



TENDER/ BIDDING DOCUMENT

Provision of IT equipment to improve and ensure cyber security and
other IT items for smooth running of official work at
Ministry of Defence Production

MINISTRY OF DEFENCE PRODUCTION
SECTION OFFICER (DP-1/ GEN)

Pak. Sectt-II, Adam Jee Road, Rawalpindi

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GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE PRODUCTION
RAWALPINDI

TENDER NOTICE
FOR PURCHASE OF IT EQUIPMENT

Ministry of Defence Production, Government of Pakistan invites sealed bids from the eligible firms/ suppliers borne on active tax payer list of FBR for the for supply/ installation of following IT equipment at MoDP, Pak Sectt-II, Rawalpindi:

Ser	Item description	Qty
a.	Desktop Computer with LED	15
b.	Smart UPS 650 VA for new PCs	15
c.	Laptop core i7	4
d.	Network Firewall	1
e.	CCTV cameras with NVR and installation	4
f.	Printer B&W with dual printing	20
g.	Color Printer	2
h.	LEDs 32" and 43" HD smart	1 each
i.	Licensed Windows 10	20
j.	Licensed Antivirus corporate server-based solution	80 users

2. Tender/ bidding documents containing terms & conditions, evaluation criteria, technical specification can be obtained at below mentioned address free of cost. The same can also be downloaded from websites of MoDP www.modp.gov.pk and PPRA www.ppra.org.pk.

3. Single stage-two envelopes procedure will be used for procurement. The tenders/ bids duly authenticated by the firm should be sent in sealed envelope (Technical & Financial bids contained in different envelopes and enclosed in one envelope) addressed to Section Officer (DP-1/ Gen), Ministry of Defence Production, Pak-Sectt-II, Adam Jee Road, Rawalpindi.

4. Bids must reach on or before the 1100 hrs by **14th April, 2022**. The bids (technical bid) will be opened on the same day at 11:30 AM by the Purchase Committee in the presence of the bidders or their authorized representatives, who may choose to be present. Whereas, the Financial Bids of technically qualified bidders will be opened publicly, later on.

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1. Instructions to Bidders

Bidders are advised to read the instruction to Bidders carefully:

- a. All terms and condition mentioned in the bidding documents may please be read point by point and understood properly before quoting. All tender conditions should be responded clearly. Bids be liable to be rejected due to non-acceptance of any one or more conditions.
- b. Bidding documents containing terms & conditions, method of procurement, technical specification, etc are available at the office of Section Officer (DP-1/ Gen), Ministry of Defence Production, Rawalpindi. The same can also be downloaded from websites of MoDP www.modp.gov.pk and PPRA www.ppra.org.pk. The bidding document can also be obtained at below mentioned address free of cost.
- c. **Single stage-two envelopes procedure will be used for procurement.**
- d. Submit your bids in two separate sealed envelopes (i.e. **one copy of Financial bid** and **one copy of technical bid**. The financial bid will include rates of items called for and the technical bid will **NOT** indicate the rates. Both the bids of bids are to be enclosed in separate envelopes and each envelope shall be properly seale bearing the stamp/signature of the bidder. Thereafter both the envelopes (technical and financial bids) be put in one envelope (second cover) duly sealed and stamped/signed.
- e. The name of firm / supplier should be borne on active tax payer list and will submit a copy of Certificate of registration with the bids.
- f. The rates bided / quoted by the bidders shall be item-wise, including all Govt. taxes and should be final and will be valid upto 30th June, 2022.
- g. The bidders are required to submit a demand draft not less than 5% of bid price as bid security/ money in the name of DDO, MoDP. The bid security should be submitted with financials bids. However, a confirmation to this effect shall also be provided with technical bids.
- h. The items/equipment will be supplied/ installed within four weeks from the date of issuance of supply/ work order.
- i. Firm will be responsible for maintenance during warranty period without any additional charges.

- j. The firms/ suppliers blacklisted by the Government are not eligible for participation in tender.
- k. If for any reason, the office remains closed on the date of opening of tender, it will be opened on next working day.
- l. Quantity of items can be increased/decreased keeping in view the requirement/ budget position.
- m. The authority shall reserve the right to accept or reject the bid of one or all the bidders as per PPRA rules and this will not be challengeable.
- n. Hardware will be accepted after successful completion of trial/ demo.
- o. On ground survey can be carried out if required (particularly for CCTV Cams).
- p. Financial bids are required to be submitted on the prescribed format.

