

**SCIENCE AND TECHNOLOGY & INFORMATION
TECHNOLOGY DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**



Project Name: Merged Area Digital Connect

Request for Proposals

For

**Supply of IT Equipments, Furniture and Fixtures on
Turn Key Basis to District Orakzai & Bajaur**

Tender Opening	17-10-2022 03:00 PM
Venue	ST & IT Department, 2nd Floor, SDU Building, Khyber road Peshawar.

- a) Cost of tender form Rs: 10000/- (Cash)
- b) Date of Opening tender: 17-10-2022
- c) Tender due time: 02:30 PM
- d) Time of Opening tender: 03:00 PM
- e) Name of Supplier: _____

DESCRIPTION OF WORK

Science & Technology and Information Technology Department, Government of Khyber Pakhtunkhwa invites Technical and Financial Proposals from registered vendors/firms having legal presence in Pakistan for supply of IT Equipments, Furniture and Fixtures on Turn Key Basis.

Deliverables

The responding organization should clearly mention and list all the deliverables to be completed under the proposed project. All deliverables must comply with industry standards.

Applicability of Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014.

This Tender Process will be governed by the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the completion of the scheme.

MINIMUM ELIGIBILITY CRITERIA

The Bidder(s) (Only Supplier) should meet the following Eligibility Criteria to participate in the Bid Process and must enclose documentary proof for fulfilling the Eligibility in the Technical Proposal:

S. No	Mandatory Criteria	Documentary Evidence	Check List	
			Yes	No
1	Bidder Registration under the Laws of Pakistan	Certificate of Registrar of Firms		
2	Registration with Income & Sale Tax Department & KPRA (Income tax exemption certificate by FBR must be attached in case exemption of Income tax)	Certificate of Registration and in Active Tax-payer List.		
3	Bidder should be Authorized Distributor/Dealer/Sub Authorized Dealer of the of the quoted item(s)/brands	Certificate of Incorporation/ Registration of Sub Authorized Distributor/Dealer should be submitted		
4	The Bidder should have Total working capital/ Network of PK RS. 100 million in the previous audited year 2021-22.	Annual Report including Balance Sheet , income statement and profit & Loss accounts along with auditors notes for the last Year audited year should be submitted		
5	The Bidder should have Total annual sales/supply of IT/Electronics equipment PK RS. 100 million in the previous Five audited years.	Supply Order of IT/Electronics equipment		
6	The Bidder should have paid Total Income/Sale Tax and other Taxes of PK Rs. 10 million in Pakistan in the last audited years	Annual Report including Balance Sheet, income statement and profit & Loss accounts along with auditor's notes for the last three years audited years should be submitted.		
7	Can provide the item within the time specified in the term & Condition.	Supply Schedule/ Mention days on firm letter head		
8	Specification Compliance with Bidding Documents	Must Mention Brand Name of the quoted Items on Firm Letter head		

1. Bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the state / Federal Government in Pakistan. (Undertaking on stamp paper should be attached Annex-C)
2. The Competent authority reserves the right to cancel / disqualify any or all tenders according to KPPRA Rules 2014 at any stage with provided reason.
3. Incomplete Technical proposal without fulfilling the legal mandatory required documentation will be disqualified straightaway and will not be included for further process.

EVALUATION CRITERIA

There will be a two-stage technical evaluation followed by a financial evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of following parameters:

1. RO or Lead bidder should be a Company/firm (Only Supplier) having legal presence in Pakistan.
2. RO must have successfully implemented the proposed application. (Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization.)
3. RO should have valid NTN and STRN and KPRA Number.

Note: Failing to qualify on any of the above criteria will not be considered for further evaluation.

