

POWER INFORMATION TECHNOLOGY COMPANY



TENDER DOCUMENT

FOR

PROCUREMENT

OF

Laptop Computers Core i7 and Media items

TENDER NO. **PITC/G-224(56)/03-2021**

CONTACTS:

Director General (ISDS)
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Stamp & Signature of bidders

In order to meet with the requirement, PITC invites sealed bids under **Single Stage - One Envelop Bidding procedure** from potential dealing firms / companies registered with Income Tax & Sales Tax Departments, for supply of Laptop Computer Core i7 and media items.

- **Pre-Bid Conference** **31.03.2021 at 11:00 A.M**
- **Closing Date & Time** for submission of Bids (Technical & Financial): **12-04-2021 at 11:00 A.M**
- **Technical and Financial Bids** shall be opened in the presence of bidder or authorized representatives: **12-04-2021 at 11:30 A.M**
- Bids submitted shall remain valid for 90-days after opening date.
- Venue: PITC, Conference Hall Lower Ground, Building No.03 Aiwan-e-Iqbal Lahore.

Name of Bidder _____

Price of bidding documents: Rs. 2,000/- (non-refundable). DR No. _____ Dated _____

LOT	Item Required	Items Description	Qty	On FCS Basis	
				Unit Rate (with all taxes) (PKR)	Total (with all taxes) (PKR)
A	Core i7 Branded Laptop, 15.6" (10th Generation)	Brands: HP/IBM Lenovo/Dell or Equivalent internationally recognized brands Intel® Core™ i7-1065G7 processor (1.8 GHz base frequency, up to 3.9 GHz with Intel® Turbo) or higher Memory: Min 16 GB DDR4-2666 or higher Storage: 512GB M.2 PCIe NVMe Solid State Drive 1 TB SATA 7200 RPM or Higher 15.6" High Definition wide LED Anti-Glare Display Battery as per Manufacturer Standard Integrated 10/100/1000 BASE Ethernet at least, Integrated Sound, Blue tooth, Wi Fi dual band, Webcam, Multi Media Card Reader Touch pad for easy and prompt use Key Board backlit with numeric pad Pre-installed genuine Windows 10 Professional edition (64-Bit) Integrated Li-ion 45 Wh battery, supports rapid charge (up to 80% in 1 Hr) Battery timing up to 6 Hrs. Original manufacturer carrying case Manufacturer Power Adopter AC 220/240 Volt, Documentation CD's, 01 (One) Year Parts/Labour OEM warranty for all components on site.	20		

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B	Core i7 Branded Laptop, 15.6" (10th Generation)	<p>Brands: HP/IBM Lenovo/Dell or Equivalent internationally recognized brands</p> <p>Processor Generation: 10th Generation</p> <p>Processor Family: Intel Core i7-10510U or higher</p> <p>Processor Speed: 1.8 GHz up to 4.9 GHz</p> <p>Processor Cache: 8MB</p> <p>RAM Capacity: 8GB DDR4 or higher</p> <p>Storage Capacity: 1TB + 256GB SSD M.2 or higher</p> <p>Graphic Manufacturer: NVIDIA</p> <p>Graphic Memory: 2GB DDR5</p> <p>Display Size: 15.6" FHD with Touch Screen</p> <p>Display Technology: Anti-glare LED backlight</p> <p>Display Resolution: 1920 X 1080 or Higher</p> <p>Keyboard: Full-size island-style keyboard with integrated numeric keypad</p> <p>Ports: 2x USB 3.1 Gen 1 1x USB 3.1 Type-C Gen 1 1x HDMI 1x ethernet (RJ-45) 1x combo audio/mic jack</p> <p>Optical Drive: SuperMulti DVD burner</p> <p>Battery as per Manufacturer Standard Integrated</p> <p>10/100/1000 BASE Ethernet at least, Integrated Sound, Blue tooth, Wi Fi dual band, Webcam, Multi Media Card Reader Touch pad for easy and prompt use</p> <p>Key Board backlit with numeric pad</p> <p>Pre-installed genuine Windows 10 Professional edition (64-Bit)</p> <p>Integrated Li-ion 45 Wh battery, supports rapid charge (up to 80% in 1 Hr) Battery timing up to 6 Hrs.</p> <p>Original manufacturer case Manufacturer Power Adopter AC 220/240 Volt, Documentation CD's, 01 (One) Year Parts/Labour OEM warranty for all components on site.</p>	30		
C	Media Items	Toner for Samsung M-3320ND	16		
		Toner for Samsung M-3870ND	08		
		Toner for LaserJet M227 sdn	10		
		Ribbon Printronix (P-7215)	22		
		Tonner for HP-1102	02		
		Toner for Samsung M-3870D	02		