2. Eligibility of Bidders

- This Invitation for Bids is open to all original manufacturers/ their authorized agents/ suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR etc).
- Bidders under declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.
- Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also NOT ELIGIBLE.
- Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debaring and blacklisting of the bidder, for a stated or indefinite period of time.

3. Bidding Procedure

- The Bidding procedure shall be governed by the Public Procurement Rules- 2004 issued and amended time to time, by the Public Procurement Regulatory Authority (PPRA).
- Single stage – Two Envelop procedure” shall apply. The procedure prescribed in the Invitation for Bids is explained herein below:

- The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the Financial Bid and the Technical Bid;
- The envelopes shall be marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters to avoid confusion;
- Initially, only the envelope marked as “TECHNICAL BID” shall be opened in the Ministry of Defence Production, Rawalpindi the mentioned date and time in the presence of the bidders or their authorized representatives, who may choose to be present.
- The envelope marked as “FINANCIAL BID” shall be retained in the custody of Procuring Agency without being opened
- The committee will evaluate the technical Bid as per required technical specifications and other terms & conditions and reject any Bid which shall not conform to the specified requirements.
- The “FINANCIAL BIDS” of eligible and technically qualified bidders/ bids shall be opened publicly at a time, date and venue to be announced.
- The Financial Bid of ineligible and/or technically nonresponsive bidders shall be returned un-opened.
- The bid found to be the most advantageous shall be accepted. In case, two bidders submit equal financial bid, the bidder with more experience shall be selected.

4. Bidding Documents and Submission of bids

- The items required, bidding procedures and bidding Documents, Terms and conditions, etc are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:
 - a. Instructions to Bidders (ITB)
 - b. Requirements
 - c. Technical Specifications
 - d. Evaluation Criteria
 - e. Bid Forms (including technical forms and financial forms)
 - f. Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract, and Integrity pact.

- The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.
- Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.
- The Bidder should quote the prices of items according to the technical specifications as provided. The specifications of items, different from the required specifications, shall straightway be rejected.
- The Bidder is required to bid a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.
- No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.
- Prices shall be quoted in Pak Rupees.

5. Bid Security

- The Bidder shall furnish, as part of its bid, a Bid Security @ 5% of the total Quoted Bid Value in Pak rupees in the shape of pay order/demand draft/ call deposit in the name of DDO, Ministry of Defence Production, Rawalpindi.
- The Bid Security (in the shape of pay order/demand draft/ call deposit) shall be enclosed with in the 'Financial Bid' sealed envelope. However, a confirmation to this effect shall also be provided with technical bids.
- Unsuccessful bidder's Bid Security shall be returned after announcement of the successful bidders.
- The successful Bidder's Bid Security shall be returned after expiry of warranty period of goods.
- The bid Security shall be forfeited in following cases:
 - if a Bidder withdraws its bid during the period of bid validity or

- In the case of a successful Bidder, if the Bidder fails to sign the contract or fails to supply goods.

6. **Bid Validity**

- Bids shall remain valid upto 30 June, 2022.
- Bid having validity for a shorter period shall be rejected.
- The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period.
- However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

7. **Evaluation of Bids**

- The “Technical Bids” shall be opened by the purchase committee publicly in the presence of the Bidders or their representatives who may choose to be present on the mentioned date and time.
- Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents.
- The Technical Bids shall then be evaluated as per required technical specifications.
- The Financial Bids of technically qualified (i.e. compliance to technical specifications and other terms & conditions) bidders shall be opened publically on a specified date, time and venue which shall be communicated to the bidders **at the time of opening of technical bids.**

8. **Rejection of Bids**

- The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPR) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

- Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure shall result in rejection of entire bid of the concerned bidder.
- Conditional or incomplete bid/bids shall be rejected.
- Tender specifications/requirements not conforming in general.
- **Technical Bids** received without a confirmation of **bid security**, shall be rejected. In addition, firms submitting **bid security money** in the form of Crossed Cheques shall also be liable for rejection.

