

**PUBLIC SERVICE COMMISSION
GOVERNMENT OF KHYBER PAKHTUNKHWA**



**“INSTALLATION OF OPTICAL FIBER NETWORKING CBT AND
UPGRADATION OF EXISTING IT SYSTEM OF KHYBER
PAKHTUNKHWA PUBLIC SERVICE COMMISSION”**

SUB PROJECT: ANNEXURE-V

**“PROVISION OF HEAVY DUTY PRINTERS/SCANNERS AND REPLACEMENT OF
LAPTOPS/DESKTOP COMPUTERS AND VIDEO CONFERENCING SYSTEM”**

BID SOLICITATION DOCUMENT

for

PROCUREMENT OF IT & OTHER EQUIPMENT

Tender Opening	15/12/2021
Venue	KP Public Service Commission 2 Fort Road Peshawar cantt.

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1) INTRODUCTION

The Khyber Pakhtunkhwa Public Service Commission has received an allocation from the Public Fund in Pak rupees / towards the cost of **“INSTALLATION OF OPTICAL FIBER NETWORKING CBT AND UPGRADATION OF EXISTING IT SYSTEM OF KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION” Subproject: Annexure-V “PROVISION OF HEAVY DUTY PRINTERS/SCANNERS AND REPLACEMENT OF LAPTOPS/DESKTOP COMPUTERS AND VIDEO CONFERENCING SYSTEM”**. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for procurement of IT and other equipment’s.

INVITATION FOR BIDDING

Department of Khyber Pakhtunkhwa Public Service Commission has initiated the project titled as **“INSTALLATION OF OPTICAL FIBER NETWORKING CBT AND UPGRADATION OF EXISTING IT SYSTEM OF KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION” Sub project: Annexure-V “PROVISION OF HEAVY DUTY PRINTERS/SCANNERS AND REPLACEMENT OF LAPTOPS/DESKTOP COMPUTERS AND VIDEO CONFERENCING SYSTEM”**. This Department invites sealed **Technical & Financial bids** on Single Stage – Two Envelope System in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014, from the eligible/registered bidders for the supply of IT and Other equipment.

TERMS & CONDITIONS:

1. Technical and Financial Bids duly completed, signed, stamped, sealed and in complete conformity with specification mentioned in Bid Solicitation Document must be delivered to the undersigned office on or before 15/12/2021 at 11:00 AM.
2. Bids must be accompanied by a **bid security 2%** of the total cost of financial proposal in the form of Call Deposit Receipt / Bank Draft in the name of Project Director, Khyber Pakhtunkhwa Public Service Commission. An affidavit to this effect shall be included in technical bid.
3. Bid Solicitation Documents containing detailed description, specifications and quantities, may be obtained from the office of the undersigned between 09:00 AM - 05:00 PM on any working day (Monday to Friday) or can also be downloaded from the Department official website <http://www.kppsc.gov.pk> or Khyber Pakhtunkhwa Public Procurement Authority (KPPRA) official website <https://www.kppra.gov.pk> from the date of publication of this advertisement till last date for submission of bids.
4. The Technical Proposals will be opened on 15/12/2021 at 01.30 PM in the office of Project Director, Khyber Pakhtunkhwa Public Service Commission situated at 2-Fort Road, Peshawar Cantt.
5. Bidders should be registered firm of Pakistan with Income / Sales Tax Registration Certificate / NTN and other related documents must accompany the bids. Bidder should be on Active Taxpayer List of FBR.
6. Bidder should be registered firm with Khyber Pakhtunkhwa Revenue Authority (KPRRA).
7. An affidavit that the items are branded, genuine and are not refurbished, altered should also be attached.
8. Bidder should provide affidavit that their firm has not been blacklisted by any of the Provincial / Federal Government or organizations of the state / Federal Government in Pakistan.
9. Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014. Incomplete Bids will be rejected straight away.

**DEPUTY DIRECTOR-IT/ PROJECT DIRECTOR,
INSTALLATION OF OPTICAL FIBER NETWORKING CBT AND UPGRADATION OF
EXISTING IT SYSTEM OF KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION”
Ph No: 091-9222469**

2) TYPE OF COMPETITIVE BIDDING

As per KPPRA Rules 2014, **Single Stage-Two Envelope** Procedure shall be followed. This is as follows:

- i. The bid shall comprise of a single package containing two separate Envelopes. Each Envelope shall contain separately the **Technical Proposal** and the **Financial Proposal**;
- ii. Initially, only the Envelope marked "TECHNICAL PROPOSAL" shall be opened.
- iii. The Envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the purchase committee without being opened;
- iv. The purchase committee shall evaluate the Technical Proposal in a manner prescribed in Section evaluation of this document, without reference to the price and reject any proposal which does not conform to the specified requirements
- v. The Financial Proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance
- vi. After the evaluation and approval of the Technical Proposal the purchase committee, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bidders only. The Financial Proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and the bid found to be the technically qualified and financially lowest evaluated bid shall be accepted i-e (**Technical Evaluation marks + Financial evaluation Marks**).
- vii. The subject purchase shall be made under Merit Point System Rule 25.4 of SBD Notified by KPPRA vide No.KPPRA/M&E/SBDs/1-1/2015 dated 03-05-2016.

In accordance with these rules, interested companies (hereinafter referred to as "Contractors") applying for bids should submit two separate bids/Envelopes for Financial Proposal and Technical Proposal.

Bidding Details

All the bids must:

- Be accompanied by a call deposit receipt (CDR)/**Bank Draft** of 2% of total package value in favor of **Project Director, Public Service Commission Government of Khyber Pakhtunkhwa**.
- Be submitted along with the CDR, Tender Forms, Affidavits, etc.,
- Be delivered to **Project Director, Public Service Commission, Government of Khyber Pakhtunkhwa**.
- Technical bids will be publicly opened in the office of the Project Director, situated at 2-Fort Road, Peshawar Cantt on 15/12/2021 at 01:30 PM.
- The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- The Purchaser reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal under KPPRA Rules 2014.
- Failure to supply services within the specified time period will invoke penalty as specified in this document. In addition to that, Call Deposit (CDR) amount will be forfeited and the Company will not be allowed to participate in future tenders as well.

3) INSTRUCTIONS TO BIDDERS

- i. The bidder/proponent must submit the proposals in sealed Envelopes as per specified procurement method (Single Stage - Two Envelope System)
- ii. The bid shall comprise of a single package containing two separate Envelopes. Each Envelope shall contain separately **Technical Proposal** and **Financial Proposal**; The Envelopes shall be clearly marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in bold and legible letters to avoid confusion

- iii. The Envelopes should be in the name address and contact details of the head of the procuring entity i.e. Project Director, 2-Fort Road Khyber Pakhtunkhwa Public Service Commission.
- iv. The Technical proposal shall contain the copy of the registration with one of the mandated authorities of Government of Pakistan along with the NTN Certificate and sales tax registration certificate. Registration with Khyber Pakhtunkhwa Revenue Authority is also mandatory and must be submitted with Technical Proposal.
- v. The rates offered should be inclusive of all applicable taxes.
- vi. The technical proposal shall have complete work plan and delivery schedule without which no weight will be given in accordance with the bid evaluation criteria.
- vii. The successful bidder must offer comprehensive warranty, mentioned against each items in the financial proposal.
- viii. The quoted prices should remain valid for Six Months after issuance of Supply Order.
- ix. The Total cost of the contract, and the per unit price of the items including all the applicable taxes shall be given in the financial proposal.
- x. The bid security provided by the bidders in the form of security deposit will be verified from the bank concerned.
- xi. Collusion between the firms is strictly prohibited. Any firm/group of firms found involved in creating a cartel or any other collusion arrangements against the interest of the project/government, will be blacklisted and debarred.
- xii. The proposal should be in accordance with enclosed specifications.
- xiii. Response time shall be strictly observed.
- xiv. The bidder shall submit an affidavit on stamp paper that the firm is not black listed.
- xv. The bidder should submit a certificate with Technical Proposals that 2% bid Security has been attached with Financial Proposals in the form of Call Deposit Receipt (CDR) / Bank Draft.
- xvi. All the pages of the bid documents must be signed and stamped by the bidders.
- xvii. The procurement entity may offer for re-bidding in case the proposal does not satisfy its requirements.
- xviii. The successful bidder will provide a performance bank guarantee at 10 % of the total contract value. The bank guarantee should be made from a scheduled bank.
- xix. The bidder will require to provide a sample/catalogue of items for which it has quoted/submitted the bid and after evaluation, the technically qualified bidder shall have required to submit the requisite samples for examination before issuance of letter of acceptance and subsequent award of the contract. The sample will be retained to the bidder once the inspection of the supplied items is done and items are accepted by the procuring entity.
- xx. The bidders must have experience in the relevant field and attested documents evidence of successful supply of these items to Government Organizations.
- xxi. Contract will be signed with the successful bidders and its terms and conditions will govern the execution of the contract.
- xxii. Arbitration as per law will be made in case of disagreement erupted out of contract execution, which cannot be settled, between the two parties (Procuring Entity and supplier/vendor/bidder).

4) GENERAL TERMS AND CONDITIONS

- a. The above details shall be submitted in a sealed Envelope.
- b. The supplier (s) must be registered with the sales tax authorities.
- c. The supplier(s) must be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA).
- d. Warranty of Goods shall be provided along with quotation.
- e. The quote (s) must remain valid for the period of six (06) months.
- f. All suppliers shall mention all applicable taxes in their quotes. In case any supplier has not done so, the procuring entity while comparing the offers will add the applicable taxes to the