

**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF IT EQUIPMENT
(Technical Proposal)**

Tender # PPP/2021-22/04

Date of Submission / opening of technical proposals:

Receipt of Tenders: 29-11-2021 till 11:00 AM
Opening of Tenders: 29-11-2021 at 11:30 AM at
PPPPA, Cricket House, 20-A Shadman Jail Road,
Lahore.

Sign & Stamp of bidder



PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
GOVERNMENT OF PUNJAB
CRICKET HOUSE, 20-A Shadman Colony, Jail Road, Lahore
Phone # 042-99206417

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Important Note:

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 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.

Convener Procurement Committee

Punjab Public Private Partnership Authority,
Cricket House, 20-A Shadman Colony, Jail Road
Lahore.

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TERMS & CONDITIONS

Public Private Partnership Authority (*hereinafter referred to as "PPPPA*), Planning and Development Board, Government of the Punjab, intends to procure IT Equipment as per specifications and quantity mentioned in this tender document, and invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*).

General:

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
 - a) received without bid security.
 - b) received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document.
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) bid has a shorter validity than required
 - h) the bid is not conforming to the requirements in the tender documents
 - i) the bid has additional terms & conditions added by the bidder
 - j) any conditional offer
 - k) any un-authorized dealer/dealerships/firms/companies
 - l) bid is quoted other than the financial proposal format attached at **Annex-C**.
- 1.2 All eligible and valid individuals/firms/companies as mentioned in **Annex-A** are eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 Bidder has to quote total price of IT items inclusive of all applicable taxes. The Procurement Committee will only entertain bidder who is technically responsive and its quote is financially lowest.
- 1.4 The Procurement Committee will issue work order to lowest responsive bidder.
- 1.5 Bids should remain **valid** for a period of **90 days starting from the date of the opening of tender** and should be quoted in Pak Rupees only.
- 1.6 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.7 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in **Annex-A, Annex-B and Annex-C** and who fulfill all terms and conditions of this tender document (**Least Cost Method**).
- 1.8 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.9 Offered rates will be on the basis of complete monthly services package.
- 1.10 Work order will be issued by PPPPA after the approval of the Chief Executive Officer, PPPPA.

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- 1.11 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.12 The bidder shall abide by all relevant laws enforced by the Government.
- 1.13 Any type and kind of litigation shall be the sole responsibility of firm/company. PPPPA shall not be assisting or be a party in this regard.
- 1.14 Concealment of facts will be sufficient reason for disqualification.

2. Time Period and Certification on Judicial Stamp Paper by Bidder:

Successful bidder will have to ensure deliverance and installation (if any) of said IT items within **Fifteen (15) working days** starting from the date of issuance of work order/purchase order.

The Bidder shall certify on a judicial stamp paper of domination value as mentioned in law, that all the products provided by firm/company are hereby genuine, brand new and that **no product is refurbished/re-conditioned**. Furthermore, no alteration and sub-standard chips/integrated circuits are installed. All IT equipment provided and its chips/ICs/mother board etc are of certified approved standards and as per specifications provided. Failure to certify aforementioned conditions may lead to necessary course of action as per law by the PPPPA.

3. Extension in Deliverance Period:

In special circumstances, request for extension of time period may be considered by the Competent Authority on the written request of the firm/company before the target date of deliverance of IT equipments, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. Failure in Execution of Assignment:

- 4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.
- 4.2 PPPPA will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of security services.

5. Payment to the Firms/Companies

- 5.1 Payment will be made through crossed cheque to the bidder against invoice submission and its verification by Manager Administration, PPPPA.
- 5.2 No payments will be paid in advance. Partial payments will not be made

6. Bid Security:

- 6.1 Bid security for procurement of security services will be **05%** of the estimated price. Bid security must be attached only with the Financial Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of **Punjab Public Private Partnership Authority, Planning & Development Board, Government of the Punjab**

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The bidder shall furnish the bid security as under :

Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of IT Equipments	1,250,000/-	62,500/-

6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion and successful delivery of Purchase Order (PO). Performance Guarantee shall be retained for a period of six(06) months.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. Does not provide IT Equipments within stipulated time.

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at **Annex-A**.

10. Financial Evaluation Criteria:

10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) of only technically responsive bidders on the date and time communicated by the PPPPA.

10.2 The Least Cost Method will be adopted for financial evaluation.

11. Bid / Tender opening procedure:

The bidding / tender opening procedure shall be **single stage two envelope** bidding procedure. The bidder/s shall adopt the bidding procedure in prescribed manner as directed in Punjab Procurement Rules 2014 amended up to date.



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At first only technical bids will be evaluated and the bidders who will be found technically responsive by the Procurement Committee will be invited for opening of their sealed financial bid.

