

**GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS**

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of IT/Machinery related items & Antivirus for Ministry of Maritime Affairs, Islamabad. Interested bidders (manufactures/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and Ministry of Maritime Affairs websites. The bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

I. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	Ministry of Maritime Affairs, Islamabad
Last date for response submission:	10th March, 2022 at 1100 Hours
Opening Date & Time:	10th March, 2022 at 1130 Hours
Opening Place:	8 th Floor, Committee Room, Ministry of Maritime Affairs, Islamabad.
Contact Person:	Section Officer (General),
Phone:	+92 51 9244218

II. TERMS & CONDITIONS FOR TENDER SUBMISSION.

1. Method of Procurement

PP Rules 2004, 36(b) i.e. Single stage two envelope procedure.

2. About responding organizations-ROs

- 2.1. The Responding Organization-RO must be registered with Sales Tax Registration Department, must be in possession of valid NTN number and must be on Active Tax Payer List. Copies of the certificates must be provided with the bid document.
- 2.2. The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last **03 years in existence**).
- 2.3. The RO to provide information as per template available at Annexure I, II and III.
- 2.4. The RO may not propose any kind of refurbished, Used, End of Life, and Near End of Life equipment /components in their proposals.
- 2.5. The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project. The bid price MUST be inclusive of all taxes. The RO is hereby informed that the Government shall deduct tax 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.

- 2.6. The RO shall be certified Direct Partner / Tier One Partner of the Original Manufacturer for past 03 years at least **for requirement mentioned at S# 1, 3, 4 & 5**
- 2.7. Onsite installation & relevant services to be provided by the vendor.
- 2.8. Financial capability and yearly growth rate (business revenue) in past 03 years.
- 2.9. RO must provide value, size and nature of projects done in past three (03) years at least with respect to quoted products.
- 2.10. RO must be in IT business for last three (03) years at least.
- 2.11. RO should have successfully completed three (03) similar projects in size, nature & value of the quoting items.

3. Preparation of Bids

- 3.1. A bid bond, in the shape of a Bank Draft/Pay Order in the name of **Ministry of Maritime Affairs**, equivalent to 2% (exact 2%) of the total cost of bid should be submitted along with the tender.
- 3.2. RO shall submit an affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.
- 3.3. The Bid Bond to be enclosed in a separate envelope, labelled as "Bid Bond", and which should be sealed. **It must be ensured that bid bond should not be in the same envelope as the financial proposal. In the technical bid, RO must confirm on company's letter head that the Bid Bond is being submitted as required by Ministry of Maritime Affairs.**
- 3.4. Envelope for financial proposals should clearly mark: "**Financial Proposal**". Two hard copies of **Technical Proposal** and **Financial proposal** are required. **Soft copies of both technical proposal and financial proposal must be provided along with bid envelopes in inerasable format.**
- 3.5. Main Envelope for Technical proposal should clearly mark "**Technical Proposal**". Main envelope for technical proposal should contain **02 hard copies and 02 soft copies of the technical proposal** (each being physically separated, bound, sealed and labelled as "Technical Proposal"). Each envelope should contain similar supporting documents.
- 3.6. Detail of technical specifications is attached at Annex-II. Initial evaluation/screening will be done as per Annex I; whereas, technical evaluation as per Annex III. Responding Organizations should provide all details in required templates provided under:
 - Annexure-I for Initial Screening
 - Annex-III for technical evaluation (technical proposal envelope)
 - Annex- IV for financial **evaluation (in the financial proposal envelope).**
- 3.7. Responding Organizations must submit **Price Reasonability Certificate (for**

- Goods only)** to certify that the price quoted for the goods are not more than the price charged from any agency (Government or Private) in Pakistan. Certificate to be attached on Stamp paper.
- 3.8. RO must provide at least three (03) successfully delivery from the previous customers.
 - 3.9. All proposal and price shall remain valid for a period of **120 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
 - 3.10. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
 - 3.11. The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
 - 3.12. Hardware equipment should have three (**03**) years local warranty or as mentioned in technical specifications, including parts and Labour with onsite support.
 - 3.13. The end user licenses, end user warranties and end user contracting support services will be in the name of Customer, for all the equipment and Software loaded on the equipment delivered during the course of the project.
 - 3.14. RO should clearly indicate the duration of delivery (MUST be in requested timeframe) of equipment after the award of contract.