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. These firms will be asked to give presentations on their solution. Ratings for the technical evaluation will be as follows:

	Marks
Technical Evaluation	70%
Financial Evaluation	30%

Financial bids of firms who score at least 70 % on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening. While financial proposal of disqualify firms will return unopened. 30 % weight age will be given to financial proposals of responding organizations. The formula for financial scoring is that the lowest bidder gets 30 points and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

Example:

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 30

Financial scoring of the second lowest bidder will be = $(A/B) \times 30$

Financial scoring of the third lowest bidder will be = $(A/C) \times 30$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring = $A \times 0.7$

Points obtained in the detailed technical evaluation will be carried forward & prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (**Technical Score + Financial Score**). **The decision of this Committee will be binding on all concerned and will in no case be challengeable in any forum.**

TECHNICAL EVALUATION CRITERIA

S.No	Criteria	Marks
1	EXPERIENCE	
	a. Year of Experience (1 Mark for each year up to Max 10 years)	10
	b. No of projects of Same Nature(IT Equipments/Fixtures) in Government Sector (5 Marks for each project max 5 projects) (Each Project Value Min 10.00 m)	25
2	FINANCIAL CAPABILITIES	
	a. Available Bank Credit Line / Bank Balance Statement (Closing Bank Balance on 30th June 2022(up to 16.00m=3 Marks,32.00m=6 Marks, 48.00m=9 Marks, 64.00m=12 marks, 80.00m=15 Marks)	15
	b. Income tax paid last financial year 2021-22(up to 1.20 m=2 Marks, 2.40 m = 4 Marks ,3.60 m=6 Marks, 4.80 m= 8 Marks,6.00 m=10 Marks)	10
	c. Audit Reports Last Financial Year 2021-22 Working Capital Only Supplies (up to 20.00 m=2 Marks, 40.00 m = 4 Marks ,60.00=6 Marks, 80.00= 8 Marks,100.00=10 Marks)	10
3.	PERSONAL/HUMAN RESOURCE	
	a. Registered Engineers (2) (Two mark for each) and Technical trained staff(4) (one mark for each)	8
4.	OFFICE/WORKSHOP FACILITY	
	a. Availability of office/workshop and service Centers in Khyber Pakhtunkhwa to be verified with Ownership / Rent Agreement	6
5.	CERTIFICATES	
	a. Pakistan Engineering Council(PEC)	8
	b. ISO Certificate 9001:2015	8
	TOTAL MARKS	100
	PASSING MARKS	70

Project Director (MADC)
Merged Area Digital Connect

GENERAL TERMS & CONDITIONS

1. The tender is called hereby for supply of IT Equipments, Furniture and Fixtures mentioned in Annex-B at according to specification and conditions as prescribed in this contract: -
2. IT Equipments, Furniture and Fixtures to be provided according to the specification as per attachedlist (Annex-B), provided by ST & IT Department.
 - a) Rates should be properly offered with specification clearly marked.
 - b) Rate should be quoted in words and figures.
 - c) Tender will be opened in the presence of supplier or their authorized representatives at ST & IT Department, 2nd Floor SDU Building, Khyber Road, Peshawar
 - d) The prices quoted shall remain valid for the year 2022-23.
 - e) ST & IT Department reserves the right to increase or decrease the quantities subject to provision of per unit cost.
 - f) Any component of doubtful origin shall render the entire consignment liable for rejection.
 - g) In case of any dispute the matter shall be referred to the Secretary Science & Technology and Information Technology Department within one week of its arising and the decision of Secretary Science& Technology and Information Technology Department shall befinal and binding on all parties.
 - h) The earnest money @ **2%** of the Tender/Offer in the shape of Call Deposit Receipt (CDR) from any scheduled bank in the name of Project Director (MADC) Merged Area Digital Connect, ST & IT Department, and Government of Khyber Pakhtunkhwa shall be accompanied with the financial proposal. The earnest money of successful bidder shall not be refunded and will automatically be converted in the security deposit. No Tender/Offer will be entertained without earnest money.
3. **Terms of Payment**
 - a) Payment will be made through crossed Cheque.
 - b) Payment will be made upon supply of mentioned IT Equipments, Furniture and fixtures

4. Delivery Period

The IT Equipments, Furniture and Fixtures shall be provided within 60 days from the date of issuance of confirm order/letter or acceptance.

