

# **Tender Document**

## **Supply of Laptops**

**Document No. ERP-06/05-2017**

**Contact:**

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## **ABRIDGMENT**

1. Recipient	CEO CPPA-G
2. Venue	Office of CEO CPPA-G, ENERCON Building, G-5/2, Islamabad.
3. Closing Date& Time of Technical & Financial Bids	05-06-2017 , 11:00 A.M
4. Technical Bids shall be opened	05-06-2017 , 11:30 A.M
5. Opening Date & Time of Financial Bids	Technical responsive firms shall be informed to participate in the opening process of financial bids with date and time.
6. Bid Money	2% of the total value of quoted cost (Please enclose bid money with technical bid envelope)
7. Type of Tender	Single Stage Two Envelopes
8. Cost of Tender Document	Rs.1,000/=
<b><u>MATERIAL REQUIRED</u></b>	
Category	Laptops

Sealed quotations are invited from the potential dealing firms to devise rate contracts for the supply of computers, related equipment and Licensed Software with detail given in "Bill of Quantity".

### **1. INSTRUCTIONS TO THE BIDDER**

- 1.1 Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- 1.2 The bidders are required to submit technical and financial bids in separate sealed envelopes, clearly marking "Technical" and "Financial", two copies of each (marked as Original and Copy). Soft copies of bids will also be required. Firms will be short listed on the basis of scrutiny of the technical bids. Financial bids of the short listed firms will be opened in the presence of bidders or their authorized representatives.
- 1.3 Date of opening of the financial bids will be informed well in time to technically qualified firms.
- 1.4 The bidders shall furnish 2% bid money as a part of their tenders in form of Bank Draft or Bank Guarantee in favor of CPPA-G Ltd. A/C No. 3057606195, NBP Super Market Islamabad, to be enclosed in the envelop of **technical bid**.
- 1.5 Successful bidder shall deposit performance security, as described in rate contract or PO, not exceeding 10% of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favor of indenter. The same shall be released after expiry of warranty period.
- 1.6 Competent Authority reserves the right to accept or reject any offer or a part or a category thereof or increase/decrease quantity to any extent without assigning any reason. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -

- i) The tender is unsigned (all pages should be signed).
- ii) It is received after the time and date fixed for its receipt.
- iii) Offer is ambiguous or conditional.
- iv) The offer is from a firm who is blacklisted by CPPA-G, PEPCO, PITC, NTDC, WAPDA or any other Government organization, or is in litigation with any Government organization or is defaulter in any previous order and/or contract.
- v) The offer is unsolicited.
- vi) The bid is not accompanied with full earnest money.

1.7 The tenders prepared by the bidders should comprise of the following documents:-

- i) Covering letter.
- ii) Receipt of tender document cost.
- iii) Bid Money.
- iv) Bill of Quantities provided with tender document duly filled, signed and stamped.
- v) All certificates as per clause 4.

## **2. TERMS AND CONDITIONS**

- 2.1 All the equipment must be brand new, operable directly on 220 □ 5 volts and 50 MHz frequency.
- 2.2 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. and should be in Pak Rupees.
- 2.3 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.4 All proposals and price shall remain valid for a period of 180 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 2.5 The supplier shall be liable for liquidated damages at the rate of two percent (2%) per month or a fraction thereof, if he fails to deliver the equipment within delivery period.
- 2.6 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.7 A joint inspection of the equipment supplied shall be carried out by CEO CPPA-G or his representative and consignees or their authorized representatives. Notice in writing shall have to be given to the Inspecting Officer by bidder under intimation to this office when the work against the order is completed and ready for inspection. All reasonable facilities as provided in the specifications or followed by the Industry or Trade in General shall have to be afforded to the Inspecting Officer by bidder at bidder's expense for carrying out inspection.
- 2.9 The supplier has to arrange one complete set of equipment offered (hardware), if asked for demonstration and inspection in the office of C.E.O CPPA-G, Islamabad before issuance of Rate Contract/Purchase Order. The equipment, which does not meet the technical specifications, can be rejected and the offer can be declared as technically nonresponsive.
- 2.10 CPPA-G reserves the right to place the repeat order as per the PPRA Rules.
- 2.11 CPPA-G also reserves the right to scrap this tender as per PPRA rules, 2004 (amended to date).
- 2.12 After opening the tender if it is established that the bidders have quoted a single price then CPPA-G reserves the right to scrap the tender and invite fresh tender or to take any decision as deemed fit for CPPA-G.