3. Submission of Bids

- 3.1. Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED:
“SO (General), Ministry of Maritime Affairs, 8th FLOOR KOHSAR BLOCK, PAK SECRETARIAT ISLAMABAD, Phone: 051- 9244218”
- 3.2. Bids may be submitted to SO (General), MoMA in a SEALED CONFIDENTIAL COVER at the address given above latest by the date mentioned above. Bids will be opened on the same date and venue as mentioned above in front of bidders/representatives etc.
- 3.3. Financial proposals of only technically accepted bids shall be opened publicly at a time, date, and venue to be announced and communicated later after the evaluation and approval of the technical proposal. However, the financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
- 3.4. MoMA’s determination of a Bid’s responsiveness will be based on the contents of the Bid itself. A substantially responsive Bid is the one that conforms to all the terms, conditions, specifications and other requirements without material deviation, reservation, or omission. If a bid is not substantially responsive, it shall be rejected by MoMA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

- 3.5. MoMA reserves the right to accept or reject any proposal submitted, to render any or all of the proposals as non-responsive, and to reject all Proposals in response to the tender at any time prior to award of contract, while assigning the reason(s) thereof under provision of PP Rules-2004 amended from time to time.
- 3.6. Prior to expiration of the period of the proposal's validity or the extended period, if any, MoMA shall award the contract to the Bidder that (i) after meeting the eligibility and/or qualification criteria, is found substantially responsive to the terms and conditions of this document; and (ii) evaluated as the highest ranked bid on the basis of combination of the cost and quality thereof, as specified in this document.
- 3.7. Various marks are assigned to evaluation criteria of **Annexure-I** of this document and proposals that obtain 70 percent or above score collectively in both parts and score 30 (60 percent) in each of the two parts individually will be considered as '**Technically Qualified**'. Technical qualification is mandatory for entering in the financial evaluation stage.
- 3.8. Financial Bids of only the Technically Qualified bidders will be opened before the representatives who wish to attend the tender opening. The lowest financial bidder will be given 100 percent and all other technically qualified bidders will be evaluated with the following formula:

$$\frac{\text{Lowest Bid}}{\text{'A' company's Bid}} \times 100 = \text{Financial Score of 'A' Company}$$

- 3.9. In order to get the most advantageous bid the award criterion are set as 60 percent to technical side and 40 percent to financial scores. All Technically Qualified bidders will be evaluated from a total cumulative score as follows:
(Technical Score x 0.6) + (Financial Score x 0.4) = A Company's Total Cumulative Score
- 3.10. MoMA will evaluate and award the Contract to the Bidder who secured the highest total cumulative score. In case of a tie between the two bidders the technical score will take the precedence. In all cases, the decision(s) of the procuring agency will be binding on all concerned.
- 3.11. MoMA will conduct the evaluation solely on the basis of response to this tender received from the firms for which evaluation shall be undertaken in the following steps:
 - a. Preliminary Examination including Technical Specifications and other compliances;
 - b. Arithmetical check and ranking of bidders who passed preliminary examination by price; and
 - c. Evaluation of prices.
- 3.12. For the Price Schedule that are submitted, MoMA shall check and correct arithmetical errors as follows:
 - a. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail

and the line item total shall be corrected, unless in the opinion of MoMA there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;

- b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail; and
- d. if the Bidder does not accept the correction of errors made by MoMA, its Bid shall be rejected.

4. Award of Contract

4.12. Acceptance of Bid and Award Criteria

The bidder after qualifying through given criteria in **Annexure I** will be called in for financial opening. In financial opening the bid found to be the most advantageous bid shall be accepted as per PP Rules 36(b)(ix), if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity

4.13. Procuring Agency's Right over quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements (**Annexure-I**) without any change in unit price or other terms and conditions. Payment will be made for the items actually delivered as per rate per unit provided by the bidder.

4.14. Notification of Award

- 4.14.1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.
- 4.14.2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- 4.14.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA-

4.15. Signing of Contract

- 4.15.1. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document/Purchase Order
- 4.15.2. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document
- 4.15.3. If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de- barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

5. Performance Guarantee

- 5.12. On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @10% of the total Contract Cost of Lot/Lots, on the Form and in the manner

prescribed by the Procuring Agency

- 5.13. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the MoMA with the Bank of the successful bidder.
- 5.14. Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid

6. Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Supply, Installation, configuration and testing of Equipment (Hardware/Software)	Six (04) to Eight (06) Weeks from the date of signing of contract / issuance of purchase order.	100%
2.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware as mentioned in Technical Specification from the date of successful testing and acceptance.	Release of Performance Guarantee

