



# **Shaheed Benazir Bhutto University, Benazirabad/Nawabshah.**

## **TENDER DOCUMENT**

**For The Purchase of  
Multimedia Projectors**

Tender issued to M/s \_\_\_\_\_

**FROM DIRECTOR FINANCE**

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## Introduction.

Shaheed Benazir Bhutto University Nawabshah, intends to purchase "I.T. Equipment" from eligible bidders through open tenders bidding process under SPPRA 2010 (amended in 2013) as provided in rule # 46 (1) Single stage – one envelope procedure as under:

- a. Envelope shall be contain bidders TECHNICAL INFORMATION as required in this tender and "FINANCIAL QUOTATION" for the items and specifications as mentioned on BOQ page
- b. TECHNICAL & FINANCIAL Proposals (envelopes) will be opened in presence of bidders and the members of Tender Committee in the office of Director Finance.
- c. The tenders will be evaluated in the guidelines as mentioned in this document.

The tenders will be issued up-to **06-11-2014** and received back on **06-11-2014**, till **11:00 am**. The tenders will be opened on same day at 12.00 (noon) in the presence of the suppliers or their authorized representative who so ever present

## General Instructions

While preparing Proposals Bidding firms are expected to examine the documents comprising this invitation in detail, as deficiencies in providing the information requested may result in rejection of the proposal.

- 1) While preparing the quotations, bidders should provide detailed costs associated with the assignment and all other out of pocket expenses such as, recurrence expenses, unforeseen expenses, maintenance charges, parts and material charges, deployment of technical staff and services charges etc.
- 2) Bidders can quote prices on FOR and C&F basis:
- 3) **FOR basis:** Bidder should be submit quotation in local currency with free delivery, Installation and make operational at university premises. All government taxes/levies such as Income Tax, GST, FED, Stamp Duty Excise or what so ever may be in practice will be applied.

## Evaluation Criteria

1. This set of bid documents has been prepared under guidelines as laid down in SPPRA Rules 2010 (amended in 2013) and provide a clear basis upon which tenderers will be evaluated, following an objective process based on fair and transparent criteria to safe guard the interest of University. However the tenderer's should submit relevant information clearly and follow instructions to submit their relevant documentary proofs in proper order as defined herein and should not defer, so that it should not impose an excessive burden of preparation or paperwork.
  
2. Firms would be denied who do not meet the specified criteria. Thus, those who prepare documentation for this bid are responsible for ensuring that the criteria are drawn in accordance with the appropriate needs of the tender and that the criteria are sufficiently stringent to assure that only properly qualified firms are included in the final list.
  
3. There will be three stages of Evaluation
  - a) Bidding Firm's Evaluation
  - b) Evaluation of quoted, Brand, Models & their International ranking status etc.
  - c) Evaluation Price offered by the bidding firm.
  - d) Weightage Scores (from a to c) high scores taker will be ranked as 1<sup>st</sup> subsequently all bids will be weighted and their results will be announced on website.

