**Tender No: AD(A&A)/01-04/2016-17**

**For​**“**Supply of Computers Equipment / Hardware”**

**SINDH CIVIL SERVICES ACADEMY,**

**GOVERNMENT OF SINDH, KARACHI**

***N.B***

***The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or*** ***submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.***

**Definitions:**

In this Contract, the following terms shall be interpreted as indicated:

"Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Contractor.

"Contract" means the agreement entered into between the Procuring agency and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Procuring agency and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportion able to the Software or Services in question.

"Procuring agency" means Sindh Civil Services Academy, Karachi, - Pakistan.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all Software to be provided and work to be done by the Contractor under the Contract.

***INVITATION TO BID***

Sindh Civil Services Academy, Karachi, (hereinafter referred to as Procuring Agency), invites sealed bids from eligible bidders for Supply of Computers Equipment / Hardware as mentioned at annexure A.

1. A complete set of bidding documents may be purchased by any interested eligible bidder from the office of Director General, Sindh Civil Services Academy, Karachi, upon payment of a non-refundable fee of Rs. 500/- up to 5thJune, 2017 (12:00 Noon) and can also be downloaded from SPPRA website.
2. Interested eligible bidders may obtain further information on the bid from the office of Director General, Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi. Phone: 021-99332656.
3. The Bidder must list firm’s clientele, details of past project.
4. All bids must be accompanied by a bid security equivalent to 3 % of total bid amount in shape of pay order or demand draft , and must be delivered to the office of the Director General, Sindh Civil Services Academy, Karachi, on or before 11:00 AM on 6th June, 2017. The bids will be publicly opened in the Committee Room of Sindh Civil Services Academy, Karachi, at 11:30 AM on the same day in presence of bidders, who wish to remain present.
5. i) The bid shall comprise a single envelope containing the financial and the technical proposal.

ii) The envelope shall be marked as “**PROPOSAL FOR SUPPLY of Computers Equipment / HARDWARE”** in bold and legible letters to avoid the confusion.

iii) The procuring agency shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not conform to the specified requirements.

iv) During the evaluation no amendments in the technical proposal shall be permitted.

1. Sindh Civil Services Academy, Karachi, will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
2. Bidders shall submit Bids, which comply with the Bidding Documents. ​**Alternative Bids will not be considered​**.The attention of bidders is drawn to the provisions of Clause on “Determination of Responsiveness of Bid” regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
3. As authority competent to accept the tender, the procuring agency reserves the right to accept or reject one or all the tenders subject to provision of SPPRA rules.
4. All prices quoted must include any Taxes applicable, such as GST, Income Tax, SST, etc. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
5. Execution/installation of all the components of the Bid will be at Sindh Civil Services Academy, House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.
6. In case of failure to complete the task within the stipulated time period. Performance Security Amount will be forfeited and the company will not be allowed to participate in future tenders as well, as per SPP Rules, 2010 (Amended 2017)

**Assistant Director**

**(Admin & Budget)**

Sindh Civil Services AcademyKarachi.

***BID FORM***

To,

Director General

Sindh Civil Services Academy

**Karachi.**

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% per cent of the Contract Price for the due performance of the Contract in shape of pay order or demand draft.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening and Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid together with your written acceptance thereof in your Notification of Contract Award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest priced or any Bid that you may receive.

Dated this-------------day of ------------------2017

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Signature.

Company Name and address along with Official Seal

1. **Terms & Conditions**
2. **Bid Security**

A bid Security, in the shape of a Bank Draft/Pay Order in favor of Director General, Sindh Civil Services Academy, Karachi, equivalent to 3% of the total cost of bid should be submitted along with the tender. Bid security of unsuccessful bidder will be released as soon contract is awarded to the successful bidder.

1. **Communication**

Enquiries regarding this Tender shall be submitted in writing/voice to:

**Assistant Director (Admin & Budget)**

‘Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

1. **Mode of Delivery and Address**

Technical & Financial proposals should be submitted at the address given below.

