



Govt. of the Punjab
School Education Department

BID DOCUMENT

for

**INVITATION OF BIDS / PROPOSALS FOR
SUPPLY, DELIVERY & INSTALLATION
OF COMPUTER EQUIPMENT
IN COMPUTER LABS TO BE ESTABLISHED
AT 17 DISTRICTS IN PUNJAB**

Tender No ADP SCHEME # 47/09-10/02

**OFFICE OF THE PROGRAM DIRECTOR,
DIRECTORATE OF STAFF DEVELOPMENT PUNJAB LAHORE.
Tel. No. (042) 99260071,042-37494850,99260078**

Tender Fee Rs. 500/-

Last Date & Time of Submission 27/02/2010.

NOTE: The bidder is expected to examine the Bidding Documents in detail, including all Instructions, Forms, Terms & Conditions, Specifications and Charts/Drawings. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in rejection of the Bid.

The quoted prices should be inclusive of GST, Income Tax, Federal Excise Duty and any other tax levied under Law.

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INVITATION OF BIDS

1. Program Director Directorate of Staff Development School Education Department, Government of the Punjab, Lahore invites sealed quotations in two-parts from the reputed firms for the supply, installation, testing & commissioning of following items in 17 districts of Punjab as per specifications given at Page 16 & 20 as per details given in the specification portion of this document.

Sr. No.	Description
1	LOT#1 Client Server Model in an integrated LAN environment for 40 users Using Server and Computers
2	LOT#2 Desktop Computer with 17” TFT and Licensed windows,
3	LOT#3 UPS and Networking UPS, Main Server with External Storage
4	LOT#4 N-computing devices

Bid document can be obtained from the DSD during working hours after submission of written request and cash payment of Rs.500/- (Non refundable).

TECHNICAL & FINANCIAL BID PROCEDURE

3. The technical and financial bids should be submitted in two separate sealed covers, super scribing “ Part –I Technical Bid for HARDWARE- TENDER NO ADP SCHEME # 47/09-10/02 and due date and “ Part-II financial bid for HARDWARE ”, Tender No ADP SCHEME # 47/09-10/02 & due date for seventeen HARDWARE, sealed and addressed to the Program Director, Directorate of Staff Development, Govt. of Punjab. Offers sent through fax will not be accepted.
4. The Technical offers and Financial offers are to be submitted in two separate sealed envelopes, and placed inside a bigger cover clearly super scribed Technical offer and Financial offer in bold letters.
5. Technical Bid should exclusively cover technical information and must contain all details and specifications of the hardware offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list, service support **WITHOUT MENTIONING PRICE.**
6. Financial bid should contain details of the price(s) of the item(s) quoted in the technical bid. The Technical bid should not contain any references to the pricing. In case the technical bid contains any direct Indirect reference to quoted price the bid is liable to be rejected.
7. The General specification of each item is attached with the Tender Form as Appendix “A”. However, with regard to the strength of metal used/the metallurgical composition etc the firm may attach details / cert if any with the tender form. The

brand name of the items being supplied may also be quoted. Total pages added to the tender, be mentioned in technical offer and financial offer.

8. Only those bids will be considered for Financial offer, which meet the specifications as decided by the Purchase Committee. In the Financial offer, the bid amount should be written in figures and words. No cutting / over writing or erasing of bid amount is permitted, where such correction / erase has been made, same will be rejected out rightly.
9. In Financial offer tendering firms should quote all inclusive of all taxes (Sales tax & Income Tax or any other tax levied under law) and including transport charges & installation charges. The prices must be quoted in **Pakistani rupees**.
10. The Financial offer should be submitted as per the Performa given in the tender.
11. Tender specifications can be downloaded from our website <http://dsdpunjab.gov.pk>
12. In case of holiday or any other unforeseen contingency the tenders will be opened next day at same time.
13. Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
14. All relevant technical literature pertaining to items quoted with full specifications (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
15. Quotation should be valid for a period of 90 days from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) DSD reserves the right to levy liquidated damages at the rate clearly specified in Purchase Manual, which is recoverable from the earnest money deposited by the firm. Thereafter, the purchase order will be liable to be cancelled and the firm will forfeit all its claim.
16. Supply / installation has to be completed within one month from the date of receipt of good and job of supply, testing and successful commissioning is the sole responsibility of the supplier.

EARNEST MONEY.

17. All tendering firms should enclose a bank draft @ 2% of total value of bid in the form of Demand Draft as earnest / security deposit payable in the name of Program Director Directorate of Staff Development (DSD) for which no interest will be payable. This will be released only after 30 days of supply and satisfactory functioning of equipment without any interest.