(In Words: _____)

Bid Security

Note:- Bid security equal to 2% of the quoted price (Registered & Pre-qualified firms) 5% of the quoted price (Non-registered & non-pre-qualified firms) by a bidder valid for 90-days after the date of tender opening in the form of Bank Draft or CDR, Pay Order drawn on a schedule Bank of Pakistan or in lieu thereof a Bank / Bid Guarantee issued by a Schedule Bank of Pakistan, in favor of Chief Executive Officer PITC.

Bid Bond/Guarantee i.e 2% or 5% of the bid cost is attached as per details below:-

Bid Security No. & date _____

Bid Amount _____

Bid Security Validity _____

Issuing Authority _____

Note: - This tender is governed by General Conditions of Contract for purchase by WAPDA dated 12/8/1984 adopted by PITC, amended to date and latest purchase procedure PPRA-2004 amended to date.

ABRIDGMENT

Sealed quotations are invited from the potential dealing firms for the supply of Laptop Computer Core i7, and and Media Items

1. INSTRUCTIONS TO THE BIDDER

- 1.1 Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- 1.2 The bidders are required to submit two copies (one in original & one copy) of the bid
- 1.3 The bidders shall furnish 2% of the quoted price (Registered & Pre-qualified firms) 5% of the quoted price (Non-registered & non-pre-qualified firms) **bid money** as a part of their tenders in form of Bank Draft or Bank Guarantee in favour of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of bid.
- 1.4 Successful bidder shall deposit **performance security**, as described in rate contract or PO, not exceeding 5 % of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favour of indenter/consignee. The same shall be released after expiry of warranty period.
- 1.5 Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease quantity to any extent. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained.

Bid offered is likely to be ignored if: -

- i) The tender document is unsigned (all pages should be signed).
 - ii) It is received after the time and date fixed for its receipt.
 - iii) Offer is ambiguous or conditional.
 - iv) The offer is from a firm who is blacklisted by PEPCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
 - v) The offer is unsolicited.
 - vi) The bid is not accompanied with full earnest money.
- 1.6 The tenders prepared by the bidders should comprise of the following documents:-
 - i) Covering letter.
 - ii) Receipt of tender document cost.
 - iii) Bid Money.
 - iv) Bill of quantities provided with tender document duly filled, signed and stamped.

Stamp & Signature of bidders

2. **TERMS AND CONDITIONS**

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. And should be in Pak Rupees.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.3 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.4 The supplier shall be liable for liquidated damages @ 2% Per Month upto 10%, if he fails to deliver the equipment within delivery period.
- 2.5 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.6 Performance report and inspection of items supplied shall be carried out by the representative in the office of CEO (PITC).

3. **SCHEDULE OF SUPPLIES**

Equipment Delivery

The equipment shall be delivered and installed in accordance with the following schedule of requirements:

Sr.	Milestone	Time Period
1.	Supply of equipment/ software	Within 45 days from date of issuance of purchase order: however, in case of importable equipment to be shipped from abroad, delivery period can, however be allowed up to 60 days.

4. **LATE DELIVERY PENALTY:**

Liquidated Damages upon Late Delivery of Supplies

The supplies shall be delivered in accordance with the Purchase Orders to be issued by consignees. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
<i>For Non-Imported Goods</i>		
Without penalty	45 days	45 days
With penalty @ 1% per day after 46 days of issuance of Purchase Order up to maximum of 10% of the total Purchase order value.	10 days	55 days
<i>For Imported Goods</i>		
Without penalty	60 days	60 days
With penalty @ 1% per day after 60 days of issuance of Purchase Order up to maximum of 10% of the total Purchase order value.	10 days	70 days

Stamp & Signature of bidders

5. **WARRANTY PERIOD**

Item	Warranty Period
Laptop Computer Core i7	01 (One) Year Parts/Labor OEM warranty for all components on site.
Media Items	01 (One) year or till the consumption of the items (which comes first).

