

REQUEST FOR PROPOSALS

FOR PROCUREMENT OF IT/ MACHINERY/ EQUIPMENT

Sealed proposals on Single Stage – Two Envelopes (Technical and Financial), as defined in PPRA Rules are invited from authorized dealers, firms/ vendors of the relevant field, having registration with the sales tax and income tax department and who are on the active tax payer list of the FBR for procurement of IT/ Machinery / Equipment in National Curriculum Council (NCC) Secretariat under Ministry of Federal Education & Professional Training, Islamabad, during the financial year 2021-22.

2. Reference documents containing list of items, quantity and other terms & conditions for participation in the proposal can be downloaded from the website i.e. www.snc.gov.pk or www.mofept.gov.pk.

3. All proposals must be submitted to the office of the undersigned at or before 02:00 PM on 02nd June 2022. Proposals will be opened at 02:30 PM on the same day, in the presence of bidder's representatives, who choose to attend the same address. This advertisement is also available on PPRA website at www.ppra-org.pk.

(Asif Safdar)
Section Officer (Procurement)
National Curriculum Council (NCC) Secretariat,
Plot 35, Sector H-9/4, Islamabad

REQUEST FOR PROPOSALS

for

Procurement of IT/ Machinery/ Equipment,
during the financial year 2021-22.



Submission date for sealed proposals: 02nd June, 2022 by 02:00 p.m.

Opening of Technical proposals on 02nd June, 2022 by 02:30 p.m.

Opening of financial proposal: To be announced after evaluation of technical proposals.

Note: - Please read the following instructions carefully. Bound to accept all the supply orders issued during the current financial year 2021-22 (ending 30th June, 2022) on the tender rates for supply of required quantities of articles within prescribed period after receipt of the supply order.

1. Documents to be attached: -

- i. Company profile.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money 3% of quoted price in the shape of Bank Draft/ Pay Order in favor of DDO, National Curriculum Council (NCC) Secretariat.
- v. Experience certificate.
- vi. Proof of after sale Service Centre located in Islamabad / Rawalpindi.

2. Procedure of Tendering Opening:

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the “**FINANCIAL PROPOSAL**” and the “**TECHNICAL PROPOSAL**”.
- ii. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked, “**TECHNICAL PROPOSAL**” shall be opened; Technical Proposal may be submitted on following pattern: -

Sr #	Name of quoted brand with complete specifications	Remarks, if any

- iv. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened pattern will be as under:

Sr #	Brand Name & Model as quoted in technical proposals	Unit Price	GST 17%	Total Price inclusive of GST

- v. The tender committee / evaluation committee shall evaluate the Technical Proposals in the manner prescribed in advance, without any reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation, no amendments in the technical proposals shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly opened the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- ix. The bid found to be the most advantageous bid shall be accepted.

3. REJECTION OF THE BID:

No offer shall be considered if,

- i. Received without earnest money.
- ii. Received after the time and date fixed for its receipt.
- iii. Unsigned Tender.
- iv. The offer is ambiguous.
- v. The offer is conditional.
- vi. The offer is from the firms, who are black listed/ suspended by any Government Department.
- vii. Offer is received with shorter validity than required in the tender enquiry.
- viii. The offer is for items/ stores do not conform to the specifications indicated in the enclosed list.
- ix. NCC Secretariat further reserves the right to accept or reject any or all tenders without assigning any reason.

4. PERFORMANCE GUARANTEE: -

- i. The successful bidder/ firm will be required to furnish 5% performance guarantee of the total bill value/ supply order in the shape of CDR/ Bank Guarantee. The earnest money will be released on receipt of 5% performance guarantee.
- ii. The Bank Guarantee must be issued by a scheduled bank.
- iii. In case the supplier/ contractor fails to complete the warranty/ guarantee period successfully, the performance guarantee/ security deposit will be forfeited in favor of NCC Secretariat M/o FE&PT.

5. WARRANTY/ GUARANTEE: -

- i. The successful bidder shall provide warranty/guarantee for **01** years of hardware and components.
- ii. This period of warranty/guarantee shall start from the date of supplies received in the NCC Secretariat .
- iii. The successful bidder shall warranty the IT/ Machinery/ Equipment and Technical support should be available on call basis. Each and every call should be attended by the competent staff of the Bidder within 24 hours of its notification whether on phone or in writing.
- iv. During the warranty period, if the successful bidder fails to rectify the problem, due to any reason, NCC Secretariat shall repair the item or replace the defective goods or parts their own and forfeit the Performance Guarantee/ Bank Guarantee/ retained value.
- v. The performance guarantee deposited for warranty and guarantee will be released after expiry of the contract period.

6. TAXES: -

- i. The rates quoted should be inclusive of all applicable taxes.
- ii. The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- iii. The authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

7. BIDDING: -

- i. The bidder may bid for full or any single item.
- ii. Rates should be quoted on for basis with installation, commissioning at the site.
- iii. The bidders should quote final rates both in words as well as in figures.
- iv. Proposal must be filled in, stamped and signed by authorized representative of the bidder.
- v. The bidder shall provide the technical literature / brochure of the equipment.
- vi. Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

8. BID EVALUATION: -

- i. The bids shall be evaluated in accordance with terms & conditions of this proposal documents.

9. SUPPLY OF STORES

- i. The items mentioned in the list are required to be delivered National Curriculum Council (NCC) Secretariat Plot 35, H-9/4, Islamabad. Delivery time of the items must be mentioned in the technical proposal. All supplies will be required to be delivered by the vendor concerned within 15 days of the issue of the supply order.
- ii. The stores are required by the consignee within stipulated date. However, the bidder is required to indicate their own guarantee earliest date by which the items/store should be brand new and in original manufacturers packing.