9. Evaluation Criteria

Technical evaluation will be done on the basis of following parameters for eligibility of the bidder/ bids:-

- a. On Active Tax Payers List of FBR.
- b. GST Certificate.
- c. Registration and number of business years in Pakistan.
- d. Complete Company profile.
- e. The bidder should be a company/firm having operational office in Islamabad/ Rawalpindi.
- f. Minimum three (3) years' experience in supply and installation of IT equipment.
- g. Bid validity upto 30 June, 2022.
- h. Affidavit to the effect that not blacklisted.
- i. Compliance with schedule of requirements (Yes/No)
- j. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in technical Bid is mandatory)
- k. Manufacturer's standard warranty: One (01) year warranty including parts and labour.
- l. Compliance with Technical Specifications.
- m. Technical brochures/ Data Sheets for the hardware and Licensed software to be provided.
- n. Original Bidding Documents duly signed/ stamped.
- o. Item wise most advantageous bidder(s) will be awarded the bid.

10. Special Conditions of Contract

The following Special Conditions shall supplement the General Conditions of contract/ work order / PO. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of contract/ work order / PO.

I. Inspection and Tests

- a. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- b. The Committee will carry out detailed physical examination of stocks and can reject any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any additional charges.

II. Packing

Packing & accessories: All the items to be provided in proper company packing with brochures and CDs.

III. Transportation and delivery requirements

- a. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- b. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.

IV. Warranty

- a. The warranty period of the supplied goods shall be standard/ one year from date of delivery of the supplies at the purchaser's premises.
- b. On site support services will be provided and defects will be corrected within 24 hours.

V. Payments

- A pre-receipted bill along with GST invoice be forwarded in triplicate to this Ministry for payment in due course of time.
- In case the item (s) provided is found to be of an inferior quality, it will not be accepted.

- Payment to the successful bidder/Supplier will be made subject to:
 - a. Satisfactory delivery, inspection, testing and configuration/ installation of items.
 - b. Upon submission of required documents.
 - c. On submission of invoice for payment through AGPR, Islamabad after fulfilling codal formalities.
 - d. 100% payments will be made after successful testing and commission through cross cheque by AGPR Islamabad.

11. Redressal of Grievances and Settlement of Disputes

- The grievances if any will be redressed as per PPRA rule.
- In the case of any dispute concerning the interpretation and/or application of this contract / work order/ PO shall be settled through arbitration.
- The Secretary (DP) or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

12. Schedule of Requirements

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

S. No	Milestone	Time Period
1.	Supply of equipment	Within four weeks from date of issuance of work order / purchase order / signing of contract.

13. Penalties for Late deliveries

The IT equipment supplies shall be delivered in accordance with the purchase orders/ work order/ terms & conditions. In case of late delivery, penalty @ 1% per day upto maximum of 10% of the total contract value will be applied.

14. Withdrawal of Bid

- The firm cannot withdraw the bid before issuance of work/ purchase order/ signing of contract and within validity period of bids.

- If firm withdraws its bid within validity period, the competent authority may place firm under embargo for a period which may be extended upto one year.
- Moreover, the bid security money of firm will be confiscated. Any change in original bidding/ tender conditions would also be construed as withdrawal of bid in addition to forfeiture of bid security money.

15. Technical Specifications

Note: All the quoted equipment should be branded and of recognized/ renowned brands.

#	Item and Specification		Qty
1.	Desktop Computer with LED	<ul style="list-style-type: none"> - Branded - Micro tower - Processor: Intel® Core i5 (QC) - Generation: 11th Gen - Hyperthreading - RAM: 8 GB - SSD: 512 GB - Audio / Graphics: Built-in - Optical Drive: DVD/ RW - Network Adapter: Built-in - Ports: HDMI and other standard ports - K. Board / Mouse: Standard - LED: 18.5 to 19 inch - OS: DOS - Dell / Lenovo or equivalent - With all other standard features - Warranty: one year standard 	15
2.	Smart UPS 650 VA	<ul style="list-style-type: none"> - Branded - 650 VA with dry batteries - Interface/ power ports: standard - Smart size - AMB/ APC/ Ablerex or equivalent - Warranty standard 1 year 	15
3.	Laptop	<ul style="list-style-type: none"> - Branded - Processor: Intel® Core i5 (QC) or higher - Generation: 11th Gen - RAM: 8 GB - SSD: 512 GB - Must be with HDMI port - Graphics: Built-in standard - Display size: 14 inch - Type: slim/ elite - Network adapter: Built-in - Color: Silver - Sound, LAN, wireless / BT/ Camera: built-in - OS: DOS - Battery: standard - Caring bag: leather/ branded - With all other standard features - Warranty: one year standard 	4
4.	Network Firewall	<ul style="list-style-type: none"> - Branded - Firewall performance upto 3 Gbps - Ports: 16x1GbE - SFP: 8 x 1GbE - 16GbE, 4x MPIM slots, 4G RAM, 8G Flash, power 	1