6. **EVALUATION METHODOLOGY**

The following is the Bid process / evaluation methodology that will be adopted for appointment of Contractor.

a. **Single Stage - One Envelop Bidding procedure**

- i. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- ii. The procuring agency 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;
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iv. The contract shall be awarded to lowest bidder who will be technically compliant.

b. **Alternate bids** will not be allowed.

c. **Preliminary Evaluation** The technical proposals will be reviewed for deviations, acceptance of terms and conditions, adherence to scope of work, purchase of bid document etc., In case of non-compliance on any of the above, bids will be considered as technically non-responsive.

d. **Evaluation**

Bidder as a part of his bid shall provide the following depending upon applicability:

- i) Company profile
- ii) NTN/GST Certificate
- iii) On Active Tax Payers List of FBR
- iv) Registration/Incorporation/Business Certificate and number of business years in Pakistan.
- v) A warranty certificate describing the guaranteed response time after a hardware failure when the complaint is logged within the warranty period. The maximum expected down time should also be defined and must not be more than 48 hours (two days). In case machine remains down beyond that duration, the bidder must have the demonstrated capability to replace faulty equipment.

e. Bid's Technical Evaluation

The Evaluation committee will evaluate the RFP proposals using the criteria below. The committee shall determine which proposals have the basic requirements of the RFP and shall have the authority to determine whether any deviation from the requirements of the RFP is substantial in nature. The committee may reject in whole or in part any and all proposals and waive minor irregularities.

Sr.	Description	Clause
A. Mandatory Factors:		
i.	Registration/Incorporation/Business Certificate and at-least two year of doing business in Pakistan	Mandatory
ii.	Valid Necessary Tax Registrations	Mandatory
iii.	Min 2 years of supplies and services experience	Mandatory
iv.	Affidavit to the effect that bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public-sector organization/Division/Ministry (Annexure-A)	Mandatory
v.	Warranty certificate	Mandatory
vi.	Compliance to technical specifications of tendered goods	Mandatory
vii.	Compliance to schedule of supplies	Mandatory
B. Bidder Points:		Max Points
i.	Type of Company Pvt. Limited = 5 marks Partnership = 4 marks Proprietary = 3 marks	5
ii.	No. of Branches in Pakistan (Lahore, Islamabad/ Rawalpindi) * each branch = 2.5	10
iii.	Age of company (3 mark per year)	15
iv.	Experience with WAPDA/PEPCO/PITC/DISCOs/NTDC * (2 mark per purchase order successfully completed)	10
v.	A List of Clients (other than WAPDA/PEPCO/PITC/DISCOs /NTDC) to whom the bidder has done or been doing business along with their Names, Addresses, Phone Numbers. List is to be provided bifurcating in following Slabs: < than 0.5 million (10 marks) 0.5 million to 1 million (15 marks) > 1 million (20 marks)	20
vi.	Qualified Staff Position of Firm (attach list), Certified with principal will be given preference. * Certified with principal > 3 years = 20 points * Certified with principal < 3 years, each year = 7 point Not Certified with principal points: * each Qualified Technical Staff with exp. > 3 years = 4 point, * Each Qualified Technical Staff with exp. >1 year, < 3 years = 2 point,	40
Total		100

f. Bid's Financial Evaluation

The bid technically responsive (securing 70% or more score) and financially lowest will be declared successful.

7. FORCE MAJEURE

- a. The Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- c. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

v) TERMS OF PAYMENT

Payment of the items supplied will be made directly by the O/O CEO (PITC) within thirty days, from the date of receipt of invoice, on production of following documents:

- a. Invoice in triplicate having NTN.
- b. GRN (Goods Receipt Note) issued by the consignee.
- c. Performance / Inspection Report.
- d. Sales Tax Invoice (if not exempted) or attach exemption certificate.
- e. Non-payment certificate.
- f. Performance Security Receipt Certificate.
- g. Warranty Certificate.

Annexure-A: Affidavit of Legitimate Bidder

Undertaking

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

- I. We have not been black listed from any Government Department/Agency
- II. We have not been involved in litigation with any client during the last 3 years
- III. We acknowledge that we have read, understood and accepted the Tender Document along with all terms and conditions specified above in the tender document
- IV. We understand that PITC shall have right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s)
- V. We understand that PITC shall have right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), accept/reject any or all tender(s), cancel/annul the Tendering process at any time, without assigning any reason or any obligation to inform the Bidders of the grounds for the PITC's action, and without thereby incurring any liability to the Bidder and the decision of the PITC shall be final
- VI. We certify that prices quoted to PITC against Tender Lot and Items are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the prices charged in excess

Dated _____.

BIDDER:

Signature _____

CNIC # _____

Designation _____

Address _____

WITNESSES:

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Stamp & Signature of bidders