



TENDER DOCUMENT

For

PROCUREMENT OF IT EQUIPMENTS

**PAKISTAN BAIT UL MAL, FOR IMPLEMENTATION OF BMS SETUP
AT PBM DISTRICT OFFICES LOCATED AT DIVISIONAL HEADQUARTERS
AND TABS FOR OWSP AND
PILOT DISTRICTS OF PWDS**

Rs. 5,00/-

Government of Pakistan
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT UL MAL
Provincial Office, Khyber Pakhtunkhwa.
University Road, Near K.F.C Behind
Shell Petroleum - Peshawar
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PAKISTAN BAIT-UL-MAL (PBM)
KHYBER PAKHTUNKHWA.
PROCUREMENT OF I.T EQUIPMENTS
FOR IMPLEMENTATION OF BMS SETUP AT PBM DISTRICT OFFICES LOCATED AT
DIVISIONAL HEADQUARTERS AND TABS FOR OWSP AND PILOT DISTRICTS OF PWDS

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PAKISTAN BAIT-UL-MAL (PBM)
KHYBER PAKHTUNKHWA.
PROCUREMENT I.T EQUIPMENTS FOR SELECTED PBM, DISTRICT OFFICES (DIVISION LEVEL) AND
TABs FOR OWSP AND PILOT DISTRICTS OF PWDs

GENERAL TERMS AND CONDITIONS OF CONTRACT FOR I.T EQUIPMENTS

Sealed tenders (both technical and financial in separate envelopes) are hereby invited for supply of I.T equipments for implementation of BMS setup at PBM district offices located at Divisional Headquarters and Tabs for OWSP and pilot districts of PWDs. The items will be purchased according to specification and terms & conditions prescribed below:

- | | | |
|----|---|---|
| a. | Cost of Tender Form: | <u>Rs.500/-</u> |
| b. | Date & Time of opening:
of Technical Bid | <u>27-01- 2021 (Wednesday) 11:00 am</u> |
| c. | Date & Time of opening:
of Financial Bid | <u>01-02- 2021 (Monday) 11:00 am</u> |

1. **TERMS & CONDITIONS**

- Tender should be submitted in two separate envelopes marked as "Technical and Financial Proposals". Technical proposals will be evaluated in first instance by the committee. Financial proposals of the technically qualified bidder will be opened on date given above in Para-1 (c).
- Bidders are required to submit their company profiles covering complete information, relevant experience, bank statements, staff, branches, outlets, sub offices, detail of available service centers etc.
- Financial proposals should be accompanied with 2% of the total quoted amount as earnest money in shape of call deposit / pay order /demand draft in the name of Director Pakistan Bait-ul-Mal, Peshawar. Bid security will be retained till warranty period i.e (01) one year.
- Tenders will be opened in the presence of bidders or their authorized representatives at PBM Provincial Office Khyber Pakhtunkhwa on date and time given in Para 1 above or as intimated to the parties.
- Only Sales Tax and Income Tax registered manufacturers / distributors / dealers and General Order Suppliers having their name in the Active Tax Payer List are eligible to participate in tender.
- Earnest money/call deposit will not be released till the completion of successful delivery and completion of warranty period.
- The quantity can be increased or decreased by the PBM Competent Authority.

- The supplier will be responsible for delivery of I.T Equipments at PBM Provincial Office, Khyber Pakhtunkhwa at his own expense as per quantity mentioned in supply orders issued from time to time.

Supplier / Contractor

Assistant Director (IT)

- The supplier/contractor will be responsible for any loss, theft and damage until delivery is received in PBM respective office /destination
- The Supplier will be responsible to replace the I.T Equipments, if it doesn't correspond match with the specifications.
- The offered rate must be inclusive of all Govt. taxes. If the tax not mentioned clearly / separately, the quoted amount will be considered included all Govt. taxes.
- Rate should be quoted in words and figures.
- The item make/model clearly marked.
- The supplier shall attach brochures/specifications of I.T equipments with technical bids
- The supplier shall give at least two references of similar installation/supplies by their firm.
- The equipment shall strictly confirm to the specification. No equivalent or alternate shall be acceptable at the submission.
- All equipment and each component thereof shall be branded new and in sealed pack.
- The supplier shall make good all deficiencies in the equipment or software during the warranty period at his own cost and no additional payment will be made for any repair / replacement of parts etc.
- In case of any dispute the matter shall be referred to the Managing Director, PBM Head Office, Islamabad within one week of its arising and the decision of Managing Director (PBM) shall be final and binding on all parties
- However, bid security of unsuccessful bids will be returned after award of supply order/agreement successful bidder.
- Successful bidder will be responsible provision of company/ manufacturer warranty cards of items (where applicable)
- Successful bidder will be responsible for all necessary installations.