18. The earnest money deposited by unsuccessful bidder will be returned within 30 days after the last date of opening of tenders without any interest.
19. The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
20. Tender without CDR in the envelope containing financial bid shall be summarily rejected.
21. Please specify the Make/Brand and Name of the Manufacturer with address, country of origin and currency in which rates are quoted and Certificate of agency agreement issued by Principal must be attached.
22. The warranty period and the kind of post-warranty support should be clearly indicated. Warranty shall commence from the date of delivery and acceptance of the Computer equipment.
23. Tenders can be submitted by post to “Deputy Director Finance /Secretary Purchase Committee, Directorate of Staff Development, Near Pilot School, Wahdat Colony, Lahore” and can also be dropped in Tender Box placed at office of the Assistant Director Finance DSD.
24. The payment for supply of Hardware will be made only after delivery, installation & testing for fitness and after the bills are processed by the Accountant General Punjab.
25. If any items goods are found defective or not giving satisfactory service, the same will have to be replaced at the cost of the suppliers / tenderer , failing which the amount will deducted from the security money.
26. Compliance Statement with technical specification indicated in the tender, should be enclosed along with the tender as well as any other extra features of the equipment be shown separately therein and also compliance statement for all commercial terms of the tender document.
27. The tenderer must submit – (1) registration certificate, showing particulars of Director, proprietors / partners, (2) Trade License , (3) Bank Account No., (4) Sales Tax / Service tax Certificate, (5) Income Tax Certificate (6) List of clients for the last 3 years etc.
28. All the papers should be signed and stamped by the proprietor / partner & with the seal of the firm stamped. All photocopies / documents submitted should be self attested by the proprietors.
29. All the firms should submit their registration of firm details / email / telephone nos. and a copy of the constitution of the firm / company.
30. The Program Director reserves the right to accept or reject any or all or part of the tender at any stage or to increase / decrease the quantity or drop any item.

31. Last date of submission of tender form is **27/02/2010 , 1200 hrs**. Time of opening of tenders by Committee is **1400 hrs on 27/02/2010** . A Committee constituted by the Chief Purchase Officer for the purpose will open the bids. Only technical bids will be opened on the date and time mentioned above . The financial bids of those tenderers whose technical bids are found to be meeting our specifications only will be opened in their presence at date and time, to be notified later.
32. Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
33. A technical Committee constituted by the Program Director will assess the product supplied for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.
34. Arbitration Committee of DSD will act as Arbitrator for any disputes arising out of this and his decision will be final and binding.
35. The firms/corporate body agreeing with above terms and conditions should only apply.
Suppliers should clearly define the mechanisms of post-warranty maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, (Annual Maintenance Charges) for a period of 3 years (annual basis) should also be quoted separately in the financial bid.
36. The submission of tender shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.
37. Expenditure involved towards any extra materials required or labour involved for transportation successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.
38. Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:
- a) The tenderer has understood all requirements as described in our Tender document.
 - b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation

**PROGRAM DIRECTOR
SENIOR PURCHASE OFFICER
DIRECTORATE OF STAFF DEVELOPMENT**

INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1 The Purchaser wishes to receive Bids for the Computer Equipment, UPS, Network Laser Printer, Networking, Main Server with External Storage, and Licensed Software (hereinafter referred to as Goods) and provide services such as installation, configuration, testing, support, after sale services and other such obligations specified hereinafter (hereinafter referred to as Services).
- 1.2 The bids complete in all respects should be submitted to the Purchaser in accordance with the Instructions given in the bid document.

2. Eligible Bidder

- 2.1 The Invitation for Bid is open for all the firms based in Pakistan representing with registered offices in Pakistan.

3. Eligible Goods

- 3.1 The Goods and Services to be supplied under the Contract shall have their origin in eligible member countries, as per policy of government of Pakistan.
- 3.2 For purposes of Clause 3.1 above, "origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, thorough manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

4. Cost of Bidding

- 4.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Purchaser will in no case be responsible or liable for those costs.

5. Joint Ventures

- 5.1 Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:
 - a) the Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;
 - b) one of the partners shall be authorized to be in charge; and this authority shall be evidenced by submitting a Power of Attorney signed by legally authorized signatories of all the partners;
 - c) the partner in-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all other partners of the joint venture;
 - d) all partners of the joint venture shall be liable jointly for executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be

- included in the authorization mentioned under (b) above as well as in the Bid Form and in the Form of Agreement (in case of a successful Bid); and
- e) a copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

6. Assurance

- 6.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to supply the Goods and Services pursuant to the Contract, within the time set forth therein.

BIDDING DOCUMENTS

7. Contents of Bidding Documents

- 7.1 The services required, bidding procedures and specifications are prescribed in the bidding document. In addition to the Invitation for Bid, the bidding documents include:
- a) Instructions to Bidders
 - b) Bid Form
 - c) Separate Specifications for each Lot

- 7.2 The bidder is expected to examine all instructions, forms, terms & conditions and specifications given in the Bidding Documents. Failure to furnish all information required in the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

8. Clarification of Bidding Documents

- 8.1 The prospective bidder requiring any further information or clarification of the bidding documents may notify the Purchaser in writing or by telephone or by visiting at the following address:

Directorate of Staff Development
Wahdat Colony, Lahore
Tel No. 042-99260071 , 042-37434850
FAX No. 042-99260075

9. Amendment of Bidding Documents

- 9.1 At any time prior to the deadline for submission of bid, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.
- 9.2 The amendment shall be part of the bidding documents, pursuant to Clause 7.1, will be notified in writing or by telex, or by fax to the prospective bidders who have received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.
- 9.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Purchaser may, at its discretion, extend the deadline for the submission of bid (if necessarily required).

PREPARATION OF BID

10. Language of Bid

10.1 The bid prepared by the bidder and all correspondence & documents relating to the bid exchanged by the bidder and the Purchaser shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

11. Documents Comprising the Bid

11.1 The bid prepared by the bidder shall comprise the technical and financial proposals in accordance with clause 11.2 & 11.3.

11.2 Financial Proposal

11.2.1 The Financial Proposal of the bid shall comprise the following documents:

a) Bid Form

The Bidder shall complete the Bid Form in accordance with Clause 12.

b) Price Schedule

The Bidder shall complete the appropriate Price Schedule furnished in the Bidding Documents in accordance with Clauses 13 & 14.

c) Bid Security

The bidder shall furnish Bid Security in accordance with Clause 18.

11.3 Technical Proposal

11.3.1 The Technical Proposal shall comprise of the following documents:

- (a) Documentary evidence establishing, in accordance with Clause 15, that the bidder is eligible to bid.
- (b) Documentary evidence establishing, in accordance with Clause 16, that the bidder is qualified to perform the Contract if it's Bid is accepted.
- (c) Documentary evidence establishing, in accordance with Clause 17, that the Goods to be supplied by the bidder are in conformity with the specifications and requirements given in the bidding documents.
- (d) Power of Attorney in accordance with Clause 20.2.

12. Bid Form

12.1 The bidder shall complete the Bid Form and all the Schedules furnished in the bidding documents duly signed by the authorized personnel along with the stamp of the company.

13. Bid Prices

13.1 The bidder shall complete Price Schedule for all the items in accordance with the instructions contained in this document.

13.2 Prices quoted in the Price Schedule for the Goods and Services should be entered in the following manner:

The price of the Goods will be quoted (FOR) Punjab (Pakistan) at the addresses provided in enclosed list.

13.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

14. Bid Currencies

14.1 Prices shall be quoted in Pak Rupees.

15. Documents Establishing Eligibility of the Bidder and the Goods

15.1 The bidder shall furnish, as part of its bid, certification establishing both the bidder's eligibility to bid and that the origin of the Goods is an eligible source country, pursuant to Clause 3. The bidder offering to supply Goods under the contract shall establish to the purchaser's satisfaction that the bidder has been duly authorized by his Principal namely M/s _____ to supply the Goods for the Contract.

16. Documents Establishing the Bidder's Qualifications to Perform the Contract

16.1 The documentary evidence of the bidder's qualification to perform the Contract, if its Bid is accepted, shall establish to the Purchaser's satisfaction prior to the award of Contract:

- (a) that, in the case of a bidder offering to supply Goods under the Contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the Goods' manufacturer or producer to supply and to install the Goods in the Purchaser's country; The bidder shall attach / submit Valid Authorization Letter (Not Older than One Year) from the Principal.
- (b) that, the bidder has the financial, technical and production capability necessary to perform the Contract, including capacity in terms of personnel for the purpose of carrying out the Services.
- (c) that, the bidder not doing business within the Purchaser's country, the bidder is, or will be (if the Contract is awarded to it) represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts-stocking obligations prescribed in the specifications.

17. Documents Establishing the Goods' Conformity to the Bidding Documents

17.1 The documentary evidence of the Good's conformity to the bidding documents may be in the form of literature, drawings and data, and shall furnish:

- (a) a detailed description of the Goods' essential technical and performance characteristics;
- (b) a list, giving full particulars, of trained personnel, for training and servicing including available sources, spare parts and special tools, etc necessary for the proper and continuing functioning of the Goods.

18. Bid Security

- 18.1 Pursuant to Clause 11.2.1(c), the bidder shall furnish, as part of its bid, a bid security equal to an amount not less than 2% percent of the Total Bid Price.
- 18.2 The bid security shall be denominated in Pak Rupees and shall be in the form of CDR only. Any other form for bid security will not be accepted.
- 18.3 The bid not secured in accordance with Clauses 18.1 and 18.2 above will be rejected by the Purchaser as non-responsive.
- 18.4 The unsuccessful bidder's bid security will be discharged or returned, or both, as promptly as possible upon award of contract.
- 18.5 The bidder's bid security will be returned, upon the bidder's executing the contract, pursuant to Clause 34, and furnishing the performance security, pursuant to Clause 35.
- 18.6 The bid security may be forfeited:
- (a) if the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form; or
 - (b) if the bidder does not accept the correction of the Total Bid Price pursuant to Clause 27; or
 - (c) if the bidder fails;
 - (i) to sign the contract in accordance with Clause 34, or
 - (ii) to furnish the performance security in accordance with Clause 35.

