prescribed in this Bidding Documents clause-20; or submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or Incomplete, partial, conditional, alternative, late; Relevant bid security is not submitted;

23.2.2 the Contractor fails to meet all the requirements of Tender Eligibility / Qualification Criteria

23.2.3 the Contractor fails to meet the evaluation criteria requirements.

23.2.4 the Contractor has been blacklisted by any public or private sector organization;

23.2.5 the Contractor has been served any legal notices or displeasure letters by any public-sector organization on serious failures to provide satisfactory delivery of supplies and other items;

23.2.6 The Contractor has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

23.2.7 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

23.2.8 The Contractor submits any financial conditions as part of its bid which are not in conformity with Bidding Documents.

## **24. RE-BIDDING**

If the Procuring Agency rejects all bids in pursuant, it may call for a rebidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Punjab Procurement Rules-2014. The Procuring Agency before invitation for rebidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

## **25. ANNOUNCEMENT OF EVALUATION REPORT**

The Procuring Agency shall announce the results of the bid evaluation in form of a report, not inconsistent with the Punjab Procurement Rules, 2014, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

## **26. AWARD CTITERIA**

The eligible bidder(s)/Contractor(s) as per clause-7 and Appendix A (Tender Eligibility and Evaluation Criteria) of this Bidding Document fulfilling the qualification and technical evaluation criteria will be evaluated in the light of all Pre-Conditions.



## **27. QUALIFICATION OF THE BIDDER**

- 27.1 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Bidder's capacity may require the Bidder to provide information concerning their professional, technical, financial, legal or managerial competence.
- 27.2 The procuring Agency may conduct surprise inspection either itself or through third party firms during validity period, however in case of unsatisfactory compliance condition to the standards, the procuring agency reserves the right to initiate legal proceedings besides disqualification.
- 27.3 Such qualification shall only be laid down after recording reasons thereof in writing. They shall form part of the records of that procurement proceeding.
- 27.4 The Procuring Agency shall determine to its satisfaction whether a Bidder, technically and financially qualified and even having the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
- 27.5 The determination can take into account the Bidder's financial, technical, and production capabilities. It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of technical evaluation of Bidder, the Procuring Agency may inspect the warehousing system/practices by a team of experts for assessment, if it deems necessary.
- 27.6 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in rejection of the Bidder's bid, in which event the Procuring Agency shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 27.7 The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Bidder was false and materially inaccurate or incomplete.

## **28. ACCEPTANCE OF BID AND AWARD**

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in the Bidding Documents and having the lowest evaluated bid complete project, if not in conflict with any other applicable laws, rules, regulations or policy of the Punjab Government, shall be awarded the Contract, within the original or extended period of bid validity.

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Procuring Agency shall issue the Acceptance of Bid to the successful Contractor, at least after 10 days of

announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules, 2014), which shall constitute a contract, until execution of the formal Contract.

## **29. PROCURING AGENCY'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD**

The Procuring Agency reserves the right at the time of award of Contract to increase or decrease, the quantity of goods originally specified in, Schedule of Requirements & Technical Specifications without any change in unit price and other terms & conditions as per PPRA 2014.

## **30. SIGNING OF CONTRACT/AWARD OF CONTRACT**

30.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that its bid has been accepted as per Clause 29 of the Bidding Documents.

30.2 After receipt of Performance Security, the Procuring Agency will sign the Contract after fulfillment of all prescribed legal & codal formalities. Subsequently, the Procuring Agency will issue purchase order / Contract to successful bidders strictly in accordance with the Contract after fulfillment of all prescribed legal & codal formalities.

30.3 The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

30.4 The Contract is to be made on Judicial Paper under section 22(A) of schedule 1 of Stamp Duty Act 1899.

## **31. PERFORMANCE SECURITY**

31.1 The successful Contractor/The Contractor shall furnish Performance Security as under:

31.1.1 within twenty-eight (28) days of the receipt of the Acceptance Letter from the Client/Procuring Agency;

31.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Bidding/Bidding Documents;

31.1.3 for a sum equivalent to 3% of the contract value.

31.1.4 Denominated in Pak Rupees;

31.1.5 Have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

31.2 The Performance Security shall be payable to the Client/Procuring Agency, on occurrence of any / all of the following conditions:

31.2.1 If the Contractor commits a default under the Contract;

31.2.2 If the Contractor fails to fulfill the obligations under the Contract;

31.2.3 If the Contractor violates any of the terms and conditions of the Contract.

31.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Contractor

Within thirty working days after the expiry of its validity on written request from the Contractor.

