**TENDER DOCUMENTS**

**PAKISTAN REVENUE AUTOMATION (PVT) LIMITED**

**TENDER No. P-06/2019**

**DATED 20/03/2019**

**BIDS SUBMISSION: 04/04/2019 ON OR BEFORE 1100 HOURS**

**BIDS OPENING DATE AND TIME: 04/04/2019 AT 1130 HOURS**

**Sub: SUPPLY OF DESKTOP COMPUTERS FOR PRAL HEAD OFFICE, STP BUILDING, I-9/3, ISLAMABAD.**

1. Pakistan Revenue Automation (Pvt.) Ltd. (hereinafter called PRAL/Purchaser) invites Sealed bids from the firms registered with the Sales Tax & Income Tax department and who are also on active tax payer list of FBR for the supply of Branded Desktop Computers along with LED as per detail mentioned in Annexure “A”.

2. All Government Taxes shall be deducted as per law.

3. PRAL reserves the right to increase or decrease the quantity mentioned in the Schedule of Requirement Annexure “A”, accept or reject any bid to be received against this tender inquiry, annul the bidding process and reject all bids at any time prior to award of Contract (s). Justification of the rejection of bid (s) will be provided on request.

4. If you have any doubt as to the meaning of any portion of the technical specifications, you may seek clarification of the same from **Syed Muhammad Aamir, Network Administrator (PRAL), Ph:051-9259358 Cell # 0333-1944326**.

5. DELIVERY SCHEDULE

 The delivery of the items mentioned in the Annexure “A” is required ON URGENT BASIS however the maximum delivery time is two weeks. The lowest technical compliant bidder may be in a position to deliver the equipment immediately after award of the contract(s), therefore the bidders are required to quote shortest possible delivery/installation time.

6. PENALTY:

For failure to comply with the delivery schedule of Purchase Order (s), to be issued against this tender document penalty will be imposed on defaulting Supplier as under:

06.1 1% of the cost of entire purchase order or of such item as remains un-supplied/un-completed for every day up to maximum of 5% for 10 days exceeding the delivery period.

06.2 If the item is not supplied even after payment of penalty for 10 consecutive days PRAL reserves the right to cancel the Purchase Order and to purchase required equipment from elsewhere at risk and cost of the defaulting Supplier.

07. Quoted prices must be inclusive of all taxes (Income Tax and Sales Tax), indicating unit price and total bid price.

08. Price must be quoted including all charges like handling, loading, transportation, unloading of the material at PRAL offices located at 9th Floor, Custom House, Karachi.

09. Bidding Form- **Annexure “B**”must also be duly filled in, stamped and signed by authorized representative of the bidder.

10. Quoted price shall be valid for ninety (90) days from the opening date of the bids. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.

11. EARNEST MONEY:

11.1 The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the total bid value as Earnest Money crossed in favor of "Pakistan Revenue Automation (Pvt.) Ltd.". Bank Guarantee as earnest money shall not be entertained. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

11.2 Part earnest money or crossed Cheque / bank guarantee, as earnest money is not acceptable.

11.3 In case of cancellation of contract as default of the Contractor the earnest money shall be forfeited in favor of PRAL.

12. PAYMENT:

Payment will be made as per mutually agreed schedule and in accordance with the terms and conditions spelled out in the Purchase Order issued against this tender document. However, submission of Bank Guarantee, being 10% of the total bill value/ Work Order / Purchase Order Value shall be pre-requisite for the release of 100% payment. The Bank Guarantee must be issued by Schedule Bank. The Bank Guarantee shall be released after successful completion of warranty period. In case the supplier failed to complete the warranty period successfully then the retained value/bank guarantee shall be forfeited in favor of PRAL. For any advance payment the 100% Bank Guarantee shall be required.

13. SEALING AND MARKING OF BIDS.

13.1 The bids shall be submitted in sealed envelope marked as under:

**MANAGER (P&I)**

**PAKISTAN REVENUE AUTOMATION (Pvt.) LIMITED**

**2nd Floor, Software Technology Park (STP), Sector, I-9/3, Islamabad.**

13.2 The envelopes shall also bear the word “CONFIDENTIAL” and following identifications: -

**BID NO. P-06/2019 Dated 20/03/2019**

FOR SUPPLY OF BRANDED DESKTOP CPUs

13.3 If the envelope is not marked, as instructed above, the PRAL will assume no responsibility for the misplacement or premature opening of the bid.

14. DEADLINE FOR SUBMISSION OF BIDS:

 All bids must be delivered in the Office of undersigned on or before the prescribed deadline of **1100 hours on 04/04/2019.**

15. LATE PROPOSALS:

 Any bid received by the PRAL after the prescribed deadline will be returned unopened to the Bidder.

16. OPENING OF BIDS:

 The Purchaser will open the bids in the presence of bidder representatives who choose to attend at **1130 hours on 04/04/2019** at the below mentioned address.

17. EVALUATION:

*17.1. After opening, PRAL will examine the bids for financial and technical evaluation and completeness of the same as per tender requirements.*

*17.2. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.*

18. INSPECTION AND TESTS:

18.1. PRAL’s representative shall have the right to inspect and / or test the equipment to confirm their conformity to Purchase Order (s) specifications.

18.2. Should any inspected or tested item fail to conform to the specifications, PRAL may reject it and the Supplier shall either replace the rejected equipment or make all alterations necessary to meet specification of PRAL. All costs incurred on such replacements / alterations shall be entirely borne by the Supplier. Failing to do so the Purchase Order (s) will be cancelled and all retained values of the defaulter will be forfeited in favor of PRAL.

