

TENDER DOCUMENT

**Procurement of IT related
Equipments**

**PUNJAB PRIVATIZATION BOARD
Government of the Punjab**

December 2017

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 (if applicable) may be 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 to date and instructions of the Government of the Punjab received during the completion of the project.

Invitation for Bids

Dated: 19, December, 2017

1.1 PPRA Rules to be followed

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

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

1.2 Mode of Advertisement(s)

As per Rule 12(1), this Tender is being placed online at PPRA's website.

The bidding document carrying all details can be downloaded from PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to depositing **Rs.1000/-** in form of Bank Draft in favor of Punjab Privatization Board.

2. Bidding Details

The complete bids as per requirements under this tender document must be delivered into the office of Secretary, Punjab Privatization Board, not later than 11:00 a.m. on **04.01.2018**; late bids shall not be considered. Bids shall be opened in the office of Secretary, PPB at 11:30 a.m. on same day.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Contact for all correspondence in relation to this bid is as follows:

Contact:-

Secretary, Punjab Privatization Board

First Floor National Towers (Opp. Aiwan e Iqbal)

28 Egerton Road, Lahore Pakistan

Phone # +92 42 9920 5237 Fax: +92 42 9920 5233

3. Tender Eligibility/Qualification Criteria

3.1 has a registered/incorporated company/firm in Pakistan;

3.2 Must be registered with Tax Authorities and have valid Registration of General Sales Tax (GST) & National Tax Number (NTN) and must be included in Active Tax Payer List;

4. Submission of Tender

4.1 Covering letter duly signed and stamped by authorized representative.

4.2 Details of Warranty and After-Sale Service

5. Rejection / Acceptance of the Bid

The Purchaser 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 as per PPRA rules. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as Rule 35 of PPRA Rules.

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Part-I

Section I. Instructions to Bidders

A. Introduction

- 1. Source of Funds**
 - 1.1 The Procuring Purchaser named in the Bid Data Sheet has received budget from the Government of Punjab and intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bids is issued.

- 2. Eligible Bidders**
 - 2.1 This Invitation for Bids is open to all suppliers, except as provided hereinafter.
 - 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser.
 - 2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.
 - 2.4 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).

- 3. Cost of Bidding**
 - 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Purchaser named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

- 4. Content of Bidding Documents**
 - 4.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
 - (a) Instructions to Bidders (ITB)
 - (b) Bid Data Sheet
 - (c) Schedule of Requirements
 - (d) Technical Specifications

- (e) Bid Submission Form
- (f) Price Schedules
- (g) Contract Form
- (h) General Conditions of Contract (GCC)
- (i) Special Conditions of Contract (SCC)

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

5. Clarification of Bidding Documents 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing.

C. Preparation of Bids

6. Language of Bid 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

7. Bid Form 7.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

8. Bid Currencies 8.1 Prices shall be quoted in **Pak Rupees** unless otherwise specified in the Bid Data Sheet.

9. Period of Validity of Bids 9.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser.

10. Format and Signing of Bid 10.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

D. Submission of Bids

- 11. Deadline for Submission of Bids** 11.1 Bids must be received by the Purchaser at the address specified under no later than the time and date specified in the Bid Data Sheet.
- 12. Late Bids** 12.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected and returned unopened to the Bidder.
- 13. Modification and Withdrawal of Bids** 13.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

E. Opening and Evaluation of Bids

- 14. Opening of Bids by the Purchaser** 14.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.
- 15. Preliminary Examination** 15.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 16. Qualification & Evaluation of Bids** 16.1 In the absence of **prequalification**, the Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily.

F. Award of Contract

- 17. Award Criteria** 17.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 18. Purchaser's Right to Accept or Reject All** 18.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of

Bids

the grounds for the Purchaser's action.

19. Signing of Contract

- 19.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 19.2 Within two (02) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.
- 19.3 The Contractor shall deliver ordered item(s), within four (4) days from the issuance of the Contract Form by purchaser.

