

Price: Rs. 500/-

## **TENDER DOCUMENT**

Tender No. \_\_\_\_\_

Dated: \_\_\_\_\_/2017

## **PURCHASE OF OFFICE EQUIPMENT**



## **PUNJAB ECONOMIC RESEARCH INSTITUTE (PERI)**

48-Civic Centre, Johar Town, Lahore.

Tel: 042-99233441, Fax: 042-99233443

Email: [director@peri.punjab.gov.pk](mailto:director@peri.punjab.gov.pk)

[www.peri.punjab.gov.pk](http://www.peri.punjab.gov.pk)

## Invitation for Bids

The Punjab Economic Research Institute invites sealed bids from interested NTN & GST registered firms/agencies of repute with financially sound background having proven related experience in the field for the purchase of following items are invited against tender number **PERI/PROC/05/2016-17** for the year 2017-18.

Bid Reference No.	Description/Package Name	Quantity	Bid Opening Date & Time
<b>PERI/PROC/05/2016-17</b>	<b>ANROID TABLETS</b>	<b>08</b>	<b>30<sup>th</sup> October, 2017 at 02:30 PM</b>
<b>PERI/PROC/05/2016-17</b>	<b>LED SCREEN</b>	<b>01</b>	<b>30<sup>th</sup> October, 2017 at 02:30 PM</b>
<b>PERI/PROC/05/2016-17</b>	<b>PABX INTERCOM EXCHANGE</b>	<b>01</b>	<b>30<sup>th</sup> October, 2017 at 02:30 PM</b>

- 1) Bidding shall be conducted through Open Competitive Bidding (Single Stage-Two Envelope) procedures specified in the Punjab Procurement Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.
- 2) Interested eligible bidders may obtain bidding documents and further information from the office of undersigned on submission of written application along with payment of non-refundable fee of RS. 500/- (Five Hundred Only). Bidding documents are available till up to am from office of PERI.
- 3) Bidding documents are also available on Punjab Procurement Regulatory Authority website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) until the closing date for the submission of bids.
- 4) Bidding Documents must be accompanied by a **Bid Security as mentioned above** in the form of CDR, Pay Order, Demand Draft, from a Scheduled Bank of Pakistan.
- 5) Bids will be opened in the presence of bidders' representatives who choose to attend at **02:30 PM** in the Office of PERI on the closing date.
- 6) Financial bids of only technically qualified bidders will be opened.
- 7) The bidders are requested to give their best and final prices as no negotiations are expected.
- 8) Taxes will be deducted as per applicable government rules.
- 9) NTN and Sales Tax registration certificate must be provided.
- 10) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or a proposal.
- 11) The procuring agency shall on request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

For obtaining any further information or clarifications, please contact at the following.

**Deputy Director Procurement**

PERI

Tel: 0321-6839373

## **PUNJAB ECONOMIC RESEARCH INSTITUTE**

### **Terms & Conditions**

**(Tender No. PERI/PROC/05/2016-17 For the financial year 2017-18)**

The Punjab Economic Research Institute invites sealed bids from interested NTN & GST registered firms/agencies of repute with financially sound background having proven related experience in the field for the purchase of following items are invited against tender number **PERI/PROC/05/2016-17** for the year 2017-18.

#### **PART I: Knock Out Clauses (Vendor Evaluation)**

<b>Sr. No.</b>	<b>Knock Out Clauses (Vendor Evaluation)</b>	<b>Yes/No</b>	<b>Page #</b>
1	Original receipt of purchase tender.		
2	Bid Security of 5% in favour of Director PERI attached with Financial Proposal and copy of the same is attached with Technical Proposal as demanded in the Bid document.		
3	Minimum one-year business history or PO attached with Technical proposal.		
4	Bidder shall submit affidavit that he accepts all terms and conditions of the tender document and PPRA Rules 2014 (Amended 2016) and shall continue the same in future, duly signed and stamped.		
5	List of government/ autonomous institutions where already supplying		
6	Company Profile including detail of managerial staff		
7	NTN & GST certificate copy		
8	Affidavit on stamp paper of Rs. 100/- submitting following clause that firm have never been blacklisted on any grounds whatsoever by government / autonomous institutions		

**PART – II**

**KNOCK DOWN CRITERIA - PRODUCT EVALUATION**

Item	SPECIFICATION COMPLIANCE /EVALUATION PARAMETERS			
Sr.No				
1	Name of Equipment	Brand		
		Model		
Country of Manufacturer				
Country of Origin of Product/Model Number				
Compliance with defined quality standards				
Specification Compliance features wise:			Remarks	Remarks
<b>Specifications:</b>  (The specifications should comply with standards)			Technically Acceptable  /Not  (Mention the reasons)	Technically  Acceptable /Not  (Mention the reasons)
<b>Technical Eligibility of Product:</b>			Eligible / Not Eligible	Eligible / Not Eligible