The Inspection/Technical Committee will ensure that the quantity and specification of the IT Equipments Furniture and Fixtures is the same as contained in the Purchase order.

5. Payment

Bidder will be entitled to payment by ST & IT Department against bill duly supported by the following documents: -

- a) Bill in duplicate.
- b) Goods Receipt Certificate of the consignee.
- c) Certificate to the effect that the billed amount has not been claimed or received earlier.
- d) Inspection Certificate issued by the Committee.
- e) Delivery Challan.
- f) Payment will be made through crossed Cheque in favor of bidder firm after deduction of all Government Taxes. In case your firm is exempt for deduction at source an exemption certificate shall be provided.

6. Sales Tax and Other Government Duties

All taxes, duties, octroi charges, sales tax and other Government charges are the responsibility of the supplier.

7. Failure and Termination

If the supplier fails to provide the mentioned IT Equipments, Furniture and Fixtures thereof within the specified delivery period, the purchase committee, ST & IT Department shall be entitled at his option either: -

- a) To recover from you liquidated damages levied at the rate of 2% per month.
- b) To purchase from elsewhere without notice to you at your risk and cost, the stores not delivered, without canceling the contract in respect of the consignment not yet due for delivery;
- c) If during the course of execution of the contract your firm is black-listed by ST & IT Department the Purchaser may proceed with all or any of the actions detailed below: -

- a) To allow the contract to run its course till completed in accordance with the terms and conditions of contract:
- b) To stop further suppliers with or without financial repercussions:
- c) To cancel the contract with or without reservation of rights.

8. Force Major

While terminating the contract for breach of contract or imposing liquidated damage, the purchaser shall give due consideration to the circumstances leading to the breach of contract or delay on which you had no hold, examples of which are: -

- a) Act of enemy or God:
- b) Lockout, strikes:
- c) Restrictions imposed by the Government in the matter of import/export;
- d) Injunction granted by a lawful court restraining you from executing the contract unless such injunction was due to any alleged irregularity committed by you.

9. Responsibility for Executing the Contract

The supplier shall be entirely responsible for the successful execution of the contract in all respects and in accordance with the terms and conditions as specified in the contract including the schedule.

12. Demurrage

Should any demurrage charge be incurred due to any of the reasons mentioned below the same shall be deducted from your bills or recovered from you as a separate item (the decision of the purchaser, regarding fixation of responsibility in this connection shall be binding on you); -

- a) Owing to delay in forwarding/delivery of relevant documents etc.
- b) Defective marking or packing of the items ordered;
- c) Due to reason not specified above but for which you are responsible.

13. Inspection and Rejection

- a) The Inspection/Purchase Committee may reject a part or the whole of the consignment tendered for inspection, if after inspection such portion thereof as Committee may decide in his discretion, Committee is satisfied that the consignment is below the requirements of the particulars governing the supply given in the Purchase Order;
- b) The decision of the Inspection/Purchase Committee shall be binding on you;
- c) If the items are rejected as aforesaid then without prejudice to the

right of the Purchaser, you may submit items in replacement of those rejected but resubmission will not mean extension of delivery period;

- d) On final rejection the Purchaser shall have, the following rights: -
- i. To purchase the rejected goods at your cost and expense;
 - ii. To terminate the contract and recover from you the loss, the purchaser thereby incurs.

14. Packing of Items

Each package delivered under the contract shall be packed in a proper box by and at your expense clearly showing the serial numbers of the consignment there at. In case these instructions are not followed, the loss, if any, due to defective or incorrect packing/marking shall be to your account.

15. Laws Governing the Contract

The contract shall be governed by the Laws of Pakistan as amended from time to time.

