

Government of Pakistan  
Ministry of Federal Education and Professional Training  
1<sup>st</sup> & 2<sup>nd</sup> Floor, 'C'-Block, Pak-Secretariat,  
Islamabad  
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# TENDER DOCUMENTS

**For**

Procurement of Desktop Computers, Laptops,  
Scanners (Heavy/Light Duty), Photocopiers (Light/Heavy Duty)  
Multimedia, Telephone Exchange, Video Conferencing System,  
Visitor Chairs and Executive Chairs  
Ministry of Federal Education & Professional Training,  
Islamabad.

Last date for submission of bid is 05.06.2017 by 10 am

Opening of Tender on 05.06.2017 at 11 am.

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Government of Pakistan  
Ministry of Federal Education and Professional Training  
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**Note:-**

Please read the following instructions carefully. Bound to accept all the supply orders issued during the current financial year 2016-17 (ending 30<sup>th</sup> June, 2017) on the tendered rates for supply of required quantities of articles within prescribed period after receipt of the supply order. In this connection, a formal agreement shall be signed by the successful bidder with the Ministry of Federal Education and Professional Training (M/o FE&PT).

**1. Documents attached:-**

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money not exceeding 3% of quoted price in the shape of Bank Draft/Pay Order in favour of M/o FE&PT.
- v. Authorized dealership Certificate from sole manufacture along with Product Broachers.
- vi. Proof of Financial capability and experience certificate.
- vii. 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 envelops. 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:-

S. #	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 as quoted in technical proposals	Unit Price	GST 17%	Total Price inclusive of GST

- v. The M/o FE&PT 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 unopened to the respective bidders; and
- ix. The bid found to be the lowest evaluated bid shall be accepted.

### **3. REJECTION OF THE BID:**

No offer shall be considered if,

- Received without earnest money.
- Received after the time and date fixed for its receipt.
- Unsigned Tender.
- The offer is ambiguous.
- The offer is conditional.
- The offer is from the firms who are black listed/suspended by any Government department.
- The offer is received through telegram.
- Offer is received with shorter validity than required in the tender enquiry.
- The offer is for items/stores do not conform to the specifications indicated in the enclosed list.
- M/o FE&PT, Islamabad 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 or earnest money as a performance guarantee will be retained and released after satisfactory completion of the warranty/guarantee period.
- 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 favour of Ministry of Federal Education and Professional Training.

## **5. WARRANTY/GUARANTEE:-**

- i. The successful bidder shall provide warranty/guarantee for **01-three** years of hardware and components.
- ii. This period of warranty/guarantee shall start from the date of supplies received in the M/o FE&PT.
- iii. The successful bidder shall warrant the IT 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, M/o FE&PT shall repair the item or replace the defective goods or parts thereof and forfeit the Bank Guarantee/retained value.
- v. The security deposit 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 project 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 LOT.
- 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. Tender document must also be filled in, stamped and signed by authorized representative of the bidder.
- v. The bidder shall provide the technical literature 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.
- vii. The quotation should be submitted on the basis of accounting unit specified.
- viii. The bidder must be the authorized dealer/reseller of the quoted product.

## **8. BID EVALUTION:-**

- i. The bids shall be evaluated in accordance with terms & conditions of this tender documents
- ii. Ability of the firm to most closely conform to the prescribed specifications.
- iii. Rates offered by the firms.
- iv. Supply time, and maintenance of warranty period.

**9. SUPPLY OF STORES**

- i. The items mentioned in the list are required to be delivered at M/o FE&PT, C-Block within time 05 working days from date of issue of work 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. M/o FE&PT RIGHTS WITHIN PROVISION OF PPRULES-2004**

- i. M/o FE&PT reserves the right to award contract to more than one bidder.
- ii. M/o FE&PT reserves the right to accept or reject any or all tenders.
- iii. The purchaser 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:-
  - Item quoted is of latest and current production model.
  - Item quoted is bearing the manufacturing batch/serial number/code number for verification.