10. NCC RIGHTS WITHIN PROVISION OF PPRA RULES-2004

- i. NCC reserves the right to award contract to more than one bidder.
- ii. NCC reserves the right to accept or reject any or all tenders.
- iii. NCC reserves the rights to claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

11. PRICE REASONABILITY CERTIFICATE.

- i. The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.
- ii. The renderers / bidders must certify that: -
 - a) Item quoted is of latest and current production model.
 - b) Item quoted is bearing the manufacturing batch/serial number/code number for verification.

12. PAYMENT

- i. No advance payment shall be made.
- ii. All payments shall be made through crossed cheque issued by the AGPR.

13. ARBITRATION

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressal Committee of NCC Secretariat. The Arbitrator shall give its award within 02 months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

15. Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods / services to Government departments.

16. The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.

17. Undertaking: -

We undertake and declare that: -

- i. The prices quoted include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices offered/ quoted are valid upto 30th June, 2022.
- iii. All products are under company branded warranty from the date of supply/installation and in case of any defect and malfunction we shall be responsible for repair/replacement as per guarantee/warranty.
- iv. The supplier is responsible for arranging replacement/ technical support during contract period.

We understand that: -

- i. NCC Secretariat reserves the right to accept or reject our bid and we undertake not to question the decision of NCC in this regard.
- ii. The earnest money amounting to Rs.submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above firm fails to abide by the terms and conditions given in the advertisement referred to above.

Signature & Stamp of Authorized Agent.

ITEMS AND THEIR SPECIFICATIONS

Note: All the quoted equipment should be recognized/ renowned brands.

SR #	ITEMS	SPECIFICATIONS/ MAKE	QTY
1.	Photocopier Machine (Heavy Duty)	<p>Multifunction Photocopier Copy Speed 45 cpm, Processor 1.5 GHz Dual Core, Memory 4 GB, Hard Disk 256 GB SSD, display 10.1" Touch Screen, Copy Selector 1 to 9999, Copy Size A5-A3, Copy Resolution 600 x 6,00 Paper Capacity 1000 Sheets (500 x 2 Trays), Bypass 150 Sheets, Duplex Built-in, Dual Scan Document Feeder (DSDf) Built-in, Scanning Speed 140ipm simplex and 280ipm duplex, Printing Resolution 1200 x 1200 dpi, Network Printer Built-in, Standard Ethernet 10/100/1000BASE-T Network, Warranty: 01 year Local & OEM</p> <p>(All above equivalent or higher)</p>	01
2.	Branded Laptop	<p>Branded Intel Core i7-11th Generation, Processor Speed 2.3 GHz Turbo Boost up to 4.6 GHz (12 MB L3 cache, 8- Cores), RAM 16GB DDR4 3200MHz, Hard Disk Capacity 512GB SSD NVME, Screen Size 14", Screen Resolution 1920 x 1080, Operating System Licensed Windows® 10 Pro 64-bit (pre-Installed), Licensed MS-Office 2019 Intel Integrated Graphics, Intel HD Graphics Video Memory Shared, USB Ports 2 ports, HDMI, Webcam Backlit Keyboard, Bluetooth, Wi-Fi, Fingerprint Reader. Warranty: Minimum 03years Local & OEM.</p>	02
3.	Scanner Tower Type (Heavy Duty)	<p>Duplex Automatic Document Feeder Throughput Speed 35-40 ppm and 70-80 ipm on color, Optical resolution 600dpi, Minimum 30 g/m² for thin documents and Maximum 255 g/m². Document Feeding Capacity 50 to 80 sheets of 80 g/m². Recommended daily volume 3,000-4000 pages/day. Connectivity USB 3.0 compatible or faster, File Format Outputs TIFF, JPEG, RTF, PDF, PDF Searchable & MS Word/Excel, Warranty: 01 year Local & OEM</p> <p>(All above equivalent or higher)</p>	01
4.	Printer (Black & White, Duplex)	<p>Print Speed Minimum 40 ppm A4 size, Print Resolution Up to 1200 x 1200 dpi, Technology Laser, Memory capacity 256 MB DRAM, Processor Speed 1.2GHz minimum, Input 150 sheets input tray, Paper Output 100 sheets output tray, Two-sided Printing Duplex automatic Connectivity, Standard Media Sizes A4, B5 (JIS), letter, legal, executive, custom, 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az (EEE) 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio, Standard Accessories for complete installation & operation. Warranty: Minimum 01 year Local & OEM.</p> <p>(All above equivalent or higher)</p>	02

5.	Branded Desktop Computers	<p>Form Factor: Micro Tower Processor: Intel® Core™ i7 10th Generation (4.7 GHz or higher), Memory: 16 GB (8Gx1 + 4Gx1, 3200MHz, DDR4, Hard Drive: 512 GB Solid State Drive (SSD) NVME, Intel® UHD Graphics 630 with shared graphics memory, Monitor: 18.5” Inch or higher, Audio/Multimedia: HD Audio Microphone/Headphone jack, Optional Drive: 52X DVD +/- RW or Higher, Networking: Intel Ethernet LAN 10/100/1000, USB: USB 2.0 = 2 or higher, USB 3.0= 2 or higher, Expansion Slots: 1 full height PCIe x16, 1 full height PCIe x16 (wired x 4), 1 full height PCIe x1,1 full height PCI, Number of Bays: 2 internal 3.5”, 2 external 5.25”, Key Board, Mouse Standard, Windows® 10 Pro 64-bit, Minimum 01 years Local & OEM. (All above/ equivalent or higher)</p>	02
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