



TENDER DOCUMENT

FOR
“SUPPLY & INSTALLATION OF BIOMETRIC
MACHINES IN TDAP OFFICES ACROSS PAKISTAN”

For Trade Development Authority of Pakistan (TDAP),
Karachi

July 2020
Trade Development Authority of Pakistan
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Block-A, 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-99206461

TENDER NOTICE

“SUPPLY & INSTALLATION OF BIOMETRIC MACHINES IN TDAP OFFICES ACROSS PAKISTAN”

Trade Development Authority of Pakistan (TDAP), invites sealed bids from the original manufacturers / authorized distributors / suppliers/ contractors etc, registered with Income Tax and Sales Tax Departments for **“SUPPLY & INSTALLATION OF BIOMETRIC MACHINES IN TDAP OFFICES ACROSS PAKISTAN”**

2. Bidding documents, containing detailed terms and conditions along with the list of items required are available for the interested bidders at the address given below upon the payment of Rs.1500/- (Non-Refundable) through pay order in favor of Accounts Officer TDAP. Bidding document may also be downloaded from www.tdap.gov.pk.

3. Bid Security equivalent to 2% of total bid value in the form of Pay Order/ Demand Draft/ Banker’s Cheque in favor of Accounts Officer TDAP, Karachi shall be submitted with the sealed proposal. Bids without the Bid Security will be rejected.

4. The sealed bids, prepared in accordance with the instructions in the bidding documents, and complete in all respects must reach at the address given below on or before July 29, 2020 on 11.00 am. Technical Bids will be opened the same day at 11.30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

Asadullah Qureshi

Assistant Manager

Management Services Division

Trade Development Authority of Pakistan

5th Floor, Block – A, Finance & Trade Centre, Shahr-e-Faisal, Karachi

Tel: 021-111-444-111 Fax: 021-99206497

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 **“SUPPLY & INSTALLATION OF BIOMETRIC MACHINES IN TDAP OFFICES ACROSS PAKISTAN”** as per details and specification given in “Bill Of Quantity”.

2. SCOPE OF SERVICES

The successful bidder (s) will be required to provide and install the machines as per specified place and time provided by Trade Development Authority of Pakistan (TDAP).

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-B**.
- 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-C**.
- III. The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- IV. Bidders 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 may also be furnished.
- VI. Copy of STN & NTN Certificates may be enclosed with the bid.
- VII. The list of Clients both from public and private sectors may be attached.
- VIII. Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
- IX. Proof of Authorization/Dealership with OEM
- X. **“Bill of Quantity”** duly filled on company’s letterhead 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 Technical Bids

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on July 29, 2020 on 11.00 am. The technical 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 and in favor of Accounts Officer TDAP, Karachi 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 05% 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
1	<u>Profile</u>		<u>30</u>
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 2019</u>		<u>15</u>
	≥ 1 ≤ 100	05	
	≥ 101 ≤ 200	10	
	≥ 200	15	
2	<u>Relevant Experience of Technical Team</u>		<u>10</u>
	≥ 1 ≤ 10-year experience	05	
	≥ 10 years' experience.	10	
3	<u>Financial Strength of the Firm</u>		<u>10</u>
	Bank statements showing cash flow between Rs. 1 Million and less than Rs. 50 million in the year 2018	5	
	Bank statements showing cash flow of more than Rs. 50 million in the year 2018	10	
	<u>Technical Specification of Equipment</u>		<u>30</u>
	As per specification	20	
	Close to Specification	10	
4.	<u>Government / Public Sector Clients</u>		<u>10</u>
	≥ 1 ≤ 25	05	
	≥ 26 ≤ 50	10	
Total			90

(Passing marks / score =55)

(To be separately sealed along with Bid Security)

FINANCIAL BID

Name of the firm:

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

S. No.	Description	Qty.	Rate	Amount
1.	Biometric Attendance Machine (As per specification at Anex-A)	18		
2.	Web Base Time Attendance Software Professional Version with DASHBOARD (50 reports+) & Integration with existing Payroll system (As per specification at Anex-A)	01 Set		
3.	On-site Installation, Training & Biometric Data recording at all the TDAP offices as specified at Annex-D	16 Cities		
Total Bid Value				

Please note:

Bidders are requested to prepare financial bid on company's letterhead duly stamped and signed.