**Project Director (MADC)
Merged Area Digital Connect**

NOTICE OF INTENT TO SUBMIT PROPOSAL

DATE: _____

RE: RFP NO. Do IT -22/1

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE PERSON WHO WILL BE THE COMPANY'S PRINCIPAL CONTACT FOR MATTERS REGARDING THE ABOVE RFP.
Company Name and Address
Signature of company representative
Printed name of company representative
Title
Date
Tel. No.
Fax No.
Email Address

Please return this notice by post or fax to:

Project Director (MADC)
Merged Area Digital Connect
Phone: 091-9212400
2nd Floor, SDU Building, Khyber Road, Peshawar

COST WORKSHEET

Financial Proposals should be substantially in the form of the Cost Worksheet provided below.

Bidders must itemize the cost associated with providing the required deliverables and services in a tabular format similar to the following:

LIST OF IT EQUIPMENTS

Sr#	Name of Items	Qty	Unit Cost including all Taxes	Total Cost including all taxes
1.	Smart PCs for Trainings(Branded PC core i3 10th gen, RAM 08gb, 256 GB SSD, LED 18.5") or Higher	100		
2.	Smart Screen (Interactive Touch Screen and Whiteboard) 86" for Training	2		
3.	Online UPS (10 KVA) Network frequency: 50/60 Hz +/- 5 Hz auto-sensing number of input connectors: 1 hard wire 3-wire (1P + N + E) 1 hard wire 5-wire (3P + N + E) input voltage limits: 160...280 V input harmonic distortion: Less than 7 % for full load	2		
4.	Servers RAM 8GB/ HDD 1 TB 7.2K SATA 3.5*1/DVDRW/365W Cabled Power Supply/3.5-4, LED 24"	2		
5.	Networking (50 Computers per Center) including electrification mean 100 nodes	200		
6.	Video Conferencing Equipment	2		
7.	Switches (upto 48 port) 8 x 10/100/1000BASE-T ports 4 x Gigabit GbE/SFP combo ports Advanced L2 switching and security features 2+ Static Routing	4		
8.	Wireless Access Points High-efficiency 2x2 WiFi 6 (802.11ax) 5 GHz band (2x2 MU-MIMO and OFDMA) with 1.2 Gbps throughput rate 2.4 GHz band (2x2 MIMO) with 300 Mbps throughput rate Powered by PoE (PoE injector sold separately) Fits UAP nanoHD covers and the recessed mounting bracket	4		
9.	Biometric Attendance System Supports up to 3,000 face templates, 4,000 fingerprint templates and 10,000 cards.	2		
10.	Surveillance System (CCTV) 4 MP Cameras=16 NOs, 16 Channel NVR, Cat 6 Cable, RJ 45 connector, 4TB HDD, 42" LED with all accessories and Installation	6		
11.	LED (Full HD LED, 65", 1,920 x 1,080 Resolution, HDMI and USD Support)	2		

LIST OF FURNITURE (Digital Connect)

Sr#	Name of Items	Qty	Unit Cost including all Taxes	Total Cost including all taxes
1.	Work Stations for Co-working Spaces (Best Quality)	100		
2.	Work Stations for ICT Community Center (Best Quality)	6		
3.	Chairs for Co-working Spaces (Best Quality)	100		
4.	Training Hall Table (1 per two individuals) (Best Quality)	50		
5.	Training Hall Chair (Best Quality)	100		
6.	Conference Table (Best Quality)	2		
7.	Conference room chairs (Best Quality)	20		
8.	Office Tables (Best Quality)	4		
9.	Office Chairs (Best Quality)	4		
10.	Sofa Seats for ICT Community Center (Best Quality)	20		
11.	Office Visitors Chairs (Best Quality)	20		
12.	File Racks (Best Quality)	4		
	Sub-Total B			

LIST OF FURNITURE (PMU Digital Connect)