**Director General,**

Sindh Civil Services Academy,

House # 8B/I, 23rd E-Street, Khayaban-e-Tanzeem, Phase-V, DHA, Karachi.

Phone: 021-99332656 Fax: 021-99332653.

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission.

**PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

1. **Submission of Proposal**

* The complete proposals should be submitted by 11:00 AM on 6thJune, 2017 at the address given at 2(ii) above.
* The format for submission of proposal is attached as Annexure-B. ​**Please provide original brochures of all the equipment proposed.**

1. **Opening of Proposals**

* The proposals submitted against the subject Tender will be opened on 6thJune, 2017 at 11:30 AM in front of the Tender Committee of Sindh Civil Services Academy, Karachi.
* In case Government announces any public holiday on schedule dates, the tender will be submitted and opened on the next working day as per usual schedule in accordance with SPPRA Rules.

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|  | **IMPORTANT POST-QUALIFICATION / ASSESSMENT POINTS**   |  |  |  | | --- | --- | --- | | **Criteria** | **Yes** | **No** | | Copy of sales tax Registration Certificate required |  |  | | Copy of National Tax Registration Certificate required |  |  | | Copy of the Tax Exemption Certificate (if any) |  |  | | Minimum 03 years’ experience in Computer Equipment Sales & Delivery (evidence required) |  |  | | Minimum 5-delivery/completion certificate of computer equipment to the Government institute(s) |  |  | | Minimum Financial Turnover of Rs. 5 million per annum– Evidence required in the form of Last 12 months Bank Statement OR Bank Certificate mentioned 5 million turnover or above duly stamp from concerned Bank. |  |  | | Affidavit @ 100/- rupees stamp/Bond paper that the firm has never been blacklisted duly stamped. |  |  | | Authority letter from Manufacturer or importer |  |  | | Broucher/Technical data sheet duly flagged and marked paging. |  |  | | Technical features (as per product specification) |  |  | | Warranty (Three years extendable ) |  |  | | **OEM relationships & Warranties**   * Computer Equipment / Hardware should have 3 years onsite warranty. * The equipment supplied should be through verifiable distribution channel in Pakistan. * All Management Software provided with the equipment should have warranties for 1 year against defects/bugs as well as updates. * Original CD’s of all licensed software should be provided. |  |  | |

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

The Procuring agency will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Lowest Evaluated Bid for the supply of Computers.

**NOTE: -**

* Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
* Director General, Sindh Civil Services Academy, Karachi, reserves the right to accept or reject any or all proposals as per SPP Rules.
* Authority Letter, Nation Tax Number Certificate, Sales Tax Registration Certificate, photocopy of the CNIC of proprietor of company and the photocopy of cheque are must be required from Principal Company for product and vendor authentication.
* The tender must be filled on prescribed form without any alteration/over writing.
* Conditional tenders/bids will not be accepted.
* Director General, Sindh Civil Services Academy, Karachi, reserves the right to increase or decrease the scope of work / number of items.
* Only companies registered with GST, SST and I. Tax shall be eligible to participate in the tender (proof of registration is required).
* Every page of this tender document should be signed and sealed by the bidder.
* The bidder shall provide the broucher / samples of offered items.

**Contacting the Procuring agency**

Any effort by a bidder to influence the Procuring agency in the Procuring agency's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

**Procuring agency's Right to Accept the Bid or Reject the Bid**

The Procuring agency reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Procuring agency's action as per SPP Rules, 2010 (Amended 2017)

1. **Performance Security**

A performance security in shape of Bank draft / Pay order in favour of Director General Sindh Civil Services Academy, Karachi, equivalent to 5% of the total value of contract will be required to be submitted by successful bidder before placement of final contract.

1. **Validity of the proposal**

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal.