BIDDING FIRM QUALIFICATION CRITERIA.		Marks
NO.	DESCRIPTION	Marks
1	<b>Bidding Firm will be disqualified in case of failure to provide Mandatory Requirement as bellow.</b>	
	SR#	Documents Required
	1	Bidders "Tax Facilitation Portal profile" Print from FBR website.
	2	Attested copy of National Tax Number (NTN) Certificate
	3	Attested copy of General Sales Tax Registration (GST) Certificate
	4	Attested copy of Sindh Revenue Board (SRB) Certificate.
	5	Active Tax Payer Status showing 100% Active Status (print from FBR website)
6	Litigation History Report, printed on Judicial Paper attested by Notary Public	
7	Certificate for not being Black Listed. This is required on Judicial Paper attested by Oath commissioner	
		Marks
		2
		2
		2
		2
		2
		1
		1
	<b>Financial Position:</b> As per the guide lines of SPPRA Rules 2010 guidelines the Annual Turnover of bidder should be <b>twice than the estimated cost of Tender.</b> However following documents are required to verify the financial capability of bidding firm.	
2	SR#	Documents Required
	1	5 years Annual Income Tax Returns (2009 to 2013) showing that the firm's annual "average" income Tax declared amount is greater than 5 Million
	2	Audited Financial Statements for last five years (2009-2014) Showing yearly turnover > than 25 Million
	3	<b>Bank Statement</b> for Last Year (July 2012 to 30 <sup>th</sup> June 2014). Showing yearly turnover > than 25 Million
	4	Annual Wealth Statement (as submitted to FBR for the year 2014) Showing wealth > than 25 Million
5	Sales Tax Summaries for Last Year (July 2012 to 30 <sup>th</sup> June 2014). Showing yearly turnover > than 25 M	
		Marks
		5 marks
		1 mark per Million
		5 Marks (1 mark per 0.5M)
		5 Marks (1 mark per 0.5M)
		5 Marks (1 mark per 0.5M)
		5 Marks (1 mark per 0.5M)
	Company profile, comprising of following details:-	
3	SR#	Documents Required
	1	Certificate showing Bidder's Business Nature e.g. Proprietorship / Partnership / Pvt Limited etc. Provide Partnership Deed / Memorandum of Articles / CNICs of Proprietor, Partners, and Directors.
	2	Authorized Partnership (Dealership) Certificate from the Manufacturer whose BRAND is being quoted in this tender example (a) Epson, (b) Sony, (c) View Sonic, (1 Mark per Certificate. Maximum 5 Marks)
	3	Staff list showing following details: Should have Minimum two Certified Professional. NAME   Designation.   Qualification   Mobile & Email   Certification   Experience
4	Business Experience Provide Client List of minimum 10 major customers as per following table: Client Name   Contact Person   Phone/Email   Projects completed in 2013-14 Attach Purchase order Attach one copy of Purchase Order in the year 2013-14 (0.5 marks per customer total 5 Marks)	
		Marks
		3
		5
		3 Marks (0.5 mark for each column)
		5 Marks (0.5 mark per customer)
		4 Marks: 2 per Certificate.
5	Procuring Agency will check & verify Bidder's Market Reputation and give marks to bidding firm as per its market feedback as under (a) Extremely Satisfied 7 marks, (b) Just Satisfied 5 marks (c) Average 3 marks (d) Dissatisfied 0 Marks.	
	TOTAL MARKS	
		65

Continued on Next Page.

Evaluation of quoted Brand, Models & their International ranking status etc.		Marks
NO.	DESCRIPTION	
1	<p>Maximum 10 marks will be given to Internationally reputed Brand as per following chart</p> <ul style="list-style-type: none"> <li>• Sony/Epson Category-A 10 Marks</li> <li>• View Sonic Category-B 5 Marks</li> <li>• All other International Brands Category-C 2 Marks</li> <li>• Un-branded / Local Branded Computers Category-D C Marks</li> </ul>	10
2	<p><b>Desktop PC Models:</b> All International PC Manufacturers have variety of Models for their specific business segments as mentioned below, each segment has its specific usage and application, specifications, quality and warranty, therefore following chart of marks is defined and the marks will be awarded accordingly:</p> <ul style="list-style-type: none"> <li>• Consumer Line Models. 3 Marks</li> <li>• Value Line Models. 5 Marks</li> <li>• Mainstream /Business Line Models. 8 Marks</li> <li>• Workstations High performance Models 10 Marks</li> </ul> <p>Bidders are required to submit the Brochures of the models being quoted by them.</p> <p><b>After-Sale- Support</b> Marks will be awarded to Bidders as per following criteria:</p> <ul style="list-style-type: none"> <li>• One Year on-site warranty 1 Marks</li> <li>• Three Years on-site warranty 3 Marks</li> <li>• Resident Engineer 7 Marks</li> <li>• Buffer Stock for warranty Replacement 5 Marks</li> </ul>	10
3		Maximum 15

• 80% weighted will be given to Technically Sound Parties, using Weighted Average Formula, as under:-

$$= (100 - ((\text{Highest Point} - \text{Points Secured}) \div \text{Highest Points} \times 100)) \times 0.8$$

**EVALUATION OF PRICE OFFERED BY THE BIDDING FIRM**

- 20% weighted will be given to lowest quoting firms, using Weighted Average Formula, as under:-  

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) \div \text{Lowest Bid} * 100) * 0.2$$

**AWARD OF CONTRACT ON WEIGHTED SCORE BASIS.**

Under SPPRA Rule No. 49 The bidder with the lowest evaluated cost, but not necessarily the lowest submitted price, shall be awarded the procurement contract, however following weighting Formulas will be applied to get the weighted Scores of Bidding firms.

**Example:**

BIDDING FIRM	Technical Weight	Financial Weight	Total Score	Rank / Position
A	54.3 Obtained Highest Technical Score	14.9 Price offered by this firm was high, so it obtained lower score	69.2	1st.
B	44	18	62	3rd
C	48	20 Price offered by this firm was lowest, so it obtained highest score in Price weight	68	2nd