19. Period of Validity of Bid

- 19.1 The bid shall remain valid for ninety (90) days from the last date of submission of bid prescribed by the Purchaser, pursuant to Clause 22.
- 19.2 Notwithstanding Clause 19.1 above, the Purchaser may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by cable or fax. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 18 shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.

20. Format and Signing of Bid

- 20.1 The bidder shall prepare **one (1) original** and **one (1) copy** of the documents comprising the **Technical & Financial Bids** as described in Clause 11, clearly marking each "**ORIGINAL**" and "**COPY**" as appropriate. In the event of any discrepancy between the **ORIGINAL** and the **COPY**, the **ORIGINAL** shall govern.
- 20.2 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original and copy of the bid shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and both shall be originally signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written Power of Attorney

accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialed by the person signing the bid.

- 20.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialed by the person or persons signing the bid.

SUBMISSION OF BID

21. Sealing and Marking of Bid

- 21.1 The bidder shall seal the original and each copy of the Technical & Financial Bids separately in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY".

- 21.2 The inner and outer envelopes shall:

- (a) be addressed to the following address:

O/o Program Director
Directorate of Staff Development
Wahdat Colony, Lahore
Tel. No. 042-37494852

- (b) bear the clear identification of the lot number for which the bid is submitted for and also clearly write the words DO NOT OPEN BEFORE 1.00 P.M 31st December 2009.

- 21.3 In addition, the inner envelope shall indicate the name and address of the bidder to enable the purchaser to return the bid to the bidder incase it is declared "Late".

- 21.4 The bids submitted through Fax will not be entertained.

22. Deadline for Submission of Bid

- 22.1 The original and copy of bid must be received by the Purchaser at the address specified in Clause 21.2 on or before 31st December 2009 upto 12.00 noon.

- 22.2 The Purchaser, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 9, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

23. Late Bid

- 23.1 The bid received by the Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 22, will be rejected and returned unopened to the bidder.

24. Modification and Withdrawal of Bid

- 24.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bid.

- 24.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 21. A withdrawal notice can also be sent by telex or fax but it must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.
- 24.3 The bid may not be modified subsequent to the deadline for submission of bid.
- 24.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security, pursuant to Clause 18.

OPENING AND EVALUATION OF BID

25. Opening of Bid

- 25.1 The bids shall be opened by the Purchaser in the presence of the bidder's authorized representatives who choose to attend at the time and date specified in Clause 22.1, at the office address of the Purchaser, given in Clause 21.2 (a). The bidder's representatives who are present shall sign a register evidencing their attendance.
- 25.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and recorded at the time of opening of both financial and technical bids.

26. Clarification of Bid

- 26.1 To assist in the examination, evaluation and comparison of bid, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

27. Determination of Responsiveness of Bid

- 27.1 Prior to the detailed evaluation of the bid, pursuant to Clause 29, the Purchaser will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:
- (a) meets the eligibility criteria specified in Clauses 2 and 3;
 - (b) has been properly signed and stamped and submitted on the original Bid Form;
 - (c) is accompanied by the required Securities and these Securities are valid and in good order;
 - (d) meets the major technical criteria specified in the schedule;
 - (e) meets the delivery period i.e., 90 days for Lot No. 1 & 2, 50 days for Lot No. 3 and 30 days

for Lot No. 4.

- (f) meets the rate and limit of liquidated damages i.e., 0.25% of the Contract Price of the delayed Goods or Services per day or part thereof which will not exceed ten percent (10%) of Total Contract Price stated in the Notice of Contract Award / Letter of Acceptance issued by the Purchaser.
- (g) offers fixed price quotations i.e. the bid do not offer an escapable price quotation;
- (h) is otherwise complete and generally in order;
- (i) conform to all the terms, conditions and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:
 - (a) which affects in any substantial way the scope, quality or performance of the Goods; or
 - (b) which limits in any substantial way, inconsistent with the bidding documents, the Purchaser's rights or the bidder's obligations under the Contract.

27.2 The Purchaser's determination of a bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

27.3 The bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the bidder by correction or withdrawal of the non-conforming deviation or reservation.

27.4 The Purchaser may waive any minor informality or non-conformity or irregularity in the bid.

27.5 **Correction of Arithmetical Errors:** Bid determined to be substantially responsive will be checked by the Purchaser for any arithmetic errors. Errors will be rectified as follows:

- (a) for the total bid price entered in paragraph of the Bid Form, if there is a discrepancy between the amounts in Figures and in Words, the amount which tallies with the total Bid Price, shown in the Price Schedule, will govern unless the Bid Contains a specific statement confirming the total Bid Price.
- (b) where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price as quoted will govern and the unit rate will be corrected, and
- (c) where there is a discrepancy in the total price quoted in the Price Schedule vis-à-vis addition of each item, the total of the itemized prices will govern.

The amount stated in the Bid Form will be adjusted by the Purchaser in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors, his Bid will be rejected and the Bid Security will be forfeited in accordance with Clause 18.6.

Corrected Total Bid Price: The price as determined after the application of arithmetic corrections shall be termed as Corrected Total Bid Price.

28. Evaluation and Comparison of Bids

The PMU office with the help of its technical experts will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 27, as stated hereinafter.

28.1. Basis of Evaluation and Comparison of Bid

The bids will be evaluated in two steps. The first step would ensure that technical requirements are met by the bidders as required in the bidding document and the specifications. Then the technical proposals will be evaluated as per given criteria. The firms which will obtain 70% marks as per technical criteria and they also qualify against all the parameters given in the Technical Evaluation Criteria will be declared as Qualified Firms. In the second step, the financial proposals of the firms so qualified will be opened in the presence of their representatives. The Successful Bidder for Award of Contract will be decided only on the basis of financial proposals submitted by the Qualified Firms.

28.2. Technical Evaluation

The bid will be examined in detail whether the Goods offered by the bidder comply with the Specifications of the bidding documents. To facilitate this, the Goods specification will be reviewed. Technical features/Criteria of the Goods detailed in the Specifications will be compared with the bidder's Goods Data submitted with the bid. Other technical information submitted with the bid will also be reviewed.

28.3. Commercial Evaluation

It will be examined in detail whether the bid comply with the specified Conditions of the bidding documents. It is expected that no major deviation/stipulation shall be taken by the bidder.

28.4. Evaluated Bid Prices

The Purchaser's evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors as stated in Clause 27.5. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Goods or Services earlier than the specified period, no credit will be given.

Terms of Payment: The bidder shall make payment after satisfactory deployment at the specified destinations and upon receipt of documentary evidence from the institutes where this equipment will be installed. The bidder may state alternate payment terms and indicate the reduction in bid price that wish to offer for such alternative payment terms. The Purchaser may or may not consider the alternative payment terms offered by the bidder.

28.5 Parameters of Technical & Financial Evaluation

28.5.1 The Technical bids will be evaluated according to the following criteria. **Only those bids will be considered which will be 100% in-compliance with the tender requirements and specifications.**

Evaluation Parameter For Bids	Total Marks	Questionnaire
Company profile		The Computer Hardware companies would be qualified on the basis of proposals submitted against this particular tender. They will also be evaluated for their company profile, financial strength, general standing, etc. in the market. They would be judged on merit as per the Evaluation Form annexed with the bidding document as Annexure A. Proposal evaluation will be read with the details provided by the bidder company. The Technical evaluation will be Hardware specific and not only the generic capability of the bidder from across the board for Hardware procurement. Hence the weightage for each parameter may be fixed by the Senior Technical Officer as per requirement.
Technical Proposal	600	Disqualification in any two parts will lead to over all disqualification or less than 70% marks will lead to disqualification.
Staff Skill Set and Experience	130	<p><u>Skill Set = 90 marks</u> Total No Qualified Engineers = 50 Marks (10 marks per specialist)</p> <p>1' 2 3 4 5</p> <p><u>Total No of Skilled Employees 40 Marks</u> Below 100 15Points 100 – 200 25 Points Above 200 40 Points</p> <p>Give No of Skilled Employees----- Experience = 40 marks Project Manager = 10 (2 marks per year’s experience) Assistant Project Manager = 10 (2 marks per year’s experience) Engineer = 10 (2 marks per year’s experience) Skilled Technicians = 10 (2 marks per year’s experience) Give List of above with experience-----</p> <p>Project Manager Assistant Project Manager Engineer Skilled technicians</p>

Relevant Portfolio (Project on Turnkey) Name of Project: Value:	70	10 Points per project Attach copies of contract award and completion document.
Project with Public / Private Sector	50 +50	10 Points Per Project
Office In Lahore	20	20 Points Y/N
Presence / Support in other Cities	70	10 Points per City 1 2 3 4 5 6 7
Certification for Quality Assurance & Management	30	The company should be certified for quality assurance and management. e.g. ISO 9001-2000 etc. 40 marks if such certificate is provided otherwise 0 Marks.
Team Certification	30	5 Points for each certification
Response Time after Sales / No of offices in quoted Divisions/ Efficient Complaint Management System	50	Less than 24 hours response for support, then 10 marks , Y/N 5 marks for each office in quoted division (upto max 10 marks). Y/N Efficient Complaint Management System for support purpose Helpdesk 10 marks , Y/N Toll Free Number (10 marks) Y/N 24/7 Call Center (10 marks). Y/N
Backup Inventory (Qualification 30/50)	50	If more than 10% items of each quoted item available, 50 marks, if more than 5% items of each quoted item available, 30 marks, if less than 5% items of each quoted item available, 0 marks. PROVIDE DETAIL OF BACKUP SYSTEM.
Financial Audit Report	30	The company must provide its financial audit report of last four financial years. 10 marks per year's audit report. ATTACH COPIED OF AUDIT REPORT / RETURNS OF GST & INCOME TAX
GST and company registration Certificate	20	If GST Certificate is provided, 10 marks. If Company Registration Certificate is provided, 10 marks.

29. Contacting the Purchaser

29.1 Any effort by a bidder to influence/ pressurizing in the Purchase process during and after bid evaluation, or Contract award will result in the rejection of the bid.

30. Purchaser's Right to Accept or Reject the Bid

30.1 The Purchaser reserves the right to accept or reject any bid at his sole discretion and to annul the whole bidding process at any stage prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidders of the grounds for the Purchaser's action.

AWARD OF CONTRACT

31. Post-qualification and Award Criteria

31.1 The Purchaser will determine to its satisfaction whether the bidder has offered Goods and Services at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract.

31.2 The determination will take into account, the bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to Clause 16, as well as such other information as the Purchaser deems necessary and appropriate.

31.3 An affirmative determination will be pre-requisite for award of the Contract to the bidder. A negative determination will result in rejection of the Bid.

31.4 Subject to Clause 30 above, the Purchaser will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Purchaser, further provided that the bidder is determined to be qualified to satisfactorily perform the Contract.

32. Purchaser's Right to Vary Quantities at Time of Award

32.1 The Purchaser reserves the right to increase or decrease the quantity or drop any item of Goods or Services specified in the Specifications at the time of awarding the Contract, without any change in unit prices or other terms and conditions.

33. Notification of Contract Award

33.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

33.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 35 below.

34. Signing of Contract

34.1 After the acceptance of performance security by the Purchaser, the Purchaser will provide a Contract Form to the successful bidder incorporating all agreements between the parties.

- 34.2 The successful bidder will return the same within three (3) days and will convey either its acceptance or its reservations (if any) on the terms & conditions of the contract.
- 34.3 After acceptance or by making necessary adjustments in response to the bidder's reservations (if acceptable to the purchaser), the Contract will be signed by both the parties in presence of witnesses of both sides at the date & time set for the purpose.
- 35. Performance Security**
- 35.1 Before the signing of the contract, the bidder shall furnish 5% security in the form of Call Deposit Receipt (CDR). Security in any other form will not be accepted.

ADDITIONAL INSTRUCTIONS

36. Instructions to Assist the Bidder

- 36.1 Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents.

37. Income Tax & General Sales Tax

- 37.1. The bidder may make inquires on income tax to the concerned authorities of Income Tax. However, in case of General Sales Tax, Federal Excise Duty or any other indirect tax the project has been exempted by the Federal Board of Revenue (ST&FE Wing) from all kinds of indirect taxes and duties under the Debt Swap arrangements vide its memorandum No. C. 2(21)STT/2006/33857-R dated 1st March 2008. .

BID FORM

NAME OF FIRM : _____
GST Registration No. : _____
CDR No. & Date : _____
Amount of CDR : _____
Name of Bank & Br. : _____

Sr. No.	Description (as per specifications attached)	Qty.	Rate Per Unit	Total
1	Client Server	17		
2	Desktop Computer	663(39 each lab)		
3	UPS	697(41each Lab)		
3-a	Net Working	1-Job (Each Lab)		
4	N-computing type device of any brand	136(8 for each Lab)		
	TOTAL			

(Cutting or Re-writing in the above columns is not acceptable)

Full Name of Bidder (in capital) : _____
Complete Address : _____

Contact No(s). : _____
Signatures with date : _____

Stamp of the firm : _____

Specifications

17 LABS WILL BE ESTABLISHED THOUGHTOUT PUNJAB ON TURNKEY BASIS

**Client Server Model in an integrated LAN environment for 40 users
Using Server and Computers**

ITEM # 1 ENTRY LEVEL SERVER					
	BRANDS -	IBM/LENOVO, COMPAQ/HP, DELL, ACER, FUJITSU/SIEMENS OR ANY OTHER BRAND			
S#	ITEM	DESCRIPTION	QTY	Unit Price	Total Price
1	Processor	1 x Quad-Core Intel® Xeon® X3330 2.6GHz 6MB Cache, 1333 MHZ FSB	01 for each Lab		
2	Mother Board	Intel Original Motherboard with 3200 chipset or higher			
3	ECC Memory	4GB ECC DDR-2 Memory, 800MHz or Higher.			
4	Hard Disk Drive	Min 2x 320 GB SATA-3.0 Gb/s with 7200 RPM or higher			
5	Drive Controllers	SATA-II controller			
6	RAID Controller	RAID Controller (Supporting RAID 0, 1)			
7	I/O Ports & Expansion Slots	Min 2 PCI Slots with at least one PCI express. 2.0 USB & External Storage Support			
8	Optical Drive	DVD Writer			
9	Display Card	As per manufacturer standards			
10	Network Adapter	Dual port Gigabit Ethernet (NT & Win2000, 2003, Red Hat Linux Supportive) with Wake on LAN (WOL) support			
11	Mouse & Key Board	As per manufacturer standards			
12	Chassis	Tower Casing, Power supply Manufacturer Standard			
13	Power Supply	Single Power Supply as manufacturer's standard			
14	System Management, recovery, configuration Software	Management capability should be included Operating system Based Monitoring and server assistant			

15	LCD Monitor	17 / 18.5" LCD Monitor, 1024 x 768 Resolution supportive or higher			
16	Operating System	Windows 2008 Server Std Edition OEM with Sp 1 or latest (Licensed) for Educational Purpose			
NOTE:					
1- 3 Years Parts and Labor warranty for all components on site by Manufacturer					
2- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province					
3- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period					
4- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.					
5- The vendor is responsible for the installation of Configuration Management software, Server Operating System, and provide training for the efficient configuration and management of the system.					
6- Please mention the country of origin / manufacturing / assembly of the quoted brand / model					

**ITEM # 2
DESKTOP COMPUTER**

SR#	ITEM	DESCRIPTION	QTY	Unit Price	Total Price
	BRANDS	IBM/Lenovo, Compaq/HP, Dell, Acer, Fujitsu/Siemens OR ANY OTHER BRAND			
1	Processor	Intel Core 2 Duo 2.9 GHz (E7500) processor or higher with Built-in 3 MB L2 Cache, FSB 1066 or higher	39		
2	Mother Board	Intel Chipset Q45 or higher			
3	Memory	2 GB DDR-2, SDRAM 667 MHz or higher			
4	Hard Disk Drive	160 GB SATA-II with 7200 RPM or higher			
5	Display Card/Sound Card	Built-in Video Graphics Display and Sound Card			
6	Network Adapter	Built-in 10/100/1000 base-T Gigabit Ethernet card (Microsoft Windows 2000/XP/2003/Vista, Red Hat Linux Supportive) Wake on LAN (WOL) support.			
7	Monitor	17/ 18.5" Flat Screen TFT LCD , Low Radiation, 1024 x 768 Resolution supportive			
8	Mouse & Key	Standard Keyboard and 2.0 USB 2-Button Optical Mouse with Scroll.			
9	Casing/Power Supply	Tower Standard casing. Power, as per manufacturer standard			
10	I/O Interfaces and Expansion Slots	Min 6 USB 2.0 ports, Min Two PCI slots, etc.			
11	Operating System	Windows Vista Business Edition or Higher for Educational Purpose			

NOTE:

1- The Project name “ Capacity Building of Elementary Teachers & Teachers Training institution in the Punjab” must be configured in the Bio’s

2- 3 Years Parts and Labor warranty for all components on site

3- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province

4- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period

5- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.

6- Please mention the country of origin / manufacturing / assembly of the quoted brand / model

7- Vendor / Assembler to provide verification of Serial numbers / AA numbers of Intel products.

TEM # 3					
Uninterruptible Power Supply (UPS)					
	BRANDS	APC, MGE, TRIPLITE, RIELLO, LIEBERT, EMERSON/POWERWARE, TECHNOWARE (ITALY), OPTI (USA) OR ANY OTHER BRAND			
Sr #	ITEM	DESCRIPTION	QTY	Unit Price	Total Price
1	UPS 600 VA	600 VA or Higher with dry batteries, surge protection, processor control, Line Interactive Technology , at least 10 minutes backup time or higher on a single PC with 17" CRT Monitor, 2-4 hours recharge time, Serial/USB Port, Plug and Play, UPS Monitoring Software, with other standard features.	39 in each Lab		
2	UPS 500 VA (Rack Mountable)	500 VA or higher rack mountable with dry batteries, surge protection, processor control, Line Interactive Technology , at least 10 minutes backup time or higher on a single PC with 17" CRT Monitor, 2-4 hours recharge time, Serial/USB Port, Plug and Play, UPS Monitoring Software, with other standard features.	01 in each Lab		
3	UPS 1 KVA	1 KVA or higher with dry batteries, surge protection, processor control, Line Interactive Technology , at least 10 minutes backup time or higher on 70% load, 2-4 hours recharge time, Pure Sine Wave, 0.7 Power factor , Serial/USB Port, Plug and Play, UPS Monitoring Software, with other standard features	01 for each Lab		
Note					
1- 3 Years Parts and Labor warranty for all components on site					
2- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province					
3- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period					
4- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.					
5- Please mention the country of origin / manufacturing / assembly of the quoted brand / model					