2. **TERMS OF PAYMENT**

- Payment will be made through crossed cheque.
- No advance payment will be made to the suppliers.

- Contractor / supplier will be entitled for payment against his bills duly supported with the following documents: -
 - i. Bill in duplicate with GST, NTN number and GST Invoice (if applicable).
 - ii. Certificate to the effect that the billed amount has not been claimed or received earlier.
 - iii. NOC/Inspection Certificate issued by Inspection Committee of concerned office
 - iv). Delivery Challan.

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3. **TERMS OF DELIVERY**

The items should be dispatched / delivered to PBM, Provincial Office, Khyber Pakhtunkhwa located at Ismail Plaza Qafla Road near Gora Qabristhan University Road Peshawar as per delivery schedule. A confirmatory letter showing receipt No. and date, Purchase Order No. and date and quantity of goods dispatched should also be sent to consignee (s). Supplier/Contractor will be responsible for any loss, theft, damage until delivery is received by PBM, installation is completed and functional.

4. **DELIVERY PERIOD**

Complete items must be supplied within (30) thirty days from the date of issue of Supply Order and supplier would ensure for delivery within stipulated time period.

5. **TENDER / INSPECTION COMMITTEE**

Tender / Inspection of the material will be carried out by the PBM “Tender /Inspection Committee” as nominated by Competent Authority and Inspection Certificate will be issued by the Committee, after examination of supplied items.

The “Tender /Inspection Committee” will ensure that the quantity and quality of the material is same as contained in the purchase/supply order. The quality of the items will be determined from the report of the Tender / Inspection Committee, after actually examining/inspecting the total items according to the specifications. Venue of inspection will be PBM Provincial Office-Peshawar.

6. **TECHNICAL PROPOSAL EVALUATION CRITERIA.**

Technical Proposal of the firms will be evaluated in the following points to confirm the eligibility of the firms:

- (i) Company Profile
- (ii) Past Experience
- (iii) NTN Registration
- (iv) GST Registration
- (v) Active Tax Payer Status
- (vi) Quality of Samples, brochures / specification, if required
- (vii) Affidavit on stamp paper to the effect that firm is not black listed.

7. **SALES/WITHHOLDING/INCOME TAX AND OTHER GOVERNMENT DUTIES**

Payment of all taxes, duties, Octroi Charges, Sales Tax (if applicable), Income Tax, Freight charges and other Government charges will be the responsibility of the supplier/contractor, and he will not claim more than the offered rate. Offered rate should be inclusive of all taxes.

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8. **WARRANTY PERIOD**

The supplier shall give one (1) year comprehensive warranty for the equipment (parts & labor on site of installation), certifying that the goods supplied conform exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/ particulars governing the supply for a period of one year from the date of supply, the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at the expenses and cost of the supplier.

9. **FAILURE AND TERMINATION OF THE CONTRACT**

If the supplier fails to deliver the items thereof within the specified delivery period, or as per specification/sample of items contained in demand list, the PBM Authority shall be authorized to take action on any of the following options:-:-

- i) To recover from him liquidated damages levied at the rate of 0.5% per day and maximum upto 5% of the price of total rate of the contract.
- ii) To purchase from anywhere without notice to him at his risk and cost, the stores not delivered, without canceling the contract in respect of the consignment not yet due for delivery; or
- iii) To cancel the contract at his risk and cost along-with forfeiture of security deposit.

In the event of action being taken under (ii) or (iii) above, supplier/contractor will be liable for any loss which the Authority may suffer on that account but he not be entitled to any gain on purchase made against the supply order.

If during the course of execution of the contract his firm is black-listed by PBM, the Purchaser may proceed with all or any of the actions detailed below:-

- i) To allow the contract to run its course till completed in accordance with the terms and conditions of contract:
- ii) To stop further supplies with or without financial repercussions:
- iii) To cancel the contract with or without reservation of rights.

10. **FORCE MAJURE**

While terminating the contract for breach of contract or imposing liquidated damages, 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:-

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

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11. **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. **PERIOD OF CONTRACT**

A contract / agreement will be signed with the successful bidder for period of one year (extendable on satisfactory performance) with the approval of the competent authority and approved supplier will be responsible to supply the Computers, Printers, Tabs on same rates for whole year to PBM, Provincial Office, Peshawar.

13. **DEMURRAGE**

Should any demurrage charges be incurred due to any of the reasons mentioned below the same shall be deducted from bills or recovered from supplier / contractor as a separate item (the decision of the purchaser, regarding fixation of responsibility in this connection shall be binding on him):-

- i) Owing to delay in forwarding / delivery of relevant documents etc.
- ii) Defective marking or packing of the items ordered;
- iii) Due to reason not specified above but for which he is responsible.