1. **Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

1. **Withholding Tax, Sales Tax and other Taxes**

The responding organization is hereby informed that the Government shall deduct tax at the rate, as prescribed under the tax laws of Government of Pakistan and Government of Sindh, from all payments for services rendered by any responding organization who signs a contract with the Government. The Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

1. **Penalty Clause**

* It is of utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Performance Security will be forfeited in favor of Sindh Civil Services Academy, Karachi.
* The Bidder will provide an affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
* The Bidder will provide experience certificate of supplying / selling items in relevant field.
* The Bidder will provide an affidavit that the firm has never been blacklisted by any Government Department.

##### Delivery and Documents

###### Sample provision (DDP terms)

Delivery time shall be within 3-days from the date of issuance of purchase order.

Upon shipment, the Supplier shall notify the Procuring agency the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Procuring agency:

* 1. Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
  2. Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
  3. Copies of the packing list identifying contents of each package;
  4. Insurance certificate;
  5. Manufacturer’s or Supplier’s warranty certificate;
  6. Certificate of origin.

##### Insurance

The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered; hence insurance coverage is seller’s responsibility. Since the Insurance is seller’s responsibility they may arrange appropriate coverage.

##### Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

Payment of local currency portion shall be made in PKR within thirty (30) days of presentation of claim supported by a certificate from the Procuring agency declaring that the Goods have been delivered and that all other contracted Services have been performed.

* 1. **100% of the Contract Price on complete delivery (each shipment) of store within thirty (30) days on submission of claim/Invoice supported by acceptance and approval certificate from procuring agency declaring Goods have been delivered, checked and found satisfactory and that all contracted services have been performed**.

**Annexure – A**

**Technical Specifications:**

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| --- | --- | --- | --- |
| **S #** | **Items** | **Description** | |
| 01 | **Minitower PC (Branded HP, ACER, DELL, FIJETSU or equivalent)** | **Specification** | **Details** |
| Processor | Intel Core i5 7th generation, processor Min 3.0 GHz |
| Cache | Min 8 MB |
| Memory | 8 GB DDR3 |
| Hard Disk | Min 500 GB 7200 RPM |
| Optical Drive | CD/DVD (R/RW) |
| Graphics Card | Intel Genuine Graphics |
| I/O Ports | Min. 6 USB 2.0 Min. 1 Serial; 1 Parallel; VGA. Line out. HDMI, Integrated Bluetooth, Integrated 8-in-1 Media Card Reader, 3-stack audio jacks supporting 5.1 surround sound, integrated wi-fi. |
| Accessories | US Keyboard, Optical Scroll Mouse with Mouse pad, Combination Locks. |
| Communications Peripheral | Integrated 10/100/1000 NIC |
| Operating System | Windows 10 Professional (Licensed for educational institute) |
| Warranty | 3 years comprehensive onsite warranty |
| LCD/LED | LED 19” |
| Casing | Minitower Casing Required with Combination lock with built-in speakers. |
| 02 | **MFP Printer with duplex ADF (colour scanner)** | **Processor​**366 MHz  **Print Speed (A4) ​** 35 to 40 ppm  **Memory Standard**32 MB  **Duplex Unit** Built-in  **Connectivity ​**Standard: Parallel, USB And wi-fi, NIC  **Expandable Memory Option** Yes  **Paper Input Capacity Std. ​**250 Pages  **Paper Output Capacity Std. ​**150 Pages  **Paper Output Capacity Std. ​**150 Pages  **Printer Languages Standard ​**PCL 5e Emulation, PCL  **Printer Languages Standard ​**PCL 5e Emulation, PCL 6eEzzmulation  **Duty Cycle Up​**to 25,000 Impressions per month | |
| 03 | **Laptop** | **Core *i*7 7th Generation Dell, HP, Lenovo** **or Equivalent**  **Intel Core *i*7** 7th Gen 2.5 / 3.1 GHz Processor,  **Display​**13" to 13.5" HD 720p, Touch screen 360  **Graphic Adapter​** Intel Integrated Graphics,  **Memory​** 12 GB RAM DDR4,  **Hard Drive​** 1 TB HDD,  **Other Features ​**VGA Output, Multi format DVD Writer, Webcam, Bluetooth, Wi-Fi, OS Windows 10 Pro | |
| 04 | **Color Laser Printer** | **Print Technology ​**Laser Jet  **Print Speed (A4) ​**up to 18 ppm  **Time to First Page As​**fast as 17 seconds automatic 2 side printing  **Print quality black (best)​**Up to 600 x 600 dpi  **Print quality color (best)​**Up to 600 x 600 dpi  **Duty cycle (monthly, A4)​**Up to 30,000 pages  **Processor​**600 MHz  **Connectivity Standard: ​**USB, Ethernet (Wireless Optional)  **Expandable Memory Option**  Yes **Paper Input Capacity Std. ​**250 Pages  **Paper Input Capacity Std. ​**250 Pages  **Paper Output Capacity Std. ​**150 Pages  **Printer Languages Standard ​**PCL 5e Emulation, PCL 6e Ezzmulation Duty Cycle Up to 25,000 Impressions per month | |
|  | **Flatbed, scanner** | **Model​**Digital Flatbed Scanner  **Technical specifications: ​**Scan Type**​​**Flatbed, ADF  **Scan Technology ​**Charge coupled device (CCD),  **Light source​**: Xenon fluorescent lamp  **Control Panel​**5-button front panel: Scan document, Scan photo, File documents, E-mail,  Copy center  **Scan Input Modes​**Front-panel: Scan document, Scan photo, File documents, E-mail, Copy  center; Photo smart software; user application via TWAIN; automatic document feeder;  (scanning 35 mm negatives and slides)  **Automatic Document Feeder Capacity​**: 50 sheets, Paper sizes: Legal, letter, A4, custom  **Daily US Letter or A4​**Up to 500 pages | |