LOT # 3					
NETWORK EQUIPMENT					
ACTIVE					
	BRANDS	CISCO, LINKSYS, ALLIED TELESON, 3COM, LUCENT, NORTEL, D-LINK			
Sr. #	ITEMS	DESCRIPTION	Qty	U/Price	T/Price
	BRANDS	CISCO, LINKSYS, ALLIED TELESON, 3COM, LUCENT, NORTEL, D-LINK			
1	Layer 2 Non-Manageable Switch (48 Port)	Non-Manageable Layer 2 Full Duplex, 10/100 BaseT, TX Fast Ethernet 48 Ports with 2 ports Gigabit for Uplink	01 for each lab		
2	Layer 2 Non-Manageable Switch (48 Port)	Non-Manageable Layer 2 Full Duplex, 10/100 BaseT, TX Fast Ethernet 24 Ports with 2 ports Gigabit for Uplink	01 for each Lab		
PASSIVE EQUIPMENT UTP CABLE (LAN OF 72 NODES IN ECH LAB)					
	BRANDS	LUCENT/AVAYA, AMP, NORDX/BELDEN, 3M, AT & T, CORNING, INFRAPLUS, DINTEK			
Sr. #	ITEMS	DESCRIPTION	Qty	U/Price	T/Price
1	UTP Cable CAT 5	UTP cable, 4 pair, Fast Ethernet supported, (Quantity mentioned in 1000 feet roll)	72 Nodes in each lab		
2	Face Plates	Face Plates with dual shutter, dual fast Ethernet supported UTP I/O	72		
3	Back Box	Back Box	72		
4	Patch Panel	UTP 48 / 24-Port Patch Panel with rear cable management			
5	CAT 5 Drop Cord	CAT 5 Drop Cord 9 meter	72		
6	Patch Cord	UTP Patch Cord, fast Ethernet supported 3meters	72		
7	Data Cabinet 9U	Data Cabinet 9 U, perforated top, Floor standing, having 2 exhaust fans and power panel, glass door and key	01 in each lab		
8	Ducts	Duct 16 * 25 (10 Ft Per Length) Adam Jee			
9	Ducts	Duct 16 x 38 (10 Ft Per Length) Adam Jee	APA		
10	Ducts	Duct 40 x 40 (10 Ft Per Length) Adam Jee	APA		
11	PVC pipe	PVC Flexible 1 (10 ft Length)	APA		
12		UTP Cable Laying & Termination Charges (PRF)	72 Nodes		
13		Installation & Testing Charges	72 Nodes		
Note:					
1- The vendor will be responsible for installation of all the components and will be taken over in functional state.					

1. All passive solution mentioned quantities are estimated and will be paid as per actual (APA) basis.
2. Provide exact type and quantity of Ducts to be installed for indoor cabling.
3. Bidder must provide fully functional power sockets for each switch and UPS, power sockets must be double the capacity. Proper circuit breaker must be installed.
4- Please mention the country of origin / manufacturing / assembly of the quoted brand / model

ITEM # 4					
Sr #	ITEM	DESCRIPTION	QTY	Unit Price	Total Price
1	N-COMPUTING type Technology of any brand	N-Computing technology device of any brand with relevant Software , X550 5-Port PCI-Card 5XD2 devices 5 Cat-5/6 Cables per box of 10 feet length	8 for each Lab		
Note					
1- 3 Years Parts and Labor warranty for all components on site					
2- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province					
3- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period					
4- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.					
5- Please mention the country of origin / manufacturing / assembly of the quoted brand / model					

Signature of Bidder _____

Note:

Currencies should be used in accordance with Clause 14 of the Instructions to bidders. In case of locally produced Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

In case of Contract of imported Service offered Ex-Warehouse/Off-the-Shelf from within the Purchaser's country, the cost of import duties and sales and other taxes already paid shall be shown separately.

LIST OF GOVERNMENT COLLEGES OF ELEMENTARY TEACHERS (GCETs) IN PUNJAB

Sr. No.	Name of GCET
1	GCET, Kotlakhpat, Lahore
2	GCET, Kasur
3	GCET, Bahawalpur
4	GCET, Khanpur, Ry khan
5	GCET, Bosan Road Multan
6	GCET, Sahiwal
7	GCET, Muzaffargarh
8	GCET, Faisalabad
9	GCET, Mianwali
10	GCET, Gujrat
11	GCET, D.G Khan (F)
12	GCET, Gujranwala (Ghkhar)
13	GCET, Chiniot,
14	GCET, Narowal
15	GCET, Pasrur, Sialkot
16	GCET, Sargodha
17	GCET, Kamalia T.T Sing