Annexure-I

Evaluation Criteria

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

General terms and conditions compliance	Total Marks	Marks Obtained				
1) The Responding Organization-RO must be registered with Sales Tax Registration Department, must be in possession of valid NTN number and must of Active Tax Payer List. Copies of the certificates must be provided with the bid document. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	20	If No	0	20	
If Yes with document evidences	20					
If No	0					
2) The RO shall be certified direct partner of the Original Manufacturer for past 03 years at least for Lot #1 &3 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	20	If No	0	20	
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3) RO must be in IT business for at least last three (03)years. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	20	If No	0	20	
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4) RO should have successfully completed three (03) similar projects insize, nature & value of the quoting items. Purchase order must be provided <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	20	If No	0	20	
If Yes with document evidences	20					
If No	0					
5) Responding Organizations must submit Price Reasonability Certificate <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	5	If No	0	5	
If Yes with document evidences	5					
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If Yes with document evidences	5					
If No	0					
8) The product must be compliant to the technical specifications mentioned in Annexure-II <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">If Yes with document evidences</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">If No</td> <td style="text-align: center;">0</td> </tr> </table>	If Yes with document evidences	5	If No	0	5	
If Yes with document evidences	5					
If No	0					
Total Marks	100					

Minimum 70 score (70 percent) to be considered as 'Technically Qualified'.

Evaluation Committee will verify the compliance with specifications mentioned in Annexure II

Technical Specification

Hardware Items		
S.#	Items	Qty
LOT # 1	LAPTOP	20
1	<p>Type: Renowned Brand CPU: 11th Generation Intel Core i7 (6 Core, 12M cache, base 1.8 GHz, upto 4.9GHz) or equivalent Graphics: Intel integrated Graphics or equivalent Display: 15.6" FHD Anti-Glare Non-touch, Camera & Mic Memory: 8GB, 1x8GB, DDR4 Non-ECC Hard Disk: 256 GB Solid State Drive or higher with 1 TB 7200 RPM SATAHDD Network interface: Integrated 10/100/1000 Gigabit Ethernet LAN WLAN: : Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1 or equivalent or higher Pointing device: Dual Pointing Backlit US English Keyboard or equivalent Battery: 4 Cell 68Whr Battery or equivalent or higher External I/O Ports: 1 USB Type C™ 3.1 Gen 2 with Power Delivery & DisplayPort or equivalent 1 HDMI 2.0 1 RJ-45 OS: Windows 10 Pro 64 OEM Carrying Case: OEM carrying bag with Shoulder Strap and Handle Warranty: 3 Year comprehensive local warranty</p>	
2	Tablets	10
	<p>(Samsung or equivalent) Tablet with Stylus, Android Based, RAM 4GBm ROM 64 GB or Higher, Battery minimum 7000mAH or Higher, Screen Size 10.4" or Higher Wifi based only With Carrying case to accommodate Stylus Warranty: 1 Year comprehensive local warranty</p>	
LOT # 2	LEDs (Turnkey Solution)	
3.	LED 75' branded (original)	01
	<p>Key Features/Specification equivalent or higher The real 4K UHD TV UHD Resolution PurColour Specifications Display Size: 75" Resolution: 3840 x 2160 Picture Engine: UHD Up-Scaling PQI: 1300 Motion Rate: 100 Contrast: Mega Contrast Color: PurColor Micro Dimming: UHD Dimming Contrast Enhancer: Yes Audio: Dolby Digital Plus DTS Codec Sound Output (RMS) 20 W Speaker Type 2 CH (Down Firing w /Bass Reflex) Multiroom Link. Smart Services: Web Browser Smart tv Convergence: TV to Mobile - Mirroring Mobile to TV - Mirroring, DLNA 360 Video Player WiFi DirectConnectivity: HDMI 3 USB 2 Component In (Y/Pb/Pr) 1 </p>	

	Composite In (AV) 1 (Common Use for ComponentY) Ethernet (LAN) Wireless LAN Built-in Anynet+ (HDMI-CEC) Others: With all accessories and wall mounting brackets and stand Warranty: 3-year warranty	
LOT # 3	Antivirus Software Kaspersky Endpoint Security for business Middle East Edition For Three Years Subscription	
4	Product ID : 212C-200303-210133-233-1797 (Renewal)	25
	Product ID : 2DA6-201224-153601-470-1151 (Renewal)	5
	Additional Requirement	55
	Three Years Subscription	
	Total	85

Annexure-III

Comparative Statement of Technical Specification of the Quoted Items

S#.	ITEMS SPECIFICATIONS	Bidder-1		Bidder-2....	
		Complied	Non-complied	Complied	Non-Complied
	As per Annexure-II				

Annexure IV

Format for Financial Proposal

Provision of Hardware and Licensed Software:

Lot #	Items	Quantity	Specification of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
				Unit Price (PKR)	Total Price (PKR)
			Same as per Annexure-II		