

PAKISTAN ENGINEERING COUNCIL



BIDDING DOCUMENT

Doc No: PECIT/2024/1214

FOR PROCUREMENT OF DESKTOP COMPUTERS

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1. GENERAL INSTRUCTIONS

Pakistan Engineering Council (PEC) intends to procure the desktop computers. The specification of the equipment is mentioned in the Technical specification (Page-10).

Sr.	Item Name	Qty
1	Desktop Computer	50

Note: The above quantity is approximate, actual quantity may vary.

- i. The method of procurement under this RFP is 'open competitive bidding' using 'single stage two envelope' **PPRA Rule (36-B)** procedure.
- ii. The bid security is to be enclosed in a separate sealed envelope, labelled as "Bid Security". It must be ensured that the sealed envelope of bid security should be in the main envelope containing the sealed "Technical Proposal".
- iii. The sealed envelope for financial proposal should be marked as "Financial Proposal". Soft copies (in USB) of both the technical proposal and financial proposal must also be provided along with their respective envelopes.
- iv. The bidding documents are to be submitted in a sealed envelope by **19th July 2024 (02:00 pm)** to PEC head office Islamabad.
- v. The technical proposal will be opened on the same day i.e. **19th July 2024 (02:30 pm)** in presence of bidders, who wish to attend.
- vi. PEC expects bidders to comply all requirements/documentary evidences thoroughly. If bidder has any question, please ask before bid submission. Any query can be forwarded to following purchase@pec.org.pk for clarification.
- vii. The proposal validity shall have a minimum validity period of Sixty (60) days from the last date for submission of the Tender. PEC may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

The tender proposal will be submitted to;
Director Administration
Pakistan Engineering Council
G-5/2, Ataturk Avenue (East) (Islamabad)

2. BID SECURITY (EARNEST MONEY)

- i. The Tenderer shall furnish the Bid Security (Earnest Money) as under:
 - a. PKR 0.5 million
 - b. Denominated in Pak Rupees
 - c. In the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Pakistan Engineering Council; issued by a scheduled bank operating in Pakistan
 - d. Have a minimum validity period of Sixty (60) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- ii. The Bid Security shall be forfeited by the PEC, on the occurrence of any / all of the following conditions:
 - a. If the Tenderer withdraws the Tender during the period of the Tender validity
 - b. If the Tenderer does not accept the corrections of his Total Tender Price
 - c. If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- iii. The Bid security shall be returned to the unqualified/unsuccessful bidders. The successful bidder can obtain bid security upon furnishing of the Performance Security.

3. ELIGIBILITY & QUALIFICATION CRITERIA

- i. The bidder must be registered with the relevant Forums (SECP, Registrar of Firms etc.)
- ii. The bidder must be registered with the FBR sales tax and should have a valid NTN number. The bidder must be on the Active Taxpayers List of FBR.
- iii. The bidder should provide at least two relevant (above 2 million) completed projects/deliveries done in the past (maximum 3 years) in the form of a completion certificate.
- iv. A bid security, in the shape of a Bank Draft/Pay Order in the name of the Pakistan Engineering Council.
- v. The bidder shall submit an affidavit on stamp paper of PKR 100/-, that the bidder is not blacklisted by any federal, provincial, or public sector organization.
- vi. The bidder is an authorized partner of OEM/Principle.
- vii. Applicant bidder shall not be a composition or constitution of a joint venture / consortium / association of organizations.
- viii. Audited financial statement duly Signed and Stamped to demonstrate that the bidder had minimum an average annual turnover of PKR 10 million in last (02) financial years.

NOTE: Verifiable proof for the above clauses (where applicable) is mandatory. Non submission may cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance of the eligibility criteria above with relevant page numbers.

4. TECHNICAL PROPOSAL

- i. All the information required for eligibility and qualification criteria shall be provided in the technical proposal and should also be adequately supported by relevant supporting documents/technical brochures. Bidder may attach documents highlighting the competitive edge and unique features of their bids.
- ii. The country of origin of each quoted item should be clearly mentioned.
- iii. Any specification or condition mentioned in tender document, if not found in bid document, shall give the right to PEC to consider it as "condition not being met/fulfilled".
- iv. The bidder shall provide relevant details of qualified personnel and strength to fulfill the obligation of after sale support, services, warranty etc.

5. FINANCIAL PROPOSAL

- i. The financial proposal will be opened on date **2nd August 2024** The Eligible/Qualified Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- ii. The bidder may quote against complete desktop computer including all accessories.
- iii. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iv. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- v. The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

6. TENDER PRICE

The quoted price (in Pak Rupees) shall be best / final (inclusive of all existing taxes, duties, levies, insurance, freight, etc.) and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation.

Where no prices are entered against any item(s), the price of that item shall be deemed to be free of charge, and no separate payment shall be made for that item(s).