### **3 SCHEDULE OF SUPPLY**

100% material shall be delivered within 70 days and delivery schedule will be mentioned in the letter of intent issued to the successful bidders.

Delivery period is the essence of the Contract and delivery must be completed no later than the dates specified. The terms Delivery Date shall mean the date of 1st day of inspection or 15th days of inspection call whichever is earlier, shall be reckoned as date of delivery of stores to consignee provided the goods accepted for supply have been delivered within 20 days of issue of inspection certificate subject to the condition that the supplier/manufacture offers the material for inspection at least 15-days prior to the due date and the offer is not rejected due to being a fake call or material not conforming to the specification.

### **4 EVALUATION CRITERIA**

Bidder as a part of his bid shall provide the following depending upon applicability:

- 4.1 Complete specifications with supporting document, brochures of the offered items. Specifications do not meet the tender requirements; offered material shall not be entertained.
- 4.2 A list showing the location of head office along with those of branch offices.
- 4.3 A list of technical expertise and qualified maintenance engineers/staff to handle the hardware maintenance task efficiently along with their qualification.
- 4.4 A list of clients to whom the bidder has done or been doing business during last 3 years along with their Names, Addresses and Phone Numbers.
- 4.5 A certificate describing the guaranteed response time after a hardware failure when the complaint is logged within the warranty period. The maximum expected down time should also be defined and must not be more than 48 hours (two days). In case machine remains down beyond that duration, the bidder must have the demonstrated capability to replace faulty equipment.
- 4.6 Credential showing warranty of hardware for minimum three years with parts and labor or as given by manufacturer whichever is higher. Stickers with starting and ending date of warranty should be pasted on the machines at the time of delivery.
- 4.7 A clear written commitment to the effect that if any component of equipment supplied is damaged during warranty period it shall be replaced with the same or superior compatible component.
- 4.8 Manufacturer's authorization certificate, if authorized.

### **5. TERMS OF PAYMENT**

Payment of the equipment supplied will be made directly by consignees within thirty days, from the date of receipt of invoice, on production of following documents:

- a) Invoice in triplicate having NTN.
- b) GRN (Goods Receipt Note) issued by the consignee.
- c) Joint Inspection Report.
- d) Warranty Certificate as per clause 4.5.
- e) Sales Tax Invoice (if not exempted) or attach exemption certificate.
- f) Non-payment certificate.
- g) Performance Security Receipt Certificate (otherwise performance security will be deducted from the submitted invoice).

## 6. EVALUATION FORMULAS

- 6.1 Technical bids will be evaluated as per given criteria in clause 7. The bidder will be declared technically qualified if score of technical factors is 70% or more.
- 6.2 The financial bids will be opened only of those firms who will be technically qualified.
- 6.3 The maximum points of financial bids will be allotted 30 to the lowest price bid that is opened and compared among those invited firms which obtain the threshold points in the evaluation of the technical component. All other price bids will receive points in inverse proportion to the lowest price; e.g.

$$\text{Price Score} = \frac{(\text{Total Price Score i.e. } 30 \times \text{Lowest Bid Price})}{\text{Price Score of Bidder}}$$

### Example:

1<sup>st</sup> Lowest Bid Price = 1000

2<sup>nd</sup> Lowest Bid Price = 1050

Price Score of 1<sup>st</sup> Lowest Bidder =  $(30 \times 1000)/1000 = 30.00$

Price Score of 2<sup>nd</sup> Lowest Bidder =  $(30 \times 1000)/1050 = 28.57$

- 6.4 The total points for bid evaluation are 100 out of which the technical bid will carry 70 points and financial will be weighed 30 points.