		<ul style="list-style-type: none"> supply, cable and RMK - IPS performance 400 Mbps - VPN performance 600 Mbps - Maximum concurrent sessions 256,000 - Form Factor: 1 U - Size: 17.36 x 1.72 x 14.57 - Routing with packet mode : 550 Kpps - IPsec VPN (IMIX packet size) in Mbps: 200 - H3C/ Juniper/ Fortinet or equivalent - Should be compatible with 340 Juniper firewall - With standard features. - Warranty: one year standard 	
5.	CCTV cameras, Night Vision with NVR, HDD 2 TB and installation	<ul style="list-style-type: none"> - CCTV Cam 4 MP indoor - IP Network Camera - With POE and night vision features - with NVR minimum 8 channel with mouse control and allied accessories - Hard disk: 2 TB - Installation, recording and display configuration on LED. - With other standard features - Should be compatible with already installed Hikvision CCTV Cams - Hikvision/ Dahua/ DLink or equivalent - Warranty standard 1 year 	4
6.	Printer B&W	<ul style="list-style-type: none"> - Print technology: LaserJet monochrome - 10 x printer with duplex printing with following specs: <ul style="list-style-type: none"> o Print speed: upto 35-40 PPM o DPI Print Resolution: upto 4800 x 600 o Display: LCD o Processor Speed 1200 MHz o Input Tray: Min 200-250 sheet - 10 x printers without dual option with specs as under: <ul style="list-style-type: none"> o Print speed: upto 20 ppm o 50-sheet input, 100-sheet output o Memory/ processor: 64MB/ 400MHz - Should be compatible with existing printers M404 and 107 printers - HP/ Epson/ Canon or equivalent - Warranty standard 1 year 	20
7.	Color Printer	<ul style="list-style-type: none"> - Printer Type: Color, ink Jet - Multifunction (Print, Scan, Copy) - With Ink tank - Print Speed: upto 37 ppm or higher - Should be compatible with Epson L850 or equivalent 	2

		<ul style="list-style-type: none"> - Economically best - Epson / Canon or equivalent - With all other standard features - Warranty standard 1 year 	
8.	LEDs HD smart	<ul style="list-style-type: none"> - Branded (original) - 1 x LED with screen size 32 inch - 1 x LED with screen size 43 inch - Full HD, Smart and android based - HDMI and other standards ports - With other built-in standard features - Sony / LG / Samsung or equivalent - Warranty standard 1 year 	2
9.	Licensed Windows OS	<ul style="list-style-type: none"> - Licensed Windows 10 64 bit pro - With media / CD 	20
10.	Licensed Antivirus	<ul style="list-style-type: none"> - Corporate solution for Window 10/7 users. - Antivirus on client PCs should automatically be updated / controlled/ managed through Server. - Should be compatible with existing Antivirus 360 security protection. - Simple, fast, flexible deployment and centrally manageable - Advanced privacy protection and anti-ransomware. - Real-time protection, monitor suspicious activity and critical alerts - Data Shredder option - delete files permanently - Minimum 3 years license (Business) - With installation on Servers and clients 	80 User

Note: Interested suppliers/firms can survey/ visit/ discuss (particularly for CCTV Cams) before submission of bids.

16. Proforma for Financial bids

Ser	Item offered with model/ brand and Specs	Qty	Unit Price without GST (Rs)	GST	Unit Price with GST	Total Amount with GST (Rs)