7. AWARD CRITERIA

The bidder with the lowest evaluated bid, if not in conflict with any other law, regulations of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

8. DELIVERY PERIOD

- i. The successful bidder will be required to deliver the ordered equipment up to maximum of 3 weeks' time, starting from the date of issue of Purchase order by Purchaser. In case of delay in delivery, penalty per week shall be charged at 2.5% of contract value, up to maximum 10% of the total contract value. The purchase committee (PEC) is authorized to consider the penalty on fairgrounds.
- ii. Delivery of equipment shall be made at PEC Head office, Islamabad.

9. EQUIPMENT

- i. The equipment should be new, according to the provided specifications/configuration.
- ii. The equipment should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Government of Pakistan.
- iii. Sample of the equipment will be presented for approval prior to delivery.

10. WARRANTY

The supplier will furnish a warranty certificate, to the effect that the items supplied conforms exactly to the specifications laid down in the bid/contract and that in the event of the equipment being found defective or not conforming to specifications/particulars governing the supply, for required period which will start from the date of supply, he will be held responsible for all losses and that the defective substandard or unacceptable items shall be substituted with the acceptable items at his expenses and cost. Quality and usage warranty/guaranty of each item should be clearly mentioned.

11. SCHEDULE OF PAYMENT

- i. No advance payment shall be made.
- ii. The supplier shall submit original bill/invoice along with signed delivery challan.
- iii. Payment shall be made against purchase/supply of equipment through cross cheque in the name of the firm/supplier after deducting all applicable taxes as prescribed by FBR from time to time.



- iv. Payment will be made within 30 days after receipt and successful verification of all supplied equipment.

12. AMENDMENT OF TENDER DOCUMENT

The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s). PEC shall notify the amendment(s) in writing to the prospective Tenderers as per rules.

13. REJECTION / ACCEPTANCE OF THE BID

The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The proposals shall be rejected if it is:

- i. Substantially non-responsive in a manner prescribed in this tender document
- ii. Incomplete, un-sealed, un-signed, conditional, alternative, late
- iii. Subjected to interlineations / cuttings / corrections / erasures / overwriting
- iv. The Tenderer refuses to accept the corrected Total Tender Price
- v. The Tenderer has conflict of interest with the Purchaser
- vi. The Tenderer tries to influence the Tender evaluation / Contract award
- vii. The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award
- viii. The Tenderer fails to meet the requirements of Eligibility and Qualification Criteria
- ix. The tenderer has been blacklisted.
- x. The tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services
- xi. The tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- xii. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- xiii. The Tenderer submits any financial condition as part of its bid which are not in conformity with tender document.
- xiv. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

14. ACCEPTANCE LETTER

The Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

15. PERFORMANCE SECURITY

- i. The successful Tenderer/Contractor shall furnish Performance Security as under:
 - a. Within Fourteen (14) days of the receipt of the Acceptance Letter from the Purchaser;
 - b. In the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan;
 - c. For a sum equivalent to 10% of the contract value;
 - d. Denominated in Pak Rupees;
 - e. Has a minimum validity period of 01 year starting from the verification of the delivered equipment.
- ii. The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
 - a. If the Contractor commits a default under the Contract;
 - b. If the Contractor fails to fulfill the obligations under the Contract;
 - c. If the Contractor violates any of the terms and conditions of the Contract.
- iii. The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.
- iv. In case the Contractor fails to furnish Performance security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.



16. TECHNICAL EVALUATION CRITERIA

Sr.	Requirements	Max. Points	Score Point (To be filled by bidder)	Reference page number (To be filled by bidder)
1	Company relevant experience in years* =[Company relevant experience in years] x 05 (Points) <i>*(minimum 08 months will be rounded up to year)</i>	30		
2	Financial Strength (Net Worth based on audited financial statement 2022/2023) =[Net worth in millions] x 05 (Points)	30		
3	Completed purchase orders of IT equipment (Above PKR 01 million in last 3 years) (please share client reference/POC) = [Number of IT equipment purchase orders above 01 million] x 05	30		
4	Support Offices (in Pakistan) =[Number of support Offices (in Pakistan)] x 05	10		
Total		100		

Passing Score: 60 %

PEC has the right to relax the passing score for a healthier competition.

17. TECHNICAL SPECIFICATON

A. Desktop

1. Processor: Intel Core i7
2. Processor Generation: 11th or Higher
3. Primary Storage: 512GB SSD or Higher
4. Optical Drive: Slim DVD-RW
5. RAM: 8 GB x 1 or Higher
6. Graphics: Integrated
7. Keyboard: USB Keyboard same as brand
8. Mouse: USB Optical Mouse Same as brand
9. Warranty: minimum 1 Year or higher
10. Ports: RJ-45, USB-3 or higher
11. with all necessary cables

B. LED

1. Viewable size: 19.5 inch
2. Min Resolution: 1366 x 768 at 60 Hz
3. Power and VGA/HDMI cable included
4. Warranty: minimum 1 Year or higher