- 11.1 The technical proposal shall be evaluated in a manner prescribed in **Annex-A and Annex-B**, along with other terms and conditions mentioned in this document .Any proposal may be rejected which does not conform to the specified requirements / specifications;
- 11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.3 The financial proposals of only technically responsive bidder/s shall be opened on the date and time as communicated by the Procurement Committee.
- 11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

12. One person one bid:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

13. Joint Venture / Consortium

Joint venture / consortium are not eligible for this tender.

14. Performance Security

- 14.1 The bidder must submit the performance security in the shape of Bank Guarantee at the rate of **05% of the total contract value** for the contract period. Performance Security should be provided within **Ten (10) working days** of the issuance of relevant work order / Letter of Acceptance. In case the bidder having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the bidder.
- 14.2 In case of extension by the Competent Authority/forum, the bidder shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.
- 14.3 Performance guarantee shall be retained by the PPPPA for a period of six (06) month

Note: Bidders must fill-up checklist / tables in **Annexure-A, Annexure-B & Annexure-C** and attach copies of required documents along with tender document.



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TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly. Please attach relevant

Sr. No.	Item Name				Yes/No	Page #
1.	Bid security for the security services will be 05% of the estimated price in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.					
	Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)		
	1.	Procurement of IT Equipments	1,250,000/-	62,500/-		
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate					
3.	Copy of Sales Tax Registration No. certificate					
4.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.					
5.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.					
6.	Affidavit on judicial paper of Rs. 100/- regarding non- involvement in any arbitration/litigation with any government agency/department stating that the firm/company is not blacklisted .					
7.	Firms/companies/Individual Bidder should be working in wholesale & retail trade for at least Twenty (20) years. Attach registration certificate from relevant authority as a proof.					
8.	At least 05 work orders for provision of different IT equipments					
9.	Valid membership certification with any Chamber of Commerce & Industry in Punjab Province					
9.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (only in case of firms & Companies) where applicable.					

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Technical Requirements

Sr.no	Item Description	Qty	Specifications
1.	Multimedia Device (Android Based) The bidder shall also fix the Multimedia device along with other necessary installations required ○ One year warranty	01	<ul style="list-style-type: none"> • 55" UHD • Smart TV Android • Resolution 3,840 x 2,160; • Dynamic Crystal Color; • Bluetooth Audio; • HDMI 3, • USB 2 • Dolby Digital Plus
2.	Laptops ○ One year warranty ○ Carry bag of laptop	04	<ul style="list-style-type: none"> • Ci5 11th Generation • RAM 8GB DDR4 • SSD Hard disk 256 Gb • Screen display 15" or above • Touch Pad Mouse • Windows 10



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BIDDER INFORMATION

Name of Firm/Company:	
Complete Postal Address:	
Phone:	
Contact Person:	
Designation:	
Cell Number:	
E-Mail:	
Fax Number:	
National Tax Number:	
GST Number:	



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**TENDER DOCUMENT
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(Financial Bid)**

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The Sealed Financial bids of **only technically responsive** bidder/s will be opened on the date and time that will be communicated in due course of time. Sealed Financial Bids of technically non-responsive bidders will be returned un-opened after completion of necessary codal formalities.



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FINANCIAL BID PROFORMA**QUOTE RATES ON ONLY THIS PRESCRIBED PROFORMA OTHERWISE BID WILL BE REJECTED**

Sr.No	Item Description	Qty	Specifications	Rate per item	Total Amount in PKR
1.	Multimedia Device (Android Based) The bidder shall also fix the Multimedia device along with other necessary installations required One year warranty	01	<ul style="list-style-type: none"> • 55" UHD • Smart TV Android • Resolution 3,840 x 2,160; • Dynamic Crystal Color; • Bluetooth Audio; • HDMI 3, • USB 2 • Dolby Digital Plus 		
2.	Laptops <ul style="list-style-type: none"> ○ One year warranty ○ Carry bag of laptop 	04	<ul style="list-style-type: none"> • Ci5 11th Generation • RAM 8GB DDR4 • SSD Hard disk 256 Gb • Screen display 15" or above • Touch Pad Mouse • Windows 10 		
Total Amount in PKR inclusive of all taxes where applicable					

Terms and Conditions for Financial Bid

- i. Financial bids should be all inclusive of taxes.
- ii. The Procurement Committee will consider **total lowest quote of bidder** and will issue work order to lowest responsive bidder.
- iii. Lowest financial bid will be considered of only technically responsive bidder.
- iv. Bidder shall fill this proforma, otherwise their bid will be **straight away disqualified**.
- v. Financial bid will be **non-responsive** if:
 - a. Offer is ambiguous and fabricated
 - b. Offer not according to the terms and conditions prescribed in tender document.
 - c. Quoted priced is other than Pakistan Rupees.

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