

Tender Document

For

"Supply of I.T Equipment for Copyright Office"

CENTRAL COPYRIGHT OFFICE



Central Copyright Office, IPO-Pakistan

Copyright Office, 2nd Floor, PBC Building, Near Civic Centre, Hassan
Square, Karachi – Pakistan Ph./Fax No. 021-9230140 – 41, 99230126 Email: copyright@ipo.gov.pk

May 2018

INVITATION FOR BIDS (IFB)

1.1 This Invitation for Bids (IFB) is being issued by Copyright Office for procurement of new I.T Equipments.

1.2 Interested eligible Bidders may obtain further information from Copyright Office and inspect the Bidding Documents during normal working hours at the address given below.

1.3 Bids must be delivered to the address below before **1100 hours, on 24th May, 2018**. All bids must be accompanied by a bid bond, in the shape of a **Demand Draft/Pay Order not less than Rs. 50,000/-** in favor of **Director General IPO-Pakistan**. Late bids will be rejected.

1.4 The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that they are manufacturers/distributors/suppliers/bona fide dealers and (ii) that violations are considered fraud, which is, among other remedies, punishable by potential blacklisting from participation in future procurements.

Muhammad Umar Ashraf

Registrar of Copyrights

CENTRAL COPYRIGHT OFFICE KARACHI

Copyright Office, 2nd Floor, PBC Building, Near Civic Centre, Hassan Square, Karachi
– Pakistan Ph./Fax No. 021-9230140 – 41, 99230126 Email: copyright@ipo.gov.pk

1. SPECIAL INSTRUCTIONS:-

1. Date of Issue of Tender:	07-05-2018
2. Venue of Submission of Tender:	Copyright Office, 2 nd Floor, PBC Building, Near Civic Centre, Hassan Square, Karachi –Pakistan Ph./Fax No. 021-9230140–41, 99230126 Email: copyright@ipo.gov.pk
3. Closing Date & Time of Purchase of Tender Document	23-05-2018 at 04:00 p.m.
4. Bid receiving Date and Time	24-05-2018 at 11:00 a.m
5. Bid Opening Date and Time	24-05-2018 at 12:00 p.m
6. Method of Payment:	Upon submission of bills aftergoods verified by Purchase Committee
7. Bid Currency	Pak Rupees
8. Brand	Only European or American brands are required
9. Amount of earnest money (pay order)	Rs. 50,000/-
10. Delivery Time:	Within 15 Days after issue of work order

2. GENERAL INSTRUCTIONS:-

- All Quotations should reach the undersigned within due date as specified in the advertisement through registered post.
- The submission of quotations by hand is not acceptable.
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- In case of quoting alternate prices, separate tender shall be purchased.
- The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- Supply order/ contract will be issued subject to the availability of funds.
- The contractor shall notify forth in written form to the tender committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The tender shall sign and stamp the tender form at each page.
- Rates shall be written both in words and figures. There should not be errors and / or over writings. Corrections if any should be made clearly and initiated with dates.
- The evaluation will be based on the comparison specification/ model/ makes and expiry. Copyright Office, IPO-Pakistan reserves the right to choose the specification/ models/ makes at its discretion.

3. BID validity

- The Bid remain valid and open for acceptance of the purchaser for a period of 120 days from the specified date of opening.

4. CURRENCY OF BID

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Prices of the optional accessories should be quoted separately.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- Prices shall be quoted in Pak Rupees

5. EARNEST MONEY

- The Quotation must be accompanied with Rs. 50,000/- with their offer in the form of demand draft/pay order in favor, of Director General, IPO-Pakistan, (refundable).
- The earnest money may be forfeited in the following cases:
 - When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
 - When tenderer does not execute the agreement if any, prescribed within the specified time.

- When the tenderer does not deposit the security money after supply order is given.
- When he fails to commence the supply of the items as per supply order within the time prescribed.

6. CANVASSING

- Counseling or canvassing staff or by any Tenderer will become liable to disqualification

7. PERFORMANCE SECURITY

- Within one week of issuance of the purchase order successful bidders shall furnish to Copyright Office, IPO-Pakistan, the performance security bond is equivalent to 10% of the bid price in the form of bank guarantee or bank draft, the performance security shall be payable to Copyright Office, IPO-Pakistan as compensation for any loss resulting from the suppliers failure to complete its obligation.
- The performance security will be discharged by the Copyright Office, IPO-Pakistan and returned to the supplier after completion of the supplier's performance obligations under the contract.

8. FORFEITURE OF SECURITY DEPOSIT

- Security amount in full or part may be forfeited in the following case:
 - When the terms and conditions of contract is breached.
 - When the Tenderer fails to make complete supply satisfactorily.
 - Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Committee in this regard shall be final.

9. MODE OF PAYMENT

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - 90% payment will be made only after the equipment (s) is fully installed and comes in working condition.
 - 10% after three months from the date of commissioning.

- No advance payment will be made

10. TRAINING

- The firm supplying the item/ equipment (s) will demonstrate the operation / working of the equipment (s) to the satisfaction of the quarter concerned and provide training if needed.

11. CALIBRATION OF ITEM/EQUIPMENT

- The approved firm will install the equipment (s) in the presence and satisfaction of the Purchase Committee. In case of any defect in the supplied equipment (s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

12. SUBCONTRACTING

- Subcontracting any part of the bid shall not be allowed and bids that include an element of subcontracting shall be rejected as non responsive.

13. COST OF BIDDING

- The bidder shall bear all costs associated with preparation and submission of its bid and Copyright Office, IPO-Pakistan will in no case be responsible or liable for those costs.

14. BIDDING PROCEDURE:

Single stage – two envelope procedure.-

- (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; it shall accompany the earnest money

- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the Copyright Office, IPO-Pakistan administration;
- (v) The Purchase Committee shall evaluate the technical proposal in a manner prescribed in advance, without 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 proposal shall be permitted;
- (vii) The financial proposals of bids who qualify technical evaluation shall be opened publicly at a time, date and venue announced and communicated to the bidders in on the day when technical bids will be opened;
- (viii) The financial bid found to be the lowest evaluated bid shall be accepted.

15. Documents Comprising the Bid:

- a) Documents with Technical Bid
 - i. Company Profile, containing Name of firm; its status, address, telephone number (s), fax number,
 - ii. Experience of similar work with any other clients,
 - iii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
 - iv. Any other relevant information, which the firm intends to submit.
 - v. STN & NTN Certificates
 - vi. Client List Public Sector Organizations including banks
 - vii. Proof of Authorization/Dealership with OEM (if required)
 - viii. Detail Technical Specification of item quoted
 - ix. Bank Draft of Rs. 50,000/-

- x. Details of employees
 - xi. Details of offices across Pakistan (if any)
 - xii. Details of Projects (with proofs) (if any)
 - xiii. Details of Projects in Public Sector (with Proofs) (if any)
- b) Documents with Financial Bid
- i) Bill Of Quantities / Financial Bid

16. Copyright Office, IPO-Pakistan Right to Accept Any Bid and to Reject Any or All Bids

Copyright Office, IPO-Pakistan reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to the acceptance of Bid or Proposal as per PPRA rules, without thereby incurring any liability to the Bidders.

17. Withholding Tax & Sales Tax

The Bidders are hereby informed that the Copyright Office, IPO-Pakistan shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.

18. Support and Warranties

Minimum one year on-site support & warranty of the product and services to be rendered.

19. Language of Bid

The language of all correspondence and documents related to the bid is English.

20. Sealing and Marking of Bids

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Clearly marking the envelopes as "TECHNICAL BID" & "FINANCIAL BID".

ii. The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared "late."

21. Deadline for Submission of Bids

- Bids must be received by the Copyright Office, IPO-Pakistan at the address specified by 1100 hours, **24-05-2018**
- The Copyright Office, IPO-Pakistan may, at its discretion, extend this deadline for submission of bids by amending the RFP, in which case all rights and obligations of the Copyright Office, IPO-Pakistan and Bidders will thereafter be subject to the deadline as extended.

22. Late Bids

Any bid received by Copyright Office, IPO-Pakistan after the bid submission deadline prescribed by Copyright Office, IPO-Pakistan will be rejected and returned unopened to the Bidder

23. Modification and Withdrawal of Bids

- Modifications to the submitted bid will not be accepted.
- The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by the Copyright Office, IPO-Pakistan prior to the deadline prescribed for bid submission. Bid withdrawal notices received after the bid submission deadline will be ignored, and the submitted bid will be deemed to be a validly submitted bid.
- No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's bid security.

24. ARBITRATION

- In event of any dispute arising between bidder and the procuring agency (Copyright Office, IPO-Pakistan), the same shall be referred to the sole arbitrator i.e. Registrar of Copyrights, Copyright Office, IPO-Pakistan 2nd floor, PBC Building, Near Civic Centre, Hassan Square, Karachi.

- The Arbitrator shall give his award within two months from the date on which he enters upon the reference. Provisions of the Arbitration Act, 1940 shall apply to the arbitration proceedings.

25. No tender shall be considered as valid unless it is accompanied by the earnest money amounting to Rs. 50,000/-.

26. The price quoted should be in Pak Rupees inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for 120 days.

27. The Purchase Committee reserves the right to change the quantity not exceeding 15% of the original Procurement

Bill of Quantities (PKR)

Sr.no	Name of Item	Technical Specifications	Qty	Unit Price	Unit Price with GST (17%)	Total
1	PCs	<p>Intel® Core i7 Branded Desktop PCs Generation: 7th or Higher Processor: Core i7, 3.60GHz or higher (8MB Cache with turbo boost 4.2GHz or higher) Chipset Intel H270 Memory: 4 GB DDR4 max 32GB Support Storage: 1TB SATA 7200rpm or Higher</p> <p>Ports and Connectors Front: Universal audio jack with CTIA headset support; 2 USB 3.1 Gen 1; Back: 1 audio out connector; 1 Display Port™; 1 VGA; 4 USB 2.0; 2 USB 3.1 Gen 1; 1 audio in connector; 1 RJ-45; Optical Drive: Super Multi DVD burner Display: 18.5 inch LED Operating System: Windows 10 Pro 64 Bit OEM with Media Kit</p>	10			

		(Licensed) Microsoft Office 2016 Standard Edition (Licensed) OLP Warranty 3 years onsite , labour and parts				
2	UPS	UPS 600 Va or Higher Voltage Range 220 V AC + 10% - 15% on wide Mains) Overload Capacity 150% for 1 sec. 50% for 2sec 25% for 3 sec Batteries (Nos. x v) : 1x 12 sealed and dry Warranty 3 years onsite , labour and parts	10			
3	Printers	Print Technology (Laser) Print Speed Normal: Up to 35 ppm Resolution Up to 1200 x 1200 dpi Paper Size A4 / Legal Duty Cycle (monthly, A4)Up to 50,000 pages Processor speed800 MHz Display 2-line LCD (text and graphics) Connectivity Hi-speed USB 2.0 and Ethernet 10/100/1000 Gigabit Network Memory 128 MB Duplex printing Automatic System compatibility Win XP, Win Vista, Win 7, Win 8, Win 10 Warranty 3 years onsite , labour and parts	05			
4	Scanners	ADF , High Speed Full color duplex (200 dpi / 300 dpi) Optical Resolution: 300-600 dpi, Image Processing Function, (A4, legal, Portrait), Color Grayscale, Monochrome Scanning Speed, 45ppm 90 ipm or higher ADF Capacity, 50 Sheets (A4: 80 g/m ²) or higher Power 8.5W or higher Bundled Software Document size , Letter; legal; A4; A5; A6; A8; custom sizes; 118.1in. or higher	02			

OS Support

Windows® 7 (32-bit/64-bit), Windows Vista® (32-bit/64-bit), Windows XP® (32-bit/64-bit)

Warranty 3 years onsite , labour and parts

Purchase of Tender Documents

- i) Interested parties are required to receive the tender documents from PA to Registrar Copyright Office, IPO-Pakistan, Plot No. ST 1 & 2, New Broad Casting House, Behind KDA Civic Centre, Block 14, Gulshan-e-Iqbal, Karachi till 23-05-2018 during office hours on payment Rs.1000/= in shape of Pay Order in favour of Director General, IPO-Pakistan, Quotation will be not entertained without payment of Tender Documents /Receipt.
- ii) The bid will be opened at 12.00 Noon on on 24-05-2018 at the office of Registrar Copyrights IPO-Pakistan, Plot No. ST 1 & 2, New Broad Casting House, Behind KDA Civic Centre, Block 14, Gulshan-e-Iqbal, Karachi in presence of tender opening committee and interested bidders.

Muhammad Umar Ashraf
Registrar of Copyrights
Intellectual Property Organization
Commerce Division

INVITATION TO BID
(For Supply of I.T Equipments)

1. Copyright Office, IPO-Pakistan, Ministry of Commerce, Government of Pakistan invites sealed bids from the authorized distributors / suppliers, registered with Income Tax and Sales Tax Departments for supply of all or some parts / items of I.T Equipments.
2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the office address mentioned below. Documents can be collected on any working day between 10.30 a.m. to 4.30 p.m. Price of the bidding documents is Rs. 1,000/- (Non Refundable).
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach till **24-05-2018 at 11:00 am** in the office of Registrar of Copyrights Copyright Office Karachi, IPO-Pakistan. Technical bids will be opened on the same day (**24-05-2018**) at 1200 hours at Copyright Office in the presence of representatives of participating firms. This advertisement is also available on PPRA website at www.ppra.org.pk and IPO-Pakistan website www.ipo.gov.pk

Muhammad Umar Ashraf

Registrar of Copyrights

Copyright Office - Karachi

Copyright Office, 2nd Floor, PBC Building, Near Civic Centre, Hassan Square, Karachi
– Pakistan Ph./Fax No. 021-9230140 – 41, 99230126 Email: copyright@ipo.gov.pk

Stamp & Signatures (Name of Suppliers)

1. PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully the description of all the terms and conditions of your tender enquiry due for opening on _____ for the printing and publicity. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the works offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall be rejected.
4. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
5. Certificate that the prices quoted against this tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder, / tenderer hereby undertakes to refund the price charged in excess.

Tender Form duly filled and signed in enclosed.

Name of the Bidder / Tenderer _____

Signature of Tenderer _____

Designation _____

Seal _____

Witness

a) Name _____ Signature _____

b) Full Address _____

Date _____

2. SPECIMEN FOR INTEGRITY PACT

(To be attached with financial proposal, on Rs: 100/- Stamp Paper)

Tender Number: _____

Tender Value : _____

Tender Title : _____

M/S----- hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative sub division or agency thereof or any other entity owned or controlled by the GOP through any corrupt business practice.

Without limiting the generality of the foregoing M/S ----- represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to any one and not given or agreed to give and shall not give or agree to anyone within or outside Pakistan either associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement, of a contract, right, interest privilege, or other obligation or benefit in whatsoever form from the GOP, except that which has been expressly declared pursuant hereto.

M/S ----- certifies that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with the GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S ----- accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It is agreed that any contract, right, interest, privilege other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the GOP under any law, contract or other instrument, be voidable at the option of the GOP.

Notwithstanding any right and remedies exercised by the GOP in this regard, M/S ----- agrees to indemnify the GOP for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to the GOP in any amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S ----- as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right interest privilege or other obligation or benefit in whatsoever from the GOP.

M/S ----- agrees that in case of over pricing, supply of below specification stores, and any conflict with the BOQ specification as well as with terms and conditions specified in tender document, we shall be bound to pay five times of the total contracted value.

3. SPECIMEN FOR AFFIDAVIT

From: _____

To,

The Registrar Copyrights,
Copyright Office, IPO-Pakistan
2nd floor, New PBC Building
Behid KDA, Civic centre Karachi.

Subject: **AFFIDAVIT**

1. We, M/s _____ having our office at _____ hereby undertake that as a result of contract between us and Copyright Office, IPO-Pakistan for supplying of I.T equipments. If any conflict / dispute arises regarding the execution of work, we shall not resort to any court of law. The dispute / difference, if any, shall be settled as per relevant clauses of the tender documents issued by Registrar Copyrights.

2. We, M/s _____ are not involved in any litigation and have never been black listed by any organization in Pakistan.

Authorized Signature

M/s _____

Address: _____

Dated: _____

4. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called "the Procuring agency") of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS, whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Parameter of Technical Evaluation

	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Company Profile</u>		<u>20</u>
1.1	<u>No. of years in supplying items:</u>		10(a)
	< 3 year	6	
	≥3 ≤ 5 years	10	
	> 5 ≤ 7 years	12	
	> 7 years	20	
1.2	<u>No. of employees, office and relevant qualifications</u>		10(b)
1.2.1	Number of permanent employees		5(b.1)
	Number of employees ≤ 5	2	
	Number of employees >5	5	
1.2.2	Details of branch offices across Pakistan		5(b.2)
	1	3	
	Less than or equal to 3	4	
	Equal to or more than 4	5	
2	<u>Relevant Experience</u>		<u>50</u>
2.1	<u>(Number of Projects completed)</u>		25(a)
	≤ 4	5	
	>4 ≤ 10	10	
	≥11 ≤ 14	15	
	≥ 15	25	
2.2	<u>No of Projects completed for Govt agencies</u>		25(b)
	≤ 1	5	
	≥2 ≤ 3	10	
	≥4 ≤ 5	15	
	≥ 6	25	
3	<u>Proposed Work Plan</u>		<u>20</u>
3.1	<u>Industry related certifications</u>		20
	No certification	0	
	Certification(s)	10	
4	<u>Financial Strength of the Firm</u>		<u>10</u>
	Audited/certified accounts or statements showing cash balances of less than Rs. 0.5 million in the relevant year but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible.	5	
	Audited/certified accounts or statements showing cash balances of more than Rs.0.5 million in the relevant year	10	
	TOTAL		100

Minimum Passing Marks are 60