**12. PAYMENT**

The payment for the supplies made by the successful bidder shall be released within 30 days possibly of the receipt of invoice provided that :-

- The invoice is complete, accurate and the entire satisfaction of the procuring agency/client;
- Supplies are delivered/installed according to the instructions of the Division.
- Satisfactory inspection report is provided by the Division so as to specifications/requirements of the Division.
- 5% performance guarantee is provided with the invoice having validity up to the date of Warranty period which is one year from the date of installation & commissioning of the goods at respective site.

- The payment against a supply order shall be made on the completion of the delivery of supplies including installation, commissioning, etc as mentioned in the supply order.
- No advance payment shall be made.
- All payments shall be made through AGPR (Cross Cheque) in the Pak rupees.

### **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 M/o FE&PT. The Arbitrator shall give its award within two 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.

### **14. PENALTY.**

For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under:-

- 1% of the cost of that items mentioned in the supply order that remain un-delivered/un-finished for each day of non-supply upto maximum of twenty (20) days exceeding the job completion/delivery period.
- If the material is not supplied even after payment of penalty for 20 consecutive days, the M/o FE&PT reserve the right to cancel the contract and to get completed the required job/items from elsewhere at the risk and cost of the defaulting contractor/firm and the equivalent price/amount will be deducted from the securities deposited by the firm/supplier.

**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 should include all taxes, transportation and cost of installation etc. The quantity of above items can be increased.
- ii. The prices are valid upto 30<sup>th</sup> June, 2017.
- iii. All of the 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. M/o FE&PT reserves the right to accept or reject our bid and we undertake not to question the decision of M/o FE&PT 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.**

**List of Tender Items, Quantity and their required Specification**

Sr #	Prescribed Specifications or Equivalent	Qty.	Remarks
01	<u>Desktop: (Branded)</u> Processor Intel Core i7-6700 or higher, RAM 8GB Hard Disk 1TB SATA 7200 RPM Optical Drive Super Drive DVD RW Graphics card Intel Integrated Graphics LED 21 inch HD Keyboard USB Mouse USB Operating System Licensed Microsoft Windows 10 (64 bit) Warranty 01 Year	10	
02	<u>Laptop: (Branded)</u> Processor Intel Core i7 7500U 7 <sup>th</sup> Generation (or higher) RAM 8 GB DDR4 Hard Disk 1 TB SATA Optical Drive Internal DVD RW Graphics 2 GB Wi-Fi (802.11 b/g/n) Screen 15.6 HD LED backlit Camera Integrated 1.0MP Webcam Mouse USB Port LAN 10/100/1000 mbps RJ 45, HDMI Port, Bluetooth Operating System Licensed Microsoft Windows 10 (64 bit) Branded carrying case (Bag) Original bag with all other original accessories i.e. Charger with power cord. Warranty 01 Year	03	
03	<u>Printer: (Branded)</u> Memory 128-256 MB Print Speed 25to 45 ppm Print Resolution 1200x1200 dpi PDL PCL 6, PostScript 3 Emulation, XPS Support OS Win Vista/7/8/8.1/10, Win Server 2008/2008 R2/ 2012/2012R2, Mac and Linux Interface (10 BASE-T/100Base-TX/1000 Base-T), Ethernet IEEE 802.11 b/g/n Protocol TCP/IP (FTP, SMB, SMTP, Web DAV) (IPv4/IPv6) Warranty 01 Year	05	



