



TENDER DOCUMENT

FOR

THE SUPPLY

OF

DESKTOP COMPUTERS, LAPTOP COMPUTERS

LASER JET PRINTERS,

MULTIFUNCTION PRINTERS

COLOR PRINTERS

AND

SCANNERS

TENDER NO. CPPA-G/4361/06-2016

CONTACTS:

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ABRIDGMENT

1. Recipient	CEO CPPA-G
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2. Venue	Chief Engineer (WPPO) CPPA-G, 110-WAPDA House Lahore
3. Pre-bid Conference Date and Time.	20-06-2016 , 11:00 A.M
4. Closing Date & Time of Technical & Financial Bids	12-07-2016 , 11:00 A.M
5. Technical Bids shall be opened	12-07-2016 , 11:30 A.M
6. 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.
7. Bid Money	2% of the total value of quoted cost (Please enclose bid money with technical bid envelope)
8. Type of Tender	Single Stage Two Envelopes
9. Cost of Tender Document	Rs.1,000/=

MATERIAL REQUIRED

Category-A	Desktop Computers
Category-B	Laptop Computers
Category-C	Laser Jet Printers (B&W)
Category-D	Laser Jet Printers (Color)
Category-E	Laser Jet Printers (Multifunction)
Category-F	Scanners

Note: Only firms are eligible to participate in pre-bid conference that has purchased tender document.

Sealed quotations are invited from the potential dealing firms to devise rate contracts for the supply of computers, related equipment and Licensed Software in various categories with detail given in "Bill of Quantity". The rate contracts will remain enforced for a period of three months from the date of issuance and further extendable to three months repeatedly, if agreed by both the parties, not exceeding one year in total.

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 GM (WPPO) CPPA-G A/C No. 3961-5, NBP WAPDA House, Lahore, 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 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 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.5 The supplier shall be liable for liquidated damages @ 2% PM, 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 at firm's premises.
- 2.8 Supplier shall deposit 0.5% (service charges for joint inspection) in the account of GM (WPPO) CPPA-G of the purchase orders placed against the rate contracts executed by CPPA-G.**
- 2.9 The supplier has to arrange one complete set of equipment offered (hardware), if asked for demonstration and inspection in the office of Chief Engineer (WPPO) CPPA-G, 110-WAPDA House, Lahore 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.

3 SCHEDULE OF SUPPLY

The delivery, installation of the equipment will be completed within one month. In case of importable equipment to be shipped from abroad, delivery period can, however be allowed up to 60 days.

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 List of consumables/exclusives (where applicable) which are not covered under warranty.
- 4.9 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:

1st Lowest Bid Price = 1000

2nd Lowest Bid Price = 1050

Price Score of 1st Lowest Bidder = $(30 * 1000)/1000 = 30.00$

Price Score of 2nd Lowest Bidder = $(30 * 1000)/ 1050 = 28.57$

- 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 WAPDA/PEPCO/PITC/DISCOs/NTDC	5
II.	Technical responsiveness of quoted items	30

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: <ul style="list-style-type: none"> <input type="checkbox"/> Less than 0.5 million (7 marks) <input type="checkbox"/> 0.5 million to 3 million (15) <input type="checkbox"/> Above 3 million (20) 					20
IV. Qualified staff position of the firm (attach list). Certified with principal will be given preference.					30
Sr No	Name	Post	Qualification	Total Experience	Experience with present employer
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Max. score					100

CATEGORY-A (Desktop Computers)