## 7. TECHNICAL EVALUATION CRITERION

The Technical responsiveness will be determined by evaluating the following factors:

Sr.#	Factors					Max. Score
I.	Company profile					20
	i.	Type (Pvt.), Ltd, Proprietary etc.				5
	ii.	No. Of Branches in Pakistan				5
	iii.	Age of Company ( Min five years)				5
	iv.	Experience with Public Sector Companies				5
II.	Technical responsiveness of quoted items					40
III.	A list of clients (other than WAPDA/PEPCO/PITC/DISCOs/NTDC) to whom the bidder has done or been doing business during last 3 years along with their Names, Addresses, Phone Numbers. List is to be provided bifurcating in following slabs: <div><input type="checkbox"/> Less than 0.5 million (7 marks)</div> <div><input type="checkbox"/> 0.5 million to 3 million (15)</div> <div><input type="checkbox"/> Above 3 million (20)</div>					20
IV.	Qualified staff position of the firm (attach list). Certified with principal will be given preference. 2 marks for each individual					20
	Sr No	Name	Post	Qualification	Total Experience	Experience with present employer
	Max. score					100

## Bill of Quantity (BOQ)

Sr.#	ITEM DESCRIPTION	Est. Qty	Part No. (where applicable)	On FCS Basis	
				Unit Rate	Total cost (including installation & GST)
	<b><u>Category A: LAPTOP COMPUTER (Business/ Professional/ Elite etc. Branded)</u></b> <ul style="list-style-type: none"> <li>7<sup>th</sup> Generation Intel(R) Core(TM) Core i5, 7200U processor (2.50 GHz)</li> <li>Minimum 4 GB DDR upgradeable up to 16 GB or 32GB (Latest will be preferred)</li> <li>SSD: 256 GB SSD</li> <li>Intel Integrated HD Graphics Minimum 620</li> <li>Battery with Minimum 4.0 Hours Back up Time.</li> <li>Integrated 10/100/1000 BASE Ethernet at least or external adopter</li> <li>Integrated Sound, Blue tooth, Wi Fi, Webcam</li> <li>Touch pad for easy and prompt use</li> <li>Express Card/54 slot or optional Smart Card Reader</li> <li>Licensed Windows 10 Professional Edition (64-bit) DVD</li> <li>Manufacturer Power Adapter AC 220/240 Volts</li> <li>Original Manufacturer Carrying case</li> <li>14" High Definition LED Anti-Glare Display.</li> <li>Warranty of all parts for 3 Years (including battery)</li> </ul>	25			
	<b><u>Category B: LAPTOP COMPUTER (Ultrabook Branded)</u></b> <ul style="list-style-type: none"> <li>7<sup>th</sup> Generation Intel(R) Core(TM) Core i5, 7200U processor (2.50 GHz)</li> <li>Minimum 4 GB DDR upgradeable up to 16 GB or 32GB (Latest will be preferred)</li> <li>SSD: 256 GB SSD</li> <li>Intel Integrated HD Graphics Minimum 620</li> <li>Battery with Minimum 4.0 Hours Back up Time.</li> <li>Integrated 10/100/1000 BASE Ethernet at least or external adopter</li> <li>Integrated Sound, Blue tooth, Wi Fi, Webcam</li> <li>Touch pad for easy and prompt use</li> <li>Express Card/54 slot or optional Smart Card Reader</li> <li>Licensed Windows 10 Professional Edition (64-bit) and MS Office 365 DVD</li> <li>Manufacturer Power Adapter AC 220/240 Volts</li> <li>Original Manufacturer Carrying case</li> <li>14" High Definition LED Anti-Glare Display.</li> <li>Maximum Weight 1.5 Kg</li> <li>Warranty of all parts for 3 Years (including battery)</li> </ul>	25			

**Note:**

- I. Specifications must be equivalent to above or higher/the latest.
- II. Mention exact brand, model and part No. of quoted items and their supporting accessories.
- III. Warranty for 3 years with parts and labor for all hardware.
- VI. Software, drivers and operating systems should properly be installed on laptops.