**Annexure – B**

**Financial Proposal:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. #** | **Item / equipment** | **Qty** | **Unit (Rs.)** | **Total Cost (Rs.)** |
| **01** | **Minitower PC (Branded HP, ACER, DELL, FIJETSU or equivalent)** | **15** |  |  |
| **02** | **Printer** | **04** |  |  |
| **03** | **Laptop** | **02** |  |  |
| **04** | **Color Laser Printer** | **01** |  |  |
| **05** | **Flatbed scanner** | **01** |  |  |
|  | **TOTAL** | |  |  |

**Note: Bid Security will be equivalent to 3% of the total bid cost.**

**Comparative Statement of Rates Quoted against**

**Tender No: AD(A&A)/01-04/2016-17For​ “​Supply of Computers Equipment / Hardware”**

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| --- | --- | --- | --- | --- |
| **S. #** | **Item / equipment** | **Qty** | **M/s. Roomi enterprises** | **M/s. fatemi impex** |
| **01** | **Minitower PC (Branded HP, ACER, DELL, FIJETSU)** | **15** |  |  |
| **02** | **Printer** | **04** |  |  |
| **03** | **Laptop** | **02** |  |  |
| **04** | **Color Laser Printer** | **01** |  |  |
| **05** | **Flatbed scanner** | **01** |  |  |

**Attendance Sheet**

**Meeting of procurement committee for opening of financial bids of three tenders of sindh civil services academy on 19th April, 2017**

|  |  |  |  |  |  |
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| **S. No.** | **Name** | **Designation** | **Department** | **Mobile No.** | **Sign** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |
| **04** |  |  |  |  |  |
| **05** |  |  |  |  |  |

**Attendance Sheet**

**Meeting of procurement committee for opening of financial bids of three tenders of sindh civil services academy on 19th April, 2017**

|  |  |  |  |  |
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| **S. No.** | **Name** | **Firm/company name** | **Mobile No.** | **Sign** |
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