Assistant Manager (MSD)

Trade Development Authority of Pakistan

5th Floor, Block – A, Finance & Trade Centre, Shahrāh-e-Faisal, Karachi

Tel: 021-99207216 Fax: 021-99206461

A) Specification of Biometric Machine (Or Equivalent)

- Time Attendance & Access Control Machine with **Face ID (Mandatory)**, Finger Print, Pin code & RFID reader
- Built-in back up Battery
- Built in ADMS
- 300 or above Face ID records
- 3000 fingerprint Capacity
- 10,000 RFID Card Capacity
- 100,000 Transactions
- Display 2.4" and above TFT Screen
- Communication TCP/IP, USB Host, RS232/RS485
- Voice prompt (ENGLISH)
- Operation temperature: 0 to 50 centigrade
- Operation Humidity 20% to 80%
- Web Server
- Door / Access Control Feature

B) Specification of Web Base Time Attendance Software Professional Version with DASHBOARD (50 reports+) OR EQUIVALENT (But not limited to and can be added / deleted as per TDAP requirement)

- Front End: ASP.Net,
- Back End: SQL Server 2008, 2012, 2014
- Unlimited Shifts
- Unlimited Roasters
- Unlimited Departments

Employee Self Service

- Individual Employee View Dashboard
- Online Leave Request Send to Manager
- Manual Attendance Request Send To Manager
- Profile Update by Employee
- Employee Leave History
- Employee Right to Change Password/Picture

Dashboard

- Manager Receive Attendance/Leave Request & Email
- Manual Attendance with Remarks
- Attendance Chart on Dashboard
- Manager Dashboard
- Notification

Leave Management

- Leave Carry forward
- Leave Year Closing
- Leave Adjustment
- Leave Deduction Policy

Shift/Roasters/Holidays

- Setup Multiple Shift
- Alternative Holidays option For Employees
- Public Holidays
- Employee Roasters (Alternative Shifts For Employees)
- Over Night Shift

System & Data:

- Department User Rights
- Auto Database Backup
- Auto Posting
- System History
- Employee History
- Posting and Pooling
- System Policy

Device management:

- Device Registration Setup
- Download Device Data
- Upload Device Data
- Download Attendance Log
- Device Service Management
- Device Service Status

Reports:

General Reports:

- Employee Roaster
- Attendance Sheet
- General Absent
- General Late Arrival
- General Early Going

Daily Reports:

- Daily Late Arrival Report
- Daily Early Going Report

- Daily Employees Strength Report
- Daily Not Swipe Report
- Attendances Report for All Employee
- Daily Worked Hour

Monthly Reports:

- Monthly Attendance Report Worked Hour
- Monthly Attendance In Out Report with Shift
- Monthly Worked Hour Report with Shift
- Monthly Overtime Report with Shift
- Monthly Late Matrix Report with Shift
- Monthly Attendance Report
- Monthly Multiple In Out Worked
- Monthly Multiple In Out OT
- Monthly Employees Attendance
- Monthly Attendance In Out
- Monthly Late Early
- Monthly Overtime
- Monthly Late Matrix
- Monthly Worked Hour
- Monthly Manual Attendance
- Monthly Department Worked Hours
- Monthly Attendance Summary
- Monthly Attendance for All Employee
- Attendance Register
- Attendance Summary
- Attendance Transaction

Leave Reports:

- Employee Leave Report
- Employee Leave Chart Report
- Employee Leave Status Report
- Employee Ledger Report
- Employee Leave Balance
- Employee Leave Deduction Report

Management Reports:

- Employee Absent Graph Reports
- Employee No Of Late Graph Report
- Employee Overtime Report
- Employee Present Graph Report
- Employee Worked Hours Graph Report
- Department Wise Absent Graph Reports

- Department Wise No Of Late Graph Report
- Department Wise Overtime Report
- Department Wise Present Graph Report
- Department Wise Worked Hours Graph Report

Setup Reports:

- Employees Report
- User Right Report
- Department
- Designation
- Grade
- City
- Countries
- Branch
- Shift Detail
- Gazette Holiday
- Employee Profile

Please note: Software licensing fees (if required) to be borne by Bidder.

C) Online Connectivity of all the machines over Internet

It is required that all the machines are connected online and are accessible through Internet. Centralized attendance monitoring system is required.

TENDER APPLICATION FORM

No.....

Dated.....

The Assistant Manager (MS)

Trade Development Authority of Pakistan
Government of Pakistan
F.T.C. Building,
Karachi.

Subject: - Tender for Supply & Installation of Biometric Attendance Machines

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.....

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

10. Cost of Tender Application Form (Non Refundable) Rs.1500/- Paid By

Pay Order No.....Dated.....Bank.....

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 & installation of similar type of project
 - 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 Biometric equipment / installation sale

TDAP Offices:

S.No.	Location	No. of Machines Required
1.	Karachi HQ	02
2.	Expo Center, Karachi	01
3.	Lahore	01
4.	Islamabad	01
5.	Faisalabad	01
6.	Multan	01
7.	Peshawar	01
8.	Gujranwala	01
9.	Sialkot	01
10.	Gilgit	01
11.	Mirpur (AK)	01
12.	Quetta	01
13.	Gawadar	01
14.	Hyderabad	01
15.	Sukkur	01
16.	Abbottabad	01
17.	Sawat	01
Total Machines Required		18

Detail office addresses are available on TDAP website www.tdap.gov.pk