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. **INTEGRITY PACT PROFORMA**

Duly filled, signed and stamped should be attached with the tender documents (**As per specification**) if the quoted amount is more than 10 million.

16. **LAWS GOVERNING THE CONTRACT**

The contract shall be governed by the Laws of Pakistan as amended from time to time. Subject to the above conditions, a binding contract has been concluded with the issuance of this letter and that the provisions of this contract shall be binding on you.

Supplier / Contractor

Assistant Director (IT)

S. No.	Item Description	Qty	Specification
1	Desktop Computer (Preferable Dell/HP)	07	Processor: Intel Core i3 9th Gen minimum Chipset: Intel ® Original RAM: 8 GB RAM DDR4 (2133 MHz or Higher) Hard Disk: 1TB SATA at 7200rpm Optical Drive: DVD R/W (Super Drive) Latest VGA /Sound: Integrated LAN/WFI Card: Wi-Fi/100/1000 Ethernet Card(RJ-45) Keyboard & Mouse: Standard Multimedia/Brand Specific Display: 18.5 LED Standard Warranty: 1Year Original Windows -10
2	Printer (Preferable HP LaserJet Pro DN)	07	<u>Print Technology:</u> Laser Model: 3 in 1(Copier, Printer, Scanner) <u>Print Speed:</u> Black (normal quality minimum 18 ppm) <u>Display:</u> 2-line backlit LCD graphic display <u>Resolution:</u> Up to 600*600 dpi Paper Scanning Size: A4, Envelope, A5 Paper Handling: Input tray 1, 100 sheet multipurpose Connectivity option: USB Warranty: 1 Year
3	TABS (Preferable Samsung or Popular Brand)	03	Brand: Samsung or popular Brand Operating System: Android 9.0 or Latest Screen Size: 8-10 Inch(Touch Screen) RAM: 3GB to 6GB Internal Memory: 32GB to 64GB Camera: 5-8 MP(Back), 2-5MP (Front) Communication: 3G to 4G, WIFI, Bluetooth, GPS TAB Cover/Casing: Shockproof Case Cover Protector: Glass Screen Protector

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TENDER FORM TO BE FILLED IN BY THE BIDDERS AND TO BE PLACED IN FINANCIAL PROPOSAL ENVELOPE

SNo	Item/Description	Specification	Total Qty	unit price without GST	unit price with GST	Total Price with GST
A	B	C	D	E	F	G=(D*F)
1	Computer (Preferable Dell / HP)	Processor: Intel Core i3 9th Gen minimum Chipset: Intel ® Original RAM: 8 GB RAM DDR4 (2133 MHz or Higher) Hard Disk: 1TB SATA at 7200rpm Optical Drive: DVD R/W (Super Drive) Latest VGA /Sound: Integrated LAN/WFI Card: WiFi/100/1000 Ethernet Card(RJ-45) Keyboard & Mouse: Standard Multimedia/Brand Specific Display: 18.5 LED Standard Warranty: 1Year Original Windows -10	07			
2	Printer (Preferable HP LaserJet Pro DN)	<u>Print Technology:</u> Laser Model: 3 in 1(Copier, Printer, Scanner) <u>Print Speed:</u> Black <i>(normal quality minimum 18 ppm)</i> <u>Display:</u> 2-line backlit <i>LCD graphic display</i> <u>Resolution:</u> Up to <i>600*600 dpi</i> Paper Scanning Size: A4, Envelope, A5 Paper Handling: Input tray 1, 100 sheet multipurpose Connectivity option: USB Warranty: 1 Year	07			
	TABs (Preferable Samsung or Popular Brand)	Brand: Samsung or popular Brand Operating System: Android 9.0 or Latest Screen Size: 8-10 Inch(Touch Screen) RAM: 3 GB to 6 GB Internal Memory: 32GB to 64GB Camera: 5-8 MP(Back), 2-5MP (Front) Communication: 3G to 4G, WIFI, Bluetooth, GPS TAB Cover/Casing: Shockproof Case Cover <u>Protector:</u> Glass Screen <i>Protector</i>	03			
Total						

Supplier / Contractor

Assistant Director (IT)

PPRA INSTRUCTIONS

INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____
Contract Value: _____
Contract Title: _____

Dated _____

[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, **[name of Supplier]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, **[name of Supplier]** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by **[name of Supplier]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Buyer:

Seller/Supplier:

Signature:

Signature:

[Seal]

[Seal]