<b>Technical Eligibility of Firm:</b>	Eligible / Not Eligible	Eligible / Not Eligible
		Eligible
	<b>Responsive/Substantially</b>	<b>Responsive</b>
<b>BID STATUS:</b>	<b>Non Responsive</b>	<b>Non Responsive</b>

- All the procurement procedures will be done strictly in accordance with the PPRA Rules, 2014** (Amended 2016). Single stage/two envelopes bidding procedure shall be applied. The Envelops shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and in legible letters. Envelops shall then be sealed in an outer envelope. The Financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders.
- The inner envelopes shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared as “non-responsive” or “late”.
- The envelope must also clearly show the Bid title and bidder’s name and address. Failure to Comply with this requirement may result in rejection of the bid and the committee decision in this regard shall be final. Bids submitted after the prescribed time shall not be entertained.
- The financial proposal will be opened by Procurement committee of responsive/ technically successful bidders later on the declared time, place & date. Financial proposal of the nonresponsive/ technically unsuccessful bidders will be returned as such to them on that date without opening their financial offers as per PPRA Rules 2014.
- All the pages of technical & financial bids should be marked as page. No.
- Substandard, broken seal & substituted bids will not be acceptable.
- Bids shall remain valid for a period of three months after opening of Technical bid. A bid valid for shorter period shall be rejected as non-responsive. Extendable equal to the period of the original bid validity.
- The validity of the contract will be till 90 days after opening, extendable for three (03) months.
- The supplier/tenderer background should be financially sound, based on authentic bank statement.
- Clarification of Bids:**

No bidder shall be allowed to alter or modify his bid after the bid has been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

**Limitation on Negotiation’s:**

There shall be no negotiations with the bidder.

**12. Rejection of Bids:**

The authority may reject all bids or proposals at any time prior to the award of contract without assigning any reason.

- 13.** Any consignment of items not acceptable in term of quality to the end user, procuring agency may refuse partial/full quantity and contractor shall replace the same immediately.

**14. Acceptance of Bids:**

The bidder with the highest discount, if not conflict in any other law, rules, regulations or policy of the Government of Punjab, shall be awarded the procurement award.

**15. Performance Guarantee:**

The successful bidder shall furnish performance security 05% of total estimated cost in addition to bid security already deposited by the firm. The performance security shall be deposited in the shape of cash deposit receipt.

**16. Qualification of Suppliers and Contractors:**

A procuring agency, at any stage of the procurement proceedings, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already prequalified or not.

**17. No Offer Will Be Considered If It:**

- i. Is submitted without call deposit by registered firm in the name of Director PERI.
- ii. Is received after the date and time fixed for its receipt.
- iii. Is unsigned.
- iv. Is ambiguous
- v. Is not typed on the letter head.
- vi. Is over written
- vii. Is conditional
- viii. Is given by the firm black listed, suspended or removed from the approval list of the Government of Punjab, Autonomous institutions or by the Federal Government.
- ix. Is received with a validity period shorter than that required in the tender inquiry.
- x. Does not conform to the general conditions of the tender inquiry.
- xi. Is received without earnest money as specified in the tender.

- 18.** All the pages of tender must be signed properly at the bottom.

- 19.** Successful bidder is bound to supply the full ordered quantities of all the desired brands except those, which are actually not available in the market.

**20. Criteria for Bid Evaluation:**

Lowest Delivered Duty Paid (DDP) total price offered by qualified responsive bidder.

**21. Inspections and Test/Analysis:**

The supplier will be responsible for free replacement of stocks if found not of the same specifications as Required on the demand from day to day basis. In case of non-supply the same will be purchased from the local market and the amount will be deducted from the bills of contractor pending in the purchase Department.

**22. Warranty:**

A comprehensive warranty of one (01) year for complete system will be provided free of cost including parts, labor. The supplier will categorically mention the disposable/consumable items of the equipment good in advance along with the submitted tender, any item declaration as consumable /disposable after the submission of bid/quotation will not submitted.

**23. Governing Language :** The language of this Contract shall be in English.

**24. Applicable Law :** This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

**25.** In case of any dispute the decision of the Director /Grievance Committee of PERI, will be final.

**O/O**

**Punjab Economic Research Institute**

# **CERTIFICATE**

I/We hereby conform to have read all the terms & conditions as laid down in the enclosed bidding document including special instruction and we further abide by all these instructions/ conditions of this tender. We also hereby categorically conform that the stores offered by us are exactly of the particulars and specification as laid down in your order in all respect.