Part-I

Section II. Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Introduction	
ITB 1.1	Name of Procuring Purchaser: Punjab Privatization Board, Government of Punjab
ITB 6.1	For clarification purposes, the Employer's address is: Secretary Privatization Board, First Floor National Towers (Opp. Aiwan e Iqbal), 28 Egerton Road, Lahore Pakistan, Phone # +92 42 9920 5237. Requests for clarification shall be received by the Employer no Later than 04.January.2018.
ITB 6.1	Language of the bid – English
ITB 8.1	The price shall be in Pak Rupees and shall be fixed.
ITB 9.1	Bid Validity Period: 90 days after the date of opening of bid.
ITB 10.1	Number of Copies: Original along with one Copy of the bid. Bids must be accompanied by unit price and total price.
ITB 11.1	Deadline for Bid Submission : 04, January, 2018
ITB 14.1	Time, Date, and Place for Bid Opening : 11:00 A.M., January 04, 2018, Punjab Privatization Board, First Floor National Towers (Opp. Aiwan e Iqbal), 28 Egerton Road, Lahore Pakistan, shall be opened at 11:30 A.M. on same day.

Part-I
Section III. Schedule of Requirements

The delivery schedule expressed as weeks stipulates hereafter a delivery date which is the date of delivery required.

TABLE 1 DELIVERY SCHEDULE

Sr.	Item	Qty	Delivery Period from the date of Notification of Award

Note. The above equipment shall be installed at the location identified by the client complete in all respects with installation, testing & commissioning.

Part-I

Section IV. Technical Specifications

Sr. No.	Description of work	Specification	Quantity
1.	HP ProBook 450 G4 Notebook PC (7th Generation)	<p>OPERATING SYSTEMS</p> <ul style="list-style-type: none"> • Preinstalled Windows 10 Pro 64 <p>PROCESSORS</p> <ul style="list-style-type: none"> • Intel® Core™ i5-7200U, 2.5GHz <p>GRAPHICS</p> <ul style="list-style-type: none"> • Integrated • HP ProBook • Intel® HD Graphics 6201 <p>DISPLAYS (Non-Touch)</p> <ul style="list-style-type: none"> • 39.6 cm (15.6") diagonal FHD1 anti-glare LED-backlit (1920 x 1080) <p>STORAGE AND DRIVES</p> <ul style="list-style-type: none"> • 500 GB (7200) rpm Hard Drive <p>OPTICAL DRIVES</p> <ul style="list-style-type: none"> • DVD+/-RW SuperMulti DL Drive <p>MEMORY</p> <ul style="list-style-type: none"> • 4 GB Total System Memory (4 GB x 1) <p>NETWORKING/COMMUNICATIONS</p> <ul style="list-style-type: none"> • Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) WiFi and Bluetooth® 4.2 Combo (non-vPro) <p>AUDIO/MULTIMEDIA</p> <ul style="list-style-type: none"> • Two stereo speakers • Integrated microphone • Headphone/microphone combo jack <p>WEBCAM</p> <ul style="list-style-type: none"> • 720p HD webcam <p>KEYBOARDS/POINTING DEVICES/BUTTONS & FUNCTION KEYS</p> <ul style="list-style-type: none"> • HP Premium Keyboard • Includes a separate numeric keypad • Separate launch buttons and functions keys • Clickpad with gestures support, two-way scroll <p>POWER SUPPLY</p> <ul style="list-style-type: none"> • 65 W Smart AC adapter <p>BATTERY</p> <ul style="list-style-type: none"> • HP 3-cell, Long Life 48 Whr Li-ion <p>WEIGHTS & DIMENSIONS</p> <ul style="list-style-type: none"> • 2.04 kg (4.49 lbs) • Dimensions (w x d x h) • Non-Touch • 38.20 x 26.30 x 2.44 cm • 15.04 x 10.35 x 0.96 in 	2

2	Pc Desktop i3 5th Generation + PC Desktop Led + Keyboard (HP)+ Mouse (HP)+ Printer (HP LaserJet Pro M402n) (complete set)	PROCESSORS <ul style="list-style-type: none"> • Intel® Core™ i3-5005U Processor STORAGE AND DRIVES <ul style="list-style-type: none"> • 500 GB (7200) rpm Hard Drive OPTICAL DRIVES <ul style="list-style-type: none"> • DVD-ROM MEMORY <ul style="list-style-type: none"> • 4 GB Total System Memory (2 GB x 2) AUDIO/MULTIMEDIA <ul style="list-style-type: none"> • Two stereo speakers MONITOR <ul style="list-style-type: none"> • DELL E1916H • 19 inch KEYBOARD <ul style="list-style-type: none"> • USB • Numeric Pad MOUSE <ul style="list-style-type: none"> • USB • Optical • 2 Button, Scroll and Wheel CABLE <ul style="list-style-type: none"> • Power Cable • VGA Cable PRINTER PRODUCT NUMBER <ul style="list-style-type: none"> • C5F93A PRINT TECHNOLOGY <ul style="list-style-type: none"> • Laser TWO-SIDED PRINTING <ul style="list-style-type: none"> • Manual PRINT SPEED <ul style="list-style-type: none"> • Up to 40/38 pages per minute (ppm), letter/A4 	1
7.	Smart LED TV	SAMSUNG <ul style="list-style-type: none"> • 55" Led (original) • 6 Series 	1
8.	Smart LED TV	SAMSUNG <ul style="list-style-type: none"> • 40" Led (original) • 5 Series 	1

Part-I

Section V. Bidding Forms

1. Bid Submission Form

Date: _____
No: _____

To
[Client Address]

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2. Price Schedules

Sr.	Item/Description	Brand/Model/Origin	Qty	Unit Price (Rs.)	Total Amount (Rs.)
1.					
2.					
3.					
4.					
TOTAL AMOUNT (Rs.)					

Part-II

Section I. Contract Forms

1. Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Part-II

Section II. General Conditions of Contract

- 1. Definitions**
 - 1.1 In this Contract, the following terms shall be interpreted as indicated:
 - (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
 - (c) “The Goods” means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.
 - (e) “GCC” means the General Conditions of Contract contained in this section.
 - (f) “SCC” means the Special Conditions of Contract.
 - (g) “The Purchaser” means the organization purchasing the Goods, as named in SCC.
 - (h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- 2. Application**
 - 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. Inspections and Tests**
 - 3.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.
- 4. Delivery and Documents**
 - 4.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.
- 5. Warranty**
 - 5.1 The Supplier warrants that the quoted Goods are genuine, brand new, non-refurbished, and un-altered in anyway.

5.2 This warranty shall remain valid for twelve (12) months after the delivery of Goods.

6. Payment

6.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

6.2 The Contractor shall provide all necessary supporting documents along with invoice. The Contractor shall submit invoices, receipts or other documentary evidence. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

6.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

6.4 The currency of payment is Pak. Rupees.

7. Prices

7.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

8. Contract Amendments

8.1 Purchaser can request for modification of terms of Contract through written form signed by the parties.

9. Termination for Default

9.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract.

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

10. Governing Language

10.1 The Contract shall be written in the language specified in SCC.

11. Taxes and Duties

11.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Part-II

Section III. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Purchaser is: Punjab Privatization Board

GCC 1.1 (h)—The Supplier is: Detail-----

2. Inspections and Tests (GCC Clause 3)

GCC 3.1—

Inspection and tests prior to delivery of goods and at final acceptance are:-

- i) For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)
- ii) For Physical Fitness having No Damages
- iii) Goods are accordingly to the Specifications

3. Warranty (GCC Clause 5)

GCC 5.2—In accordance with the provisions, the warranty period shall be 2000 hours of operation or 12 months (parts and labor warranty) from date of Handing Over (Final Acceptance) of the Goods whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) Make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2,
- (b) Replacement of the whole unit at site including transportation, installation, testing & commissioning etc in case of major defect at his own cost.

GCC 5.1 & 5.2—the period for correction of defects in the warranty period is 72 hours.

4. Payment (GCC Clause 6)

The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

(i) **Payment against Delivered Goods:**

Upon submission of claim, the supplier shall be paid within thirty (30) days of receipt of the Goods at site after performing the requisite inspection and tests as mentioned in SCC 4.

5. Prices (GCC Clause 7)

GCC 17.1—Prices shall be: Fixed.

6. Resolution of Disputes

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the Pakistan Arbitration Act, 1940.

7. Governing Language (GCC Clause 10)

GCC 10.1—The Governing Language shall be: English.