19. WARRANTY

19.1 The Supplier shall warrant that all equipment supplied against the Purchase Order (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied items under the conditions prevailing at final destination.

19.2 Period of Warranty and maintenance with labor and material cost shall be “minimum (03) years comprehensive.

*During warranty period the supplier will be responsible to repair/replace the faulty equipment* ***on installation*** *place free of cost within 24 hours after occurrence of fault. During warranty period due to any reason, if the Supplier failed to rectify the problem, PRAL shall repair the equipment or replace the defective parts thereof and forfeit the Bank Guarantee/retained values.*

**(NADEEM ANWAR)**

Manager (Procurement & Inventory)

2nd floor, Software Technology Park (STP), I-9/3, Islamabad.

Ph: 051-9259353, Cell 0306-5511272

Email: nadeem.anwar@pral.com.pk

**GENERAL TERMS & CONDITIONS**

1. The prices should be valid for 90 days.
2. No advance payments will be made.
3. 2% earnest money of the total bid value. **In case more options are quoted, vendor will submit earnest money for each option separately.**
4. Vendor will be responsible for the comprehensive maintenance & support as per the scope of services provided in Annexure A.
5. The award of contract will purely be done on the technical compliance and subsequent evaluation.
6. Government duties and taxes should be separately mentioned in the Financial Proposal, if applicable.
7. Onsite Availability of hardware engineer on reporting of any hardware related issues, the availability of hardware engineer at the facility must be less than or equal to 2 hours.
8. Part Replacement Time is within 24 Hours once diagnosed.
9. The warranty period will start after the issuance of **Job Completion Certificate.**
10. The decision for the award of Contract cannot be challenged anywhere
11. The firms black-listed/ debarred in participating in any procurement activities in Pakistan are not allowed to bid.
12. Submission of compliance sheet is a must.

**ELIGIBILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Criteria** | **Compliance** | **Documents to be****provided by the bidder** |
|  | Bidders who have been black listed/ debarred by any govt. Dept. shall not be considered. An affidavit to this effect shall be submitted by the consultant/consulting bidder dulyattested by authorized signatory. |  | Undertaking certificate from THE BIDDER |
|  | The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the overall cost Earnest Money crossed in favor of “Pakistan Revenue Automation Limited”. Any bid not accompanied by 2% Earnest Money shall be rejected without any right of appeal.  |  | Call Deposit/Pay Order equivalent to 2% of the overall cost.  |
|  | Partnership with OEM |  | Valid Partnership Certificate of OEM  |

**ANNEXURE-A**

**SCHEDULE OF REQUIREMENT**

**TENDER # P-06/2019 DATED 20/03/2019**

**Branded Desktop Computers internationally recognized brands only.**

**(Total Quantity 20)**

|  |
| --- |
| **Description/Specifications** |
| **Processor**: 8th Generation Intel® Core™ i7  |
| **RAM**: 8 GB (upgradable to 16 GB) |
| **Hard drive**: 1TB 7200RPM |
| **DVD:** Super Drive |
| **LAN**: Integrated Gigabit LAN |
| **Graphics:** Intel Integrated Graphics |
| **Audio:** Built in sound card |
| **Keyboard:** USB (Same Brand as of Desktop) |
| **Mouse**: Original Optical Mouse (Same Brand as of Desktop) |
| **Accessories**: (Original) All required cables and other accessories |
| **Power Supply:** Standard Power Supply |
| **Warranty**: Three Year comprehensive onsite warranty & support  |
| **Operating System**: Licensed Windows® (10 Professional) 64-Bit with Original DVD |
| **LED:** Same Brand of 17” or above.  |

**ANNEXURE-"B"**

**BIDDING FORM**

Tender No. **P-06/2019** dated **20/03/2019**

Pakistan Revenue Automation (Pvt.) Limited, Islamabad.

Gentlemen,

1. Having examined the conditions to Tender and Specifications of Tender No. **P-06/2019** dated 20/03/2019 the receipt of which is hereby acknowledged we, the undersigned, offer to install, supply and deliver in conformity with specifications mentioned / given in Annexure “A” and conditions of Tender for the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) or such other sums as may be ascertained in accordance with the said Conditions.

2. If our Bid is accepted, we shall deliver / commenced the equipment / services mentioned in the tender documents within \_\_\_\_\_\_\_\_\_ days from the date of receipt of your firm Purchase Order / Work Order.

3. We agree to abide by the terms and conditions of the Tender for the period of \_\_\_\_\_\_\_ from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Purchase order(s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons therefore.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ duly authorized to sign Tender for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NAME OF FIRM IN BLOCK CAPITALS)

Complete address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Fax No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(SIGNATURE)**

Witness:-

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE-C**

**The bidders MUST provide the followings:**

1. Company’s profile, list of such projects handled, list of clients with telephone numbers and addresses.
2. Copies of Income Tax and Sales Tax registration certificates.
3. Affidavit (on legal paper) to the effect that the firm has never been black- listed by any agency of government/semi government/autonomous or business concern.
4. Earnest Money 2% of total bid value.
5. The bidder should be the authorized partner/distributor of which the equipment is quoted
6. Valid partnership letter with OEM (Original Equipment Manufacturer)
7. Annual Turnover and Audit Report of previous financial year.
8. Details of Technical Resources with certifications.
9. Project Specific Certified Resources.
10. List of major projects.
11. Complete Client Details.
12. Reference letter from the clients for similar services.