04	<u>Scanner (Flatbed)</u> Scanner Type Flatbed Scanner Resolution Optical: 1200dpi x 2400dpi Throughput Speeds 15 sec color@ 200dpi Software Interpolation 19200 dpi x 19200 dpi Max document size 8.5"x11.7" Connectivity USB 2.0 or higher OS Compatibility Win 7, 8 and 10, Linux and MAC OS Smart Touch Five easy touch buttons for Scan, Email, Copy, FAX, and Panel settings. Functionality It offers high quality 1200 x 2400 dpi optical resolution with true 48-bit color scanning. Slim style and USB power File Format Outputs PDF, TIFF, JPEG, MS Word/Excel Warranty 01 Year	01	
05	<u>Scanner (ADF Network Scanner):</u> Scanner Type ADF Network Scanner Scanning speed 27 PPM /58ipm @ 300 dpi in color or higher Operator Control Panel Color Graphical display Customizable profiling, profile name customization, profile image customization Illumination Multiple LED Max document size (8.5 in. x 14 in.) Min document Size (2.6X 2.5 in.) Multi-Feed Detection Ultrasonic Paper Thickness 27 x 413 g/m Paper path Straight paper path for ADF Recommended volume 2700 pages/day or higher Document Feeding Capacity 70 sheets (25 lb./75 g/m <sup>2</sup> ) or higher, must handles small documents such as ID cards, business / security / insurance / embossed hard cards Connectivity USB 3.0 compatible, Wireless 802.11b/g/n, Ethernet 10/100 Base T Imaging Features Scan to Folder, Scan to Email, Scan to Print, Scan to Mobile, Scan to WORD, Scan to EXCEL, Scan to Picture Folder, Scan to Applications, Fixed Cropping, Relative Cropping, OS Compatibility Win 7, 8 and 10, Linux and MAC OS Smart Touch Functionality Sends documents to file/ email/ printer/ fax printer & desktop File Format Outputs Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, PNG & MS Word/Excel OEM/Brands USA/European or Japan Warranty 01 Year	02	

06	<u>Multimedia</u> Multimedia Projector LCD Technology and or Projector with HDMI Port or Higher Projector with Hdmi Port Brightness 3500 Lumens or higher Contrast Ratio 4,000:1 or higher Resolution Full HD 1024 x 800 Lamp Life 6000 hours or above Ports VGA Inputx2, VGA Outputx1, RCA-1, S Video, 2 HDMI, Control(RS232), USBx1, RJ45 HDMI, Wired LAN, Wireless Optional Audio System Yes Warranty 01 Year	01	
07	<u>Photocopier (Heavy Duty)</u> Single Component Technology Speed: 35-45 CPM Copy Selector 1-9999 Copy Size: A3 – A5 Memory: 2 GB Hard Disk 250GB Display 7-10" Touch Screen Full Color LCD Panel with Flip/Drag/Scroll/Popup Network Printer: Standard Network Color Standard Scanner: Paper Capacity 1000 Sheets or above standard Bypass: 150 Sheets Warm up Time: 20 Seconds or Less Format: Searchable PDF/BMP/JPEG /EXIF /TIFF Internal ID User Accounts 1000 Users USB Direct Print: Yes Warranty 01 Year	01	
08	<u>Photocopier (Light Duty)</u> Single Component Technology Speed: 20-25 CPM Copy Size: A3 – A5 Memory: 2 GB Processer 1.2 GHz Dual Core or above Display Touch Screen Full Color LCD Panel with Flip/Drag/Scroll/Popup Network Printer: Standard and built in Network Color Standard (Scan to Email, Scan to FTP etc) Scanner: Paper Capacity 1000 Sheets (500 x 2 Trays) Bypass: 150 Sheets Warm up Time: 20 Seconds or Less	02	

	<p>Format: Searchable PDF/BMP/JPEG /EXIF /TIFF</p> <p>Internal ID User Accounts: 1000 Users</p> <p>USB Direct Print: Yes</p> <p>Warranty: 01 Year</p>		
09	<p><u>Supply and Installation of Video Conference System</u></p> <p>Overall requirement: Must use an embedded operating system (not Windows or Android operating system) and a non-PC but industrial architecture, must support H.323, SIP and IPv4, IPv6.</p> <p>Network rate: Must support access rates: 64 kbit/s to 6 Mbit/s</p> <p>Video: Must support H.263, H.263+, H.264, H.264 HP, and H.264 SVC, 1080p25/30, 720p50/60, 720p25/30, 4CIF, and CIF video and support 1080p 30 symmetric encoding and decoding.</p> <p>Audio: G.711, G.722, G.722.1, G.722.1C, G.728, G.719, G.729A, and AAC-LD</p> <p>Presentation: H.323-based H.239, SIP-based BFCP and deliver the presentation in 1080p30 when the video is also in 1080p30fps. Must support the functions to share and receive presentations during point-to-point conferences. Specifically, the two participants in a point-to-point conference can share presentations at the same time and choose to view the received presentation any time.</p> <p>Ports: At least 4 HD video input and output ports and 1 SD video input and output port. HDMI port/ VGA port/ 3G-SDI port. Connected to a camera using only one cable, which can be used to transmit video and control signals as well as supply power to the camera. 6 audio input and output ports and at least 2 standard XLR ports for microphones. Two 10/100/1000 Mbit/s auto-negotiation network ports, must support 802.11b/g/n, functions to enable and disable its Wi-Fi hotspot and client, and the function to implement audiovisual communication over Wi-Fi, facilitating network cabling in conference rooms.</p> <p>The bidding product must support packet loss concealment even when the packet loss rate is</p>	01	