31.4 In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

## **32. REDRESSAL OF GRIEVANCES BY THE PROCURING AGENCY**

32.1 The Client/Procuring Agency has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

32.2 Any bidder feeling aggrieved by any act of the Client/Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

32.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

32.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## **33. SIGNINIG OF CONTRACT**

The Contract is to be made on Judicial Paper

## ANNEXURE-A

### TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

Sr. No	Qualification Requirements/ Knock Down Criteria	Requirement
1	Proof of Sales Tax & NTN registrations (Status = Active with FBR)	Mandatory
2	<p><b>Undertaking on stamp paper (Rs. 100/-)</b></p> <ul style="list-style-type: none"> <li>• That the firm is currently not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.</li> <li>• Price Reasonability Certificate that quoted price(s) against each item are not more than trade/market price.</li> <li>• Integrity Pact on Rs. 100/- Stamp Paper (Annex-G)</li> </ul>	Mandatory
3	<p>Bidder must have minimum 05 years or more' experience in supply &amp; installation of same kind of items to any Govt. Institute, Semi Govt. or renowned Private organization.</p> <p>Bidder Must attached at least 10 Purchase Orders/LOIs/Delivery Challan/ Work completion certificate of Government/Semi Government, private institute of last 05 (five) years</p>	Mandatory
4	The contractor should attach original Bid security (with technical bid with original bid receipt (Bank Receipt of Rs. 5,000/ -) and signed stamped copy of the bidding documents along with the bid.	Mandatory
5	Complete Product Specification & undertaking that all quoted products meet the required specifications on company letterhead.	Mandatory

#### TECHNICAL TERMS AND CONDITIONS:

1. The bidder must be Authorized Partner of the quoted brand and must submit a current/valid certificate of authorized dealership/distributorship issued by the Principal/Manufacturer of the quoted items. (\*)
2. The brand should be established since a minimum of five (05) years (certificate required, issued by the Principal/Manufacturer). (\*)
3. The bidder will ensure the availability of spare parts, backup support and backup units in order to meet a repair turnaround time of 12 working days at the most.
4. Bid should clearly indicate Manufacturer warranty for a period mentioned against each item. The bidder shall be responsible to provide free installation, commissioning and free comprehensive on-site replacement warranty including service & support with parts for the said warranty period from the date of delivery. If the bidder fails to provide the warranty as per tender terms and conditions the firm may be blacklisted for a period of two (02) years.
5. Vendor should share minimum 5 installation of quoted product
6. FIDMC may ask for demo of quoted product
7. Technical material should be given along with bid
8. Vendor should quote hardware along with its installation accessories
9. Preference will be given to the vendors have in house software development team to meet FIEDMC future requirements
- 10 System should automatically push all logs to server

## BOQ / Scope of Work

<b>Supply &amp; Installation of Face Biometric Machines at VAC, M-3IC &amp; AIIC</b>			
S#	Description of Items	Minimum Required Specifications	Qty.
1	<b>Supply, installation Commissioning ,configuration of Face Biometric Machines</b>	<ul style="list-style-type: none"> <li>• AI Face Recognition Terminal with high matching speed and 99% accuracy of face recognition over considerable distance. Live detection algorithm, Machine shall be highly stable and strong core design, based on Linux OS. Large screen size (min 5-inch) gives a clear UI display</li> <li>• Advance Face Recognition in less than 1s.</li> <li>• IP54 rated, water &amp; dust resistance.</li> <li>• Min 5-inch IPS full view HD Display without streaking &amp; delay</li> <li>• Built-in Light Sensor &amp; LED Fill light.</li> <li>• Intelligent camera Technology.</li> <li>• Multiple interfaces Support ( DHCP, Wi-Fi, TCP/IP,DNS/DDNS, USB,RJ45</li> <li>• Processor : Dual Core + 1 GB RAM + 8 GB ROM</li> <li>• Vertical/Horizontal Viewing 30 degree</li> <li>• Recognition distance :0.5 ~ 1.5 meters</li> <li>• Recognition time &lt; 1s</li> <li>• Storage Capacity : 60,000 capture records</li> <li>• Face Capacity up to 1500</li> <li>• Communication mode : Wi-Fi, TCP/IP,USB</li> <li>• Wi-Fi: 2.4 GHz &amp; 5 GHz Frequency Band</li> <li>• I/O : Relay, Wiegand output, RS232, Door sensor, Exit button, USB</li> <li>• Recognition modes: Face, Card, User ID + Password</li> <li>• Camera : Dual Cameras , 2MP ,</li> </ul> <p><b>Important Note: It is essential to highlight that all machines will be set up in distant locations where a local area network (LAN) will not be available. The connectivity between these machines will rely on data devices or Wi-Fi, specifically Zong/Mob link 4G. This connection will be established using DHCP. Furthermore, it is crucial to ensure that all machines are effectively interconnected and harmonized with the server and the attendance management software for seamless operation.</b></p> <p>API (Application Programmable Interface) / SDK is Required to Access / Configure the Attendance Machine(s) through Software with the Following Capabilities:</p> <ul style="list-style-type: none"> <li>• The API / SDK should be Capable to Facilitate All Administrative Operations Mentioned below under Middleware Requirements</li> <li>• The API / SDK should be Configurable / Usable for .NET Based Web Applications.</li> </ul>	04