NAME OF TENDERER\_\_\_\_\_

SIGNATURE OF TENDERER

\_\_\_\_\_

DESIGNATION OF TENDERER\_\_\_\_\_

POSTAL ADDRESS\_\_\_\_\_

TELEPHONE NO (Land line) \_\_\_\_\_ Mobile\_\_\_\_\_

CNIC NO\_\_\_\_\_

SALES TAX NO\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGN. AND STAMP OF BIDDER:

\_\_\_\_\_



**BID PERFORMA TECHNICAL (provide your best rates)****PROCUREMENT OF ANDROID TABLETS:**

<b>Sr No</b>	<b>ITEM SPECIFICATIONS</b>	<b>Quantity</b>
1	<p><b>Android Tablets:</b></p> <p>With Display of 10.1 inches (68.9% screen-to-body ratio), Resolution of 1280x800 pixels (149 ppi pixel density), Operating System: android kitkat or higher android operating system. CPU Quad core 1.2 GHz, 1.5 GB RAM. Minimum 16-32 GB storage with micro SDXC slot (upto 64 GB), camera minimum 2MP front camera and 8MP rear camera. Battery timings should be minimum 4 hours. Stereo speakers, connectivity: wi-fi 802.11 a/b/g/n/ac 3G 4G, Bluetooth 4.0 HDMI external cable. Sensors: ambient light, gyroscope, accelerometer, compass, hall, proximity. GSM based. Standard charger for tablet and standard carrying case.</p>	08

As owner(s) of

M/S \_\_\_\_\_

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It is certified that I/We:

- (a) are manufacturers or authorized dealers of the Android Tablets quoted;
- (b) accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- (c) shall observe all the conditions and rules/regulations framed by Government of the Punjab for the purpose and shall supply the Android Tablets as per specifications and the terms and conditions of this Document;
- (d) supply and install brand new Android Tablets as per specifications given in Annex-A.

**Signature and Stamp of the Bidder**

**BID PERFORMA TECHNICAL (provide your best rates)****PROCUREMENT OF LED SCREEN:**

<b>Sr No</b>	<b>ITEM SPECIFICATIONS</b>	<b>Quantity</b>
1	<b>LED Screen:</b>  Display type Ultra HD, Screen size 48-55 inch, Resolution 3840 x 2160 or More, Ultra-Clear Panel, Audio Dolby Digital Plus / Dolby Pulse  DTS Premium Sound , Input / Output HDMI x 4   USB x 3   Ethernet   Component   Composite in   RF   Audio Out   IR Out   RS232C, Wall Mount Kit Included, All kind of accessories must be included for installation and configurations with Installation.	01

As owner(s) of

M/S\_\_\_\_\_

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It is certified that I/We:

- (e) are manufacturers or authorized dealers of the LED Screen quoted;
- (f) accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- (g) shall observe all the conditions and rules/regulations framed by Government of the Punjab for the purpose and shall supply the LED Screen as per specifications and the terms and conditions of this Document;
- (h) supply and install brand new LED Screen as per specifications given in Annex-A.

**Signature and Stamp of the Bidder**

**BID PERFORMA TECHNICAL (provide your best rates)**

**PROCUREMENT OF PABX INTERCOM EXCHANGE:**

<b>ITEM</b>	
<b>INTERCOM EXCHANGE</b>	
<b>QTY (01)</b>	
<b>ITEM</b>	<b>DESCRIPTION</b>
<b>Intercom Exchange</b>	Intercom Telephone Exchange (8+32) lines with complete Installation/Wiring Telephone sets and other accessories etc.
<b>NOTE:</b>	
1. The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period.	
2. In case of International Warranties, the local authorized dealers should mention their service and warranty setup details of qualified engineers etc.	
3. The product shall be <b>type approved by the Pakistan Telecommunication Authority (PTA)</b>	

As owner(s) of

M/S \_\_\_\_\_

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It is certified that I/We:

- (i) are manufacturers or authorized dealers of the Intercom Exchange quoted;
- (j) accept the terms and conditions as laid down in this Tender Document and advertisement notice;
- (k) shall observe all the conditions and rules/regulations framed by Government of the Punjab for the purpose and shall supply the Intercom Exchange as per specifications and the terms and conditions of this Document;
- (l) supply and install brand new Intercom Exchange as per specifications given in Annex-A.

**Signature and Stamp of the Bidder**

# Contract Forms

## 1. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Technical Specifications;
- (c) the Terms & Conditions of Contract;
- (d) the Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## 2. Performance Security Form

To:

Director

PERI.

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 20\_\_\_\_ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

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*[Name of bank or financial institution]*

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*[Address]*

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*[Date]*