

BIDDING DOCUMENT FOR**PROCUREMENT OF ICT EQUIPMENT PHASE- II FOR PAKISTAN
INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE), QUAID-E-
AZAM UNIVERSITY (QAU) CAMPUS, ISLAMABAD****SEQUENCE OF DOCUMENT**

- ✓ Invitation for Bids
- ✓ Pro-Forma
- ✓ Tender Notice
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- ✓ Type of bidding
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- ✓ Instructions to bidders
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- ✓ Bid Security
- ✓ Opening of the tender



Pakistan Institute of Development Economics

QUAID-I-AZAM UNIVERSITY CAMPUS P.O. BOX 1091, ISLAMABAD

INVITATION FOR BIDS

GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
PEC Registration Number (in case of Civil work)	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/work completion certificates / evidence submitted	Yes / No
Tender document Fee Submitted	Yes / No (Rs. _____)
Earnest Money/Bid Security Submitted	Yes / No (Rs. _____) %age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/establishment etc.	Yes / No
Last date for tender submission	Submitted on: ____/____/2022



TENDER NOTICE No.GS/T/02 /2022-23 FOR PROCUREMENT OF ICT EQUIPEMNT

The Pakistan Institute of Development Economics (PIDE) is a degree awarding specialized Institution in teaching and research in Economics and related Social Sciences working under the administrative control of Ministry of Planning Development and Special Initiatives, Government of Pakistan.

Sealed proposals/ tender are invited from the reputed Firms/Contractors **SINGLE STAGE - TWO ENVELOPE PROCEDURE** having offices/setups at Islamabad/ Rawalpindi, registered with sales tax department, national tax number (NTN), for the supply of following ICT equipment.

Price of the bidding document Rs. 1,000/- (Rupees One Thousand Only) is required to submit along with bidding document in the shape of pay order/ bank draft on account of Pakistan Institute of Development Economics (PIDE), Islamabad.

Interested firms/bidders are required to submit their technical and financial proposal for ICT Equipment sealed in two separate envelop on or before November 03, 2022 by 11:00 AM. Tender will be open on the same day at 11:30 am in the office of Treasure, PIDE/ Chairman Purchase Committee in the presence of vendors. The detailed document is available at www.pide.org.pk. The Institute reserves the right to accept or reject any or all the proposal/quotations as per PPRA rules.

(Dr. Dr. Abedullah)
Acting Registrar, PIDE
Quaid-i-Azam University Campus,
Islamabad Tele # 9248051,051-9248089

MODE OF ADVERTISEMENT(S):

As per Rule 12 (2&3) this tender is being placed online at PPRA's website and also placed online at the website of the procuring agency at www.pide.org.pk it also published in national newspapers.

SPECIFICATIONS OF ITEM:

Sr.No	IT Items Name	Technical Specification Detail	Qty.
01	Desktop Computers	Desktop Computer Core i7 Model HP/Dell/Lenovo or Equivalent Core i7 10 th Generation, Processor 10510U 2.30 GHz, 16 GB RAM, Hard Disk 512 GB NVME SSD, Built in Gigabit Ethernet Card and External Wireless Card (Dual Band), Branded Key Board and Mouse, LCD 22 inch with HDMI and VGA ports, One Year local warranty.	30
03	UPS	APC/AWP/AWC or Equivalent 650 VA along with UPS power cables to connect with Desktop Computer	30
04	UPS (05 KVA) with External Battery Bank	APC/AWP/AWC or Equivalent UPS 05 KVA (Pure Sign Wave) zero down time and highest availability with Two External Batteries (Pure Gel) of 150 Amp (Narada or Equivalent) along with complete installation.	01

TYPE OF OPEN COMPETITIVE BIDDING:

Pakistan Institute of Development Economics (PIDE) as per Rule 36 (b) invites single stage-two envelopes (*both financial & technical sealed separately and packed in a single envelop*) proposal for the procurement of ICT equipment from well reputed firms having minimum 5 years' experience in rendering similar services.

The said Procedure is reproduced as follows:

- (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 procuring agency without being opened;
- (v) 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;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (ix) the bid found to be the most advantageous bid shall be accepted.

TENDER PRICE:

The quoted price shall be:

- i.* In Pak Rupees;
- ii.* Inclusive of all Government applicable taxes; and
- iii.* Denominated in Pak Rupees;

INSTRUCTIONS TO BIDDERS

These Instructions to Bidders along with Bidding Data will not be part of Contract and will cease to have effect once the Contract/Supply order is executed).

The tenderers/Bidders are required to fulfill the under mentioned conditions failing which the quotations will not be entertained:

1. The items will be delivered by the selected vender at the premises of the PIDE, located at Quaid-i-Azam University Campus, Islamabad without any cost of transportation.
2. The tenderers shall have to deposit Bid security/ earnest money in the form of Pay Order/Demand Draft only (Cheque are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad
3. The earnest money will remain with the PIDE till the successful delivery/provision

of the required items. It shall be forfeited, if the firm fails to supply the required items within stipulated period and as per specifications mentioned in the purchase/supply order aligned with the tender documents.

4. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
5. The firms must have established shop/office/workshop having sufficient stock and technical support team in Islamabad / Rawalpindi, which can be inspected by the Institute's Authorized Officer/Purchase Committee (if deem necessary).
6. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
7. The vender shall give an undertaking that his firm has not been blacklisted by any of Provincial or Federal Government Departments, Agency, Organization or autonomous body etc. anywhere in Pakistan.
8. In case, the supplier tries to supply sub-standard items, their contract shall be cancelled and earnest money shall be forfeited and the supplier shall not claim any relief in this situation.
9. The Procuring agency (PIDE) reserves the right to accept or reject any or all the proposals under rules.

TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a)* Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN having sound financial strengths can participate (copy must be attached);
- b)* Has submitted bid for required item with bid security and tender fee (nonrefundable). Non-compliance of the same shall cause rejection of the bid;
- c)* Must be involved in relevant field minimum for last 5 years (Document establishing mentioned experience must be attached);
- d)* At least 03 previous reputations/work completion certificates and current working status certificate must be provided (Previous reputation shall highly be matter).
- e)* Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory), **failing which will cause rejection of the bid;**



COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

BID SECURITY/ EARNEST MONEY:

The Bidder shall furnish the Bid Security/Earnest Money, 5% of the total price quoted in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD** at the time of submitting tender document at prescribed time and date.

OPENING OF THE TENDER:

Tenders (Technical Bids) shall be opened on the submission of bids, on the prescribed date, in the presence of the vendors for which they shall ensure their presence without further invitation. In case the last date of bid submission falls within the official holidays, the last date for submission of the bids shall be considered on the next working day.