	<p><b>Network adaptability</b> as high as 10%.Must be able to encode and decode 1080p30 video at 512 kbit/s, and 720p30 video at 384 kbit/s, must support automatic up speeding and down speeding for IP networks so that conference rates can be automatically decreased or increased based on the IP network bandwidth available for ensured audio and video quality.</p> <p><b>Security</b> Must support H.235 signaling encryption using H.323, TLS and SRTP encryption using SIP, and AES media stream encryption to improve conference security. Must support connecting 1 wireless same vendor brand microphone arrays and the product must (Support preview of remote video from its web interface and Allow users to modify camera video parameters, such as the exposure index, white balance, and noise reduction, using the remote control or web interface).</p> <p><b>Codec functions</b> The bidding product must support to display remote image, local image and content on three displays. The bidding product must support infrared remote control functions, allowing direct control using a remote control. Display its IP address and site number on the front panel. Must have network diagnostic tools in ping, tracer, signaling diagnostic function to figure out the network issue.</p> <p><b>Mini-MCU Function</b> Support at least 6 sites video connection without bridge in 720 HD resolution. The bidding product must support 720p30fps universal trans coding technology to ensure each connected site join the same conference regardless of protocols, bandwidths, formats or frames. Support HD, SD sites connection in H323,SIP protocol, and support H239,BFCP content sharing. The bidding product must support different continuous presence (CP) for each participants, the maximum panes can be up to 7.The bidding product must support add content sharing into Continue presence to send to the sites which don't support H239/BFCP.</p> <p><b>Camera Overall requirement:</b> Must be of the same brand as the HD video endpoint. Must support 12x optical zoom The bidding product must support the following video output resolutions:</p>		
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	<ul style="list-style-type: none"> <li>● 1080p25/30</li> <li>● 720p50/60</li> </ul> <p>Must integrate a 2.38-megapixel and 1/2.8-inch CMOS imaging chip.</p> <p>Camera Requirement Must support a horizontal angle of 72° and a maximum vertical angle of 44.5°.</p> <p>must support: Pan: +/-100° Tilt: +/-30°</p> <p>Functions Must support 30 camera presets or more. must allow video output formats to be set using its keys and without being restarted. Must provide an LCD for displaying the current video output format, must be able to be upgraded using the connected HD videoconferencing endpoint.</p> <p>LED 55" LED of SONY/SAMSUNG or Equivalent</p> <p>Wireless MIC Brand Must be of the same brand as the HD videoconferencing endpoint.</p> <p>Sound pickup distance The bidding product must support 360-degree sound pickup and an optimal pick-up range of 6 meters.</p> <p>Power supply Must not require the HD videoconferencing endpoint or any external power supplies to supply power. It must come with embedded batteries for power supply. The working time should be 5 hours or more after single charging.</p> <p>Functionality must support automatic echo cancellation (AEC), automatic gain control (AGC), and automatic noise suppression (ANS).</p> <p>Connection The bidding product must connect to the HD videoconferencing endpoint over a wireless network, without any cables.</p> <p>Warranty 01 Year</p>		
10	Telephone Exchange Telephone Exchange with 50 Points	01	
11	Visitor Chairs	24	
12	Executive Chairs	02	