Sr#	Name of Items	Qty	Unit Cost including all Taxes	Total Cost including all taxes
1.	Office Tables (Best Quality)	5		
2.	Office Chairs (Best Quality)	5		
3.	Office Visitors Chairs (Best Quality)	5		
4.	File Racks (Best Quality)	3		
	Sub-Total C			

LIST OF FIXTURES (Digital Connect)

Sr#	Name of Items	Qty	Unit Cost including all Taxes	Total Cost including all taxes
1.	Air Conditioning (1.5 tons) Inverter, 1800 BTU, T3 Compressor, Heat and Cool air flow or Higher	10		
2.	Water Dispenser 3 Taps, Glass door, hot and cold water, cabinet with fridge, Thermostat Refrigerator or Higher	2		
3.	Generator 50 KVA 40KW with stamfor alternator module deepsea 50 Hz frequency 1500 RPM	1		
4.	First Aid Box (Scissor, Forcep, Cotton, Bandage, Pyodine, Spirit, Burnol, Panadol tablets, Saniplast, Clinical Thermometer, Disposable Gloves, Mask)	2		
5.	Dustbins Plastic (Size10"x9.5") or higher	20		
6.	Door/Instruction Tags	6		
7.	Fire Extinguishers 4 kg imported or higher	10		
	Sub Total D			

LIST OF FIXTURES (PMU)

Sr#	Name of Items	Qty	Unit Cost including all Taxes	Total Cost including all taxes
1.	Air Conditioning (2 tons) Inverter, 2100 BTU, Heat and Cool air flow or Higher	1		
2.	Water Dispenser 3 Taps, Glass door, hot and cold water, cabinet with fridge, Thermostat Refrigerator or Higher	1		
	Sub Total E			
	GRAND TOTAL(A+B+C+D+E) in Figure			
	GRAND TOTAL IN WORDS			

**Project Director (MADC)
Merged Area Digital Connect**

AFFIDAVIT FORM (Annex-C)

We, [**Name and Address of the Supplier**], do hereby declare on solemn affirmation that:

1. We have not ever been black listed from any Government Department / Agency since last 10 Years.
2. We have not been involved in litigation with any private or public sector during the last 10 years.
3. We acknowledge that we have read, understood and accepted the Tender Document.
4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Contractor(s).
5. We understand that the Purchaser shall have the right, at his exclusive discretion, to accept / reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Contractor of the grounds for the Purchaser's action, and without thereby incurring any liability to the Contractor and the decision of the Purchaser shall be final.

Date this _____ day of 2022.

CONTRACTOR

Signature _____

Stamp _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES

Witness 1

Witness 2

Signature _____

Signature _____

CNIC # _____

CNIC # _____

Name _____

Name _____

Designation _____

Designation _____

Address _____

Address _____

Annex - D

PROPOSAL SIGNATURE PAGE

RFP NUMBER:
ISSUE DATE:
PROPOSALS SOLICITED FOR: Supply of IT Equipments, Furniture and Fixtures
PROPOSAL DUE DATE & TIME: 17-10-2022 02:30 PM AM (Pakistan Standard Time) Tender Opening Date & Time : 17-10-2022 03:00 PM

PROPOSALS MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE BIDS WILL NOT BE ACCEPTED.

SUBMIT PROPOSALS TO:

**Project Director (MADC), Merged Area
Digital Connect ST & IT Department
2nd Floor SDU Building, Khyber Road, Peshawar**

IF FURTHER INFORMATION IS REQUIRED. PLEASE CONTACT

Phone: +92 0(91) 9212400-02

BIDDERS MUST SIGN WHERE INDICATED BELOW AND SUBMIT THIS SHEET AS THE COVER PAGE IN ORDER TO VALIDATE THEIR BID.

As a supplier of goods and services to the ST&IT department I/we certify that I/we fully read and understood the terms and conditions of this RFP and found no complication. We agree to provide the services according to the demand.

Company Name and Address

Signature of company representative

Printed name of company representative

Title

Date

**Tel. No.
Email address**

Fax No.