<p><b>2 Attendance Management Software</b></p>	<ol style="list-style-type: none"> <li>1. Web-based Time and Attendance Management Software remotely managed anywhere through web browser. Competitive functions such as roster and overtime management, entire scheduling process of employees, dashboard where users can easily monitor all attendance.</li> <li>2. Front End :web , Backend : SQL Server</li> </ol> <p><b>Feature :</b></p> <ul style="list-style-type: none"> <li>• Employee Count min 1000</li> <li>• Max ESS Login Users at a time 50</li> <li>• Administrative Users 5 Admin user</li> <li>• Employee self-service users 250</li> <li>• Data Reposting ,Dash board with graphical display</li> <li>• Penalty Policy &amp; Online Manual Entry ,</li> <li>• Leave &amp; Absence Management</li> <li>• Shifts Management</li> <li>• Reporting &amp; Analytics</li> <li>• Bio-metric devices Integrations</li> <li>• User Rights/Management With advance dashboard, users can easily monitor all attendance summary in one page.</li> <li>• Payroll Management and WPS Reports</li> <li>• Auto-Sync of Bio-Metric Machines with server</li> <li>• Attendance Calculation &amp; Reports</li> <li>• Mobile with geographic location details (optional) application.</li> </ul> <p><b>3. Reports</b></p> <ul style="list-style-type: none"> <li>• Time Sheet ,Over Time Register</li> <li>• Consolidated Report of all staff</li> <li>• Attendance Register (By Time of Worked Hours)</li> <li>• Leave Status Report</li> <li>• Attendance Sheet daily, weekly, monthly (shift wise)</li> <li>• Time Sheet Summary</li> <li>• Employee Strength Report</li> <li>• Over Time Detail</li> <li>• Individual Employee Consolidated</li> <li>• Current/Previous Attendance</li> </ul> <ol style="list-style-type: none"> <li>4. Fetch Attendance Records from All Machines to Central Database.</li> <li>5. Synchronize Registration Records among All the Attendance Machines &amp; Central Database Periodically</li> <li>6. Synchronize Server Time to All Attendance Machines periodically.</li> <li>7. Should be able to Connect Remote Machines via Wi-Fi /DHCP &amp; TCP/IP</li> <li>8. Remotely View Attendance Records on Any Attendance Machine(s)</li> <li>9. Remotely Backup and Restore of Attendance / Registration Records for Any Machine.</li> <li>10. Central Database Used to Save Attendance / Registration Records of Staff must be SQL Server-Based (Any Version)</li> <li>11. The API / SDK should be Customizable.</li> </ol>	<p>01</p>
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### Proposal Submission Form

**CEO**

Faisalabad Industrial Estate Development and Management Company

**Subject: SUPPLY & INSTALLATION OF BIO-METRIC MACHINES AT VAC, M-3IC & AIIC**

Dear Sir,

- A. Having examined the Bidding Documents and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.
- B. We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- C. We agree to abide by this proposal for the period of 180 days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- D. We agree to execute a contract in the form to be communicated by the FIEDMC incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- E. We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

**Authorized Signatures with Official Seal**

## ANNEXURE-C

### Financial Proposal Submission Form

Sr	Description	Qty	Unit Price (Rs: )	Tax's (Rs: )	Total Price (Rs: )
1	Supply, installation Commissioning , configuration ,integration and testing of Face Biometric Machines	04			
2	HR Attendance Management Software	01			
	Amount in Words				

Item price should be quoted inclusive of Income Tax and Exclusive of GST. The applicable taxes should be mentioned separately.

**Note:**

- a) **Financial bid will be evaluated on composite rate based on least cost**
- b) **Complete project will be awarded to the single bidder based on least cost as Turn Key Project.**
- c) **All installation and commissioning of Bio-Metric Machines shall be responsibility of the successful firm. NO other cost shall be paid other than quoted price.**
- d) **Incomplete or partial offer shall not be considered and will be rejected.**
- e) Evaluation shall be done on complete project and lowest rate basis.
- f) No charges would be payable by the FIEDMC on account of any expenses incurred by the bidder in the bidding process.
- g) Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered.
- h) Incomplete or semi filled bid shall be treated as Non-Responsive.

Stamp & Signature of Bidder \_\_\_\_\_





## ANNEXURE-F

### UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Signature (Company Seal) \_\_\_\_\_

In the capacity of duly authorized to sign bids for and on behalf of