



FINANCE DEPARTMENT GOVERNMENT OF SINDH

TENDER INQUIRY NO. FD (CTC-I) 03 (02) / 2013-2014

BIDDING DOCUMENTS

Name of Tender:

Purchase of UPS for Server

Official Address:

Room No. 171, Care Taker Cell,
Finance Department, Building No. 06, A.K
Lodhi Block, Sindh Secretariat, Shah-r-Kamal
Attaturk, Karachi.

Phone No:

021-99222113

**Closing Day, Date & Time
For Collecting of RFQ:**

Friday, 25th April, 2014 at 05:00 p.m

**Tender Opening Day, Date
& Time:**

Monday, 28th April, 2014 at 1:00 p.m

Cost of Documents:

Rs. 1,000/- (Rupees One Thousand) Only

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Karachi Dated the 08th April, 2014

To,

M/s. _____

_____.

**Subject: Invitation of the Tender Inquiry No. FD (CTC-I) 03 (02)/2013-14,
for Purchasing of UPS for the Server of Finance Department**

I am directed to hereby invite your Firm to submit your Bid for the Tender of Purchasing of heavy duty UPS for the server of FD, as per details in Schedule (Annexure-C) through this invitation letter. The contract resulting from this invitation to tender shall be governed by conditions of contract as contained on Annexure-A.

2. The Bidder shall submit the Bid in two separate sealed envelopes clearly marked as **“Technical Proposal”** and **“Financial Proposal”**.
3. The Departmental Purchase Committee (DPC) of Finance Department will open the Technical Proposals (Annexure-C) in the first instance for evaluation per criteria given at (Annexure-A) & (Annexure-B), on **28th April, 2014** at 01:00 p.m in the presence of Bidders or their authorized representatives, who may like to be present.
4. The Departmental Purchase Committee (DPC) will open the Financial Proposal (Annexure-D) of the bidders whose Technical Proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives who may like to be present. The Final decision of the contract would also depend on the overall Budgetary Allocations.
5. Failure to submit the Tender in the manner prescribed in the invitation to the Tender and it's related scheduled and Annexure will render the same liable to be ignored / rejected.
6. The Finance Department does not pledge to accept the lowest or any tender and reserve the rights in accordance of SPPRA Rule-25 to cancel the Bidding Process at any time prior to the acceptance of a Bid or Proposals.

(Aamir Zia Isran)
Section Officer (B&A)
For Secretary to Government of Sindh

GENERAL TERMS & CONDITIONS:-

A. SELECTION METHOD:

1. Selection Method of Bid is being involved on the basis of *Single-Stage Two-Envelopes Procedure*.
2. The Technical Proposals would be scrutinized by the “Departmental Purchase Committee” and “Financial Proposals” of only technically qualified firms will be considered and opened on the date as announced/conveyed by the DPC/Finance Department and the rest of will be returned unopened.
3. Only one authorized representative per bidder will be allowed to attend the opening of Bids. A representative from a bidder will be required to submit an authority letter in his/her favor by the respective bidders for attending the opening of Bids.
4. The Finance Department will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bid. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered.

B. BID SECURITY:

1. A Bid Security, in the shape of a Bank Draft/ Pay order in favor of Section Officer (B&A), Finance Department, Government of Sindh.
2. Equivalent to 3% of the total value as earnest money.

C. VALIDITY OF THE PROPOSAL:

The Bid validity period will be (02) months, starting from the last date for receipt of bid submission and all prices shall remain valid for (02) months, however, the responding organization is encouraged to state a longer period of validity for the proposals.

D. CURRENCY:

The Financial Proposals shall be quoted in Pakistani Rupees (PKR) Only.

E. WITH-HOLDING TAX, SALES TAX & OTHER TAXES:

1. The responding Organization is hereby informed that the Government shall deduct Taxes at the rate prescribed under the Tax Laws of Pakistan, from all payments for services rendered by any responding organization who signs a

- contract with the Government. The responding organization will be responsible for all taxes on transactions and /or income which may be levied by Government. If responding organization is exempted from any specific taxes, then it is advised to provide the relevant documents with the proposal.
2. The firm should be registered with Income Tax, Sales Tax (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).

F. WITH DRAWAL OR QUALIFYING OF TENDER:

The last tender received shall supersede and invalidate all tenders previously submitted by the bidder. A tender may be withdrawn at any time up to the Official tender closing date & time.

G. VALIDITY OF TENDER:

Validity of tender will be based on the following:-

1. Late Tender -Must be rejected.
2. Form of Tender & Envelopes improperly Marked or not used. -Must be rejected.
3. Tender not completed in ink or type writer -Must be rejected.
4. Restrictions, Qualifications, Omissions or additions made to Tender. -Must be rejected.
5. Tender not properly signed. -Must be rejected.
6. Arithmetic Errors. -Must be rejected.
7. Erasures, overwriting or strike-outs may be accepted, provided that they are clear, prices are legible and any such changes are initiated by the Bidder.
8. Despite any other provision in this Tender documents, the Finance Department shall have the right to:
 - a) Accept or Reject any Tender or Portion thereof;
 - b) Reject all Tenders;
 - c) The lowest or any Tender will not necessarily be accepted.

H. MODE OF PAYMENT:

Payment will be received to the Firm against the supply through a Cross Cheque from Accountant General Sindh (AG Sindh).

I. COMMUNICATION:

Inquiries regarding this RFQ shall be submitted in writing to:

"SECTION OFFICER (B&A), ROOM NO. 171, GROUND FLOOR, FINANCE DEPARTMENT,
A.K LODHI BLOCK, SINDH SECRETARIAT SHAH-R-KAMAL ATTATURK, KARACHI".
Ph No. 021-99222113

J. MODE OF DELIVERY:

Bids must be submitted in two separate envelopes clearly marked as “**Technical Proposal**” & “**Financial Proposal**” by **12:00 Noon** on **28th April, 2014** on the address given at above serial “**I**”.

The Bidders should examine carefully the terms & conditions of the Tender. They should also visit the Office of Finance Department at any time during working hours at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the Section Officer (B&A) or Caretaker Cell at any time during working hours before submitting tenders. Once the Tender is submitted, it will be assumed that no further clarification is required.

Finance Department reserves the rights to extend the opening date of the Bids, cancel the Tender or accept/reject any or all Bids without assigning any reasons.

NOTE:-

- Any effort by a bidder to influence the contract in DPC’s decision in respect of Bid Evaluation or contract award will result in the rejection of the Bidder’s Bid.

➤ EVALUATION CRITERIA & COMPARISON OF BIDS:

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a de-evaluation. The purchase will evaluate and compare the bid that have been determined to be substantial responsive. The evaluation will be performed assuming the contract will be awarded to the high evaluated bidder for the entire information system.

The following weights will be used in the evaluation of bids:-

Technical Evaluation: - 70%

Financial Evaluation: - 30%

The Technical Bids shall be evaluated on the basis of following parameters

| Sr. No | Evaluation parameters | Total Marks | Brief | Remarks from bidder | |
|------------------------------------|---|-------------|---|---|-------------------|
| <u>Company Information:</u> | | | | | |
| | Required Field | Marks | | Documentary evidence attached or not | |
| 1. | Registered Name of Bidder | 25 | 25 Marks will be given to bidder who registered in Industries Department, Govt of Sindh | Yes () No () | |
| 2. | No of Years in Business | 25 | 25 Marks if the firm proves 05-years experience | Yes () No () | |
| 3. | Bank certificate | 25 | 25 Marks if the Financial position is sound | Yes () No () | |
| 4. | NTN Registration Certificate | 25 | 25 Marks if firm has NTN Certificate | Yes () No () | |
| 5. | Sales Tax Registration Certificate | 25 | 25 Marks if Firm is registered with Sales Tax department. | Yes () No () | |
| 6. | Chamber of commerce or its allied body | 25 | 200 | 25 Marks if Firm is a member of any chamber | Yes () No () |
| 7. | Affidavit | 25 | | 25 Marks will be given to the bidder who provided a affidavit on stamp paper that the firm has not been blacklisted by private, Govt, Semi Govt, and Autonomous Body) | Yes () No () |
| 8. | Authorization/dealership certificate from Original Equipment Manufacturer | 25 | 25 Marks will be given to bidder who provided Authorization/dealership Certificates | Yes () No () | |
| <u>Technical Proposal:</u> | | | | | |
| 9. | Replacement warranty | 100 | 100 | 100 Marks will be given to the bidder who provided warranty of UPS for replacement if burnt or damage (atleast 01-year) | Yes () No () |

After-Sale-Support Capabilities:

| | | | | | | |
|-----|---|----|-----|---|---------|--------|
| 10. | Catalogue evidence of workshop products and machinery & tools installed | 50 | 100 | 50 Marks if the firm has established workshop along with list of tools/equipments installed | Yes () | No () |
| 11. | List of Qualified/Certified support team of Professionals | 25 | | 25 Marks if the firm has minimum 03-qualified/certified team or skilled professionals with experience of 05-years | Yes () | No () |
| 12. | Customer feedback certificate | 25 | | 25 Marks if the firm has customer feedback certificate from customer | Yes () | No () |

Financial Capabilities:

| | | | | | | |
|-----|-------------------------|----|----|---|---------|--------|
| 13. | Bank Credit Certificate | 20 | 20 | 20 Marks on production of Bank Credit Certificate | Yes () | No () |
|-----|-------------------------|----|----|---|---------|--------|

Relevant Experience:

| | | | | | | |
|-----|---------------------|-----|-----|--|---------|--------|
| 14. | Experience in field | 100 | 100 | 100 Marks if the firm has attached proofs/work orders of similar projects. Minimum 05 proofs required. | Yes () | No () |
|-----|---------------------|-----|-----|--|---------|--------|

Note: The required field at **Sr # 04 & Sr # 05** should be provided by each & every interested firm and must get **350 Marks (out of 520)** in Technical Proposals for qualifying as per above mentioned criteria.

Description

| Sr. No | Specification | Quantity Required |
|--------|---|-------------------|
| 1. | <p>APC Smart 10KVA single Phase output UPS with 30-Minutes Back-up time or equivalent</p> <ul style="list-style-type: none">>System: SURT10000XLI>Tower Mount.>UPS with (Batteries disconnected)>Two Front bezels <p><u>Literature Kit containing:-</u></p> <ul style="list-style-type: none">>Software>Smart-UPS User manuals CD>Six output power cords>Serial Cable>Product documentation, safety and warranty information>SNMP/Web Card User Manual | 01 Unit |

UNDERTAKING SHOULD BE ON STAMP PAPER

We guarantee to supply the Heavy Duty U.P.S (10KVA) with 30-minutes Back-up timing exactly in accordance with the requirement specified in the invitation to tender, schedule **(Annexure-C)**. We do undertake that the certified copies of the different certificates as required by the Government of Sindh, Finance Department are enclosed herewith. We also undertake that the supply of U.P.S will be made immediately or on specific date mentioned in Purchase order issued against successful bid.

Signatures:

Firm Name and Stamp / Seal:

