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TENDER DOCUMENT

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**FOR**  
**“SUPPLY OF IT EQUIPMENT”**

For Trade Development Authority of Pakistan  
(TDAP), Lahore

Trade Development Authority of Pakistan  
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN  
Lahore  
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## 1. **BACKGROUND**

Trade Development Authority of Pakistan (TDAP), invites sealed bids under Rule No. 36(a) of Public Procurement Rules, 2004 from the original manufacturers / authorized distributors / suppliers, registered with Income Tax and Sales Tax Departments for “**Procurement of IT Equipment**” as per details and specification given in “Bill Of Quantity”.

## 2. **SCOPE OF SERVICES**

The successful bidder (s) will be required to provide the desktop computers along with accessories as per specifications and requirements detailed in BOQs at the premises of Trade Development Authority of Pakistan (TDAP), located at **62, Garden Block, Garden Town, Lahore.**

## 3. **INSTRUCTIONS TO THE BIDDER:-**

The bids may be submitted along with the following documents:

- I. The bidder (s) will submit the bids along with tender application form as per **Annex-I**.
- II. The bidder (s) will submit their profile containing name of firm, its status, address, telephone number (s), fax number and other relevant information as per **Annex-II**.
- III. The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- IV. Bidder (s) will furnish the information regarding experience of similar work over last one year with major clients.
- V. An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public shall also be furnished.
- VI. Copy of STN & NTN Certificates shall be enclosed with the bid.
- VII. The list of Clients both from public and private sectors shall be attached.
- VIII. Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering has been made.
- IX. Proof of Authorization/Dealership with OEM.
- X. “**Bill of Quantity**” duly filled and attested may be attached.
- XI. TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders.
- XII. The Bidders are hereby informed that the TDAP shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- XIII. The price quoted should be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for sixty (60) days. Rates should be quoted on the FCS basis (Free delivery at Consignee’s Store).
- XIV. In case of supply of sub-standard / expired items / goods, the performance guarantee along with items supplied will be confiscated.

### **3. Procedure of Competitive Bidding**

Single Stage – two envelope procedure, as per rule no. 36 (b) of Public Procurement Rules, 2004, will be followed as per following:

- I. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- II. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- III. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- IV. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Trade Development Authority;
- V. TDAP shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- VI. During the technical evaluation no amendments in the technical proposal shall be permitted;
- VII. The financial proposals of bids, who qualify technical evaluation, shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- VIII. The financial bid found to be the lowest evaluated bid shall be accepted.

### **4. Submission and opening of Bids**

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on February 25, 2019 at 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

### **5. Bid Security**

All the Bidders are required to submit 2% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker’s Cheque in favor of Accounts Officer TDAP, Lahore with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

### **7. Evaluation Procedure**

The bids will be evaluated on the basis of criteria, quantity and specifications mentioned in BOQs against each items as per technical evaluation criteria stipulated herein the bidding document. The unit price may be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable.

### **8. Delivery of items:**

The successful bidder will be liable to supply the requisite items within one (01) week from the issuance of date of purchase order.

**9. Performance Guarantee**

The Successful bidders will be required to furnish a performance guarantee of 02% of contract amount. The performance guarantee will be confiscated if the successful bidder (s) fails to provide the goods/ items as per BOQs and timelines.

**10. Payment Schedule**

The successful bidder (s) will be required to supply the items for which the work order has been issued as per rates and specification of quotes. After acceptance of the goods/items by the Authority and issuance of Work Completion Certificate/ Delivery Challan, the supplier can process his case for payments. The supplier would submit his bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work/ supply of items as assigned and the case regarding partial payment will not be accepted.

## TECHNICAL EVALUATION CRITERIA

S.no	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
<b>1</b>	<b><u>Profile</u></b>		<b><u>30</u></b>
1.1	<u>Company Status:</u>		<u>15</u>
	Retailer of OEM	5	
	Dealer of OEM	10	
	Distributor of OEM	15	
1.2	<u>Similar type of Equipment Sold to Public Sector in year 2017</u>		<u>15</u>
	≥ 1 ≤ 100	05	
	≥ 101 ≤ 200	10	
	≥ 200	15	
<b>2.</b>	<b><u>Relevant Experience of Technical Team</u></b>		<b><u>15</u></b>
	≥ 2 ≤ 4-year experience	05	
	≥ 5 ≤ 8-year experience	10	
	≥ 10 years' experience.	15	
<b>3.</b>	<b><u>Financial Strength of the Firm</u></b>		<b><u>10</u></b>
	Bank statements showing cash flow between Rs. 1 Million and less than Rs. 10 million in the year 2017	5	
	Bank statements showing cash flow of more than Rs. 10 million in the year 2017	10	
<b>4.</b>	<b><u>Technical Specification of Machine quoted</u></b>		<b><u>30</u></b>
	Close to required Specification	10	
	As per specification	30	
<b>5.</b>	<b><u>Government / Public Sector Clients</u></b>		<b><u>15</u></b>
	≥ 1 ≤ 25	05	
	≥ 26 ≤ 50	10	
	≥ 51 ≤ 100	15	
		Total	<b>100</b>

(Passing marks / score = 50%)

(To be separately sealed along with Bid Security)

**FINANCIAL BID**

**Name of the firm:**

All prices must be inclusive of all applicable taxes (i.e. GST, Income Tax etc.)

<b>S. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
1.	Desktop PC Lenovo, HP, Dell or any International brand having offices in America, Canada, Europe & Middle East Core i3-7 <sup>th</sup> Generation, 4 GB, 500 GB, LED 18.5" keyboard / Mouse, Windows 10 Pro (Verifiable by Microsoft) One Year Local Warranty	03		
2.	USB Supported External Hard Disk 1 TB Military Grade	01		
3.	Printer Laser Monochrome A3 Size printing support	01		
4.	UPS 2KVA APC Smart UPS RT 2000 VA OR Equivalent	01		

Assistant Director (TEXPO)  
**Trade Development Authority of Pakistan**

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**TENDER APPLICATION FORM**

No.....

Dated.....

**Assistant Director (TEXPO)**  
Trade Development Authority of Pakistan  
Government of Pakistan

**Subject: - Tender for Supply of IT Equipment**

1. Name of Applicant / Firm.....

2. Address.....

3. Phone No.....Mobile No.....Fax No.....

4. Past Experience.....

5. Income Tax Certificate..... (Copy attached)

6. GST Certificate..... (Copy attached)

7. Certificate of Authorized Vender / Sole Distributor.....

8. Bid Amount.....

9. Earnest Money @ 2% of the Bid Amount.....

Paid By Pay Order No.....Dated.....Bank.....

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**Signature of Applicant & Stamp**

**TECHNICAL EVALUATION SHEET**

1. Company Name: \_\_\_\_\_
2. Company Profile Establishment
  - I. Date of Incorporation: \_\_\_\_\_
  - II. Location of Head Office: \_\_\_\_\_
  - III. Details of Branch Offices across Pakistan: \_\_\_\_\_
  - IV. Human Resource strength / Work Experience of Technical Staff: \_\_\_\_\_  
(Provide Organogram & Resumes separately)
3. Supply of IT equipment Projects Detail
  - a. Number of projects so far completed with Public/ Private Organization:
    - Name
    - Year of completion (Most recent first): (with Contact Details)
  - b. Number of ongoing projects in hand with Public/ Private Organizations:
    - Name
    - Year of acquirement (Most recent first): (with Contact Details)
4. Industry Related Certification (Please Specify)
5. Proof of Distributor / Dealership with OEM
6. Annual turnover from Laptop / Desktop sale