

## BIDDING DOCUMENT FOR

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



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**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: ____/____/2023

## 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](http://www.pide.org.pk) it also published in national newspapers.

## 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 doesnot 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.

## SPECIFICATIONS OF ITEM:

Sr.#	Item's Name	Technical Specification Detail	Qty.
01	Laptops	Intel® Core™ i7-1165G7 (Base Frequency 2.80 GHz up to 4.7 GHz with Intel® Turbo Boost Technology, RAM 16GB DDR4 Upgradable upto 32GB, 12 MB L3 cache, 4 cores) <b>or higher, Chipset</b> Integrated with processor, Hard disk 512GB SSD NVME, Display 15.6" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC <b>or higher, Graphics</b> Integrated: Intel® Iris® X <sup>e</sup> Graphics Intel® UHD Graphic, <b>Communications</b> Realtek 10/100/1000 GbE NIC ,Intel® Dual Band Wireless-AC 9560 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 combo, non-vPro, Ports (1) USB 3.1 Gen 2 Type-C port (Power delivery, DisplayPort 1.4) (3) USB 3.1 Gen 1 Type-A ports (1 Charging, 1 Powered port) (1) HDMI 1.4b,(1) RJ-45 (Ethernet) port), (1)Headphone/microphone combo jack, Camera 720p HD camera, Case (Executive Carrying Case). Warranty Standard Local Warranty	10
02	Printer	HP LaserJet Pro 404DN (Duplex Black and White Printer) or Equivalent	05
		HP LaserJet Pro M111A or equivalent printer	15
03	Color Printer	HP Color LaserJet Enterprise M455dn PRINTER, Maximum Resolution 600X600 dpi, Memory Capacity 4GB eMMC and 1.25GB included, Processor Speed 800 MHz, Maximum Document Size A4, A5, A6, Must Print 433 Grams Thick papers. or Equivalent	01
04	Scanner (Heavy Duty)	Heavy Duty Scanner throughput speed 70 ppm, must have ADF capacity 80 AA sheets, Max document length 4064mm, max document width 216mm, paper thickness 27-433 g/ m2, maximum optical resolution 600 dpi, connections USB 3.1, LAN, WAN, Web API, so no device driver need to be installed on the host computer, tablet or mobile device. Alaris S2070 or 2060W or equivalent	04
05	Blu-Ray Portable Drive	The External USB Blu-Ray device is capable to write 50 GB data on DVD along with <b>50 Blu-Ray DVD's</b> with 50GB storage capacity compatible with BluRay DVD writer.	02



## TENDER PRICE:

The quoted price shall be:

- i.* In Pak Rupees;
- ii.* Inclusive of all Government applicable taxes;

## 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.