Sr.#	ITEM DESCRIPTION	Est. Qty	Part No. (where applicable)	On FCS Basis	
				Unit Rate	Total cost (including installation)
1	<u>DESKTOP COMPUTER Core i5 (Branded)</u> (HP/IBM/Dell/Fujitsu or Equivalent brand) <ul style="list-style-type: none"> ▪ 6th Generation Processor Intel Core i5-6500 3.2 GHZ upto 3.60 GHZ,6MB Intel Smart Cache with v Pro Technology ▪ Intel® Chipset Q170 ▪ 08-GB Non-ECC DDR4 2133 MHZ SDRAM Memory upgradeable to 32GB or 64GB ▪ 16X DVD +/- RW Drive ▪ 1 TB Hard Disk Drive 7,200 RPM SATA ▪ Manufacturer's own Enhanced Key Board & Scroll optical Mouse with Pad. ▪ 18.5" HD or FHD LED backlit LCD Display ▪ Intel HD Graphics 530 (integrated) ▪ Intel integrated Ethernet Gigabit network ▪ Tower Casing with Power Supply Manufacturer Standard ▪ 3.5"/2.5" internal drive bays supporting multiple Hard Disk drives capable of RAID configurations ▪ Power Interface Cables. ▪ All parts should be branded and of same brand as of Computer ▪ Licensed Windows 10 Pro (64-bit) 	43			

CATEGORY-B (LAPTOP COMPUTERS)

Sr.#	ITEM DESCRIPTION	Est. Qty	Part No. (where applicable)	On FCS Basis	
				Unit Rate	Total cost (including installation)
1	<p>Option 1: LAPTOP COMPUTER Core i7 (Business Model)(Branded)</p> <ul style="list-style-type: none"> ▪ 6th Generation, Intel(R) Core(TM) Core i7-6500U processor with Intel HD Graphics 520 (2.5 GHz, up to 3.1 GHz or more with Intel Turbo Boost Technology), ▪ Chipset integrated with processor. ▪ 4 MB Cache ▪ Memory: 8 GB DDR4-2133 SDRAM (upgradeable to 16GB or 32GB) ▪ Hard Drive : 1 TB SATA ▪ Intel Integrated HD Graphics ▪ Battery with Minimum 4.0 Hours Back up Time. ▪ Integrated 10/100/1000 Realtek Ethernet at least ▪ Integrated Audio: HD Audio; integrated microphone Headphone/Microphone combo Jack, Bluetooth 4.0 or 4.1, Wi Fi. ▪ Touch pad for easy and prompt use ▪ Express Card/54 slot or optional Smart Card Reader ▪ Licensed Windows 10 Professional Edition (64-bit) ▪ Manufacturer Power Adapter AC 220/240 Volts ▪ Documentation CD's, Original Manufacturer Carrying case ▪ 15.6" Diagonal full HD Anti-Glare LED-backlit (1920 x1080) Display. ▪ DVD+/-RW Drive (Super Multi DL) ▪ Input Devices: Keyboard, full sized, spill resistant with numeric keyboard, ▪ Web cam: 720p HD 	45			
	<p>Option 2: LAPTOP COMPUTER (Business Model) Core i5 (Branded)</p> <ul style="list-style-type: none"> ▪ 6th Generation Intel(R) Core(TM) Core i5, 6200U processor (2.3 GHz, 2C/4T, 4MB L3) ▪ Minimum 4 GB 1600MHz DDR3 /2133 MHz DDR4 SDRAM upgradeable up to 16 GB or 32GB (Latest will be preferred) ▪ 1 TB SATA Hard Drive (5400 rpm or 7200 rpm) ▪ Intel Integrated HD Graphics 520 ▪ Battery with Minimum 4.0 Hours Back up Time. ▪ Integrated 10/100 BASE Ethernet at least ▪ Integrated Sound, Blue tooth, Wi Fi, Webcam ▪ Touch pad for easy and prompt use ▪ Express Card/54 slot or optional Smart Card Reader ▪ Licensed Windows 10 Professional Edition (64-bit) ▪ Manufacturer Power Adapter AC 220/240 Volts ▪ Documentation CD's, Original Manufacturer Carrying case ▪ 15.6" High Definition (1366x768) or FHD (1020 x 1980) Wide LED Anti-Glare Display. 720p webcam ▪ DVD+/-RW Drive (Supper Drive) 	45			

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 labour for all hardware.
- VI. Software, drivers and operating systems should properly be installed on laptops and desktop computers.

CATEGORY-C (Laser Jet Printers)

Sr.#	ITEM DESCRIPTION	Est. Qty	Part No. (where applicable)	On FCS Basis	
				Unit Rate	Total cost (including installation)
1.	<u>LASERJET PRINTER(B&W) Duplex Auto</u> <ul style="list-style-type: none"> ▪ Print Speed: up to 40ppm (A4) ▪ Resolution: 600 x 600 dpi ▪ Memory: 128 MB RAM (Minimum) ▪ Processor: 1200 MHz or above ▪ Monthly duty cycle: up to 80,000 pages ▪ Connectivity: USB ▪ Paper tray: 2 (Min.) ▪ Input : 150 sheet per tray ▪ Output: 150 sheet for down bin ▪ Also quote toner price along with paper yield. A printer with cost effective printing will be preferred. ▪ Operational Manuals, Drivers, Power & Interface, Compatible with Windows 10 	35			

CATEGORY-D (Laser Jet Color Printers)

Sr.#	ITEM DESCRIPTION	Est. Qty	Part No. (where applicable)	On FCS Basis	
				Unit Rate	Total cost (including installation)
1.	<u>COLOUR LASERJET PRINTER (Auto Duplex)</u> <ul style="list-style-type: none"> ▪ Print Speed: up to 19 PPM (Black and Color) (A4) ▪ Resolution: 600 x 600 dpi ▪ Memory: 256 MB RAM ▪ Processor: 800 MHz ▪ 50-sheet multipurpose tray 1, 150 sheet input tray2 ▪ Monthly duty cycle: up to 30,000 pages ▪ Connectivity: 1 Hi-speed USB 2.0 ▪ Instant-on Technology and Auto-On/Auto-off Technology, Compatible with windows 10 ▪ Operational Manuals, drivers, Power & Interface cables ▪ Also quote cartridge price along with paper yield. A printer with cost effective printing will be preferred. 	4			

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 labour for all hardware.
- VI. Software, drivers and operating systems should properly be installed on laptops and desktop computers.

CATEGORY-E (Laser Jet Printers Multi function)					
1.	<u>LASER JET PRINTER FAX/ SCANNER/ COPIER (Multifunction)</u> <ul style="list-style-type: none"> ▪ Print Speed: up to 21 PPM (A4) ▪ Processor: 600 MHz ▪ Memory: 128 MB RAM ▪ Scan: 1200 x 1200 dpi, option Scan to e-mail ▪ 150 sheet Input tray Copy up to 19 CPM, 35 pages ADF ▪ Fax:Res:300 dpi forward and backing ▪ Connectivity: USB 2.0 ports,10/100/1000 Base-T Ethernet Network port, RJ-11 Telephone port., Compatible with Windows 10 Operational Manuals, Power & Interface Cable. ▪ Also quote cartridge price along with paper yield. A printer with cost effective printing will be preferred. 	6			
CATEGORY-F (Scanners)					
	<u>Scanner</u> <ul style="list-style-type: none"> ▪ Scan Speed: up to 20 PPM (A4) ▪ Processor: 525 MHz ▪ Memory: 256 MB RAM ▪ Scan: 600 x 600 dpi, option Scan to e-mail. ▪ Duplex ADF Scanning ▪ Scan Type: Sheetfed ▪ Scanner Advanced Feature: Duplex scanning; ultrasonic double feed detection, auto color detection. ▪ Auto Document Feeder Capacity: 50 Pages ▪ Multi Feed Detection, Ultrasonic ▪ Daily duty cycle: 1000 Pages ▪ Media Types: Paper (plain, inkjet), envelopes, labels, checks, cards (business, plastic ID) ▪ Compatible with Windows 10 Operational Manuals, Power & Interface Cable. ▪ Connectivity: High Speed USB 2.0 or later. 	4			

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 labour for all hardware.
- VI. Software, drivers and operating systems should properly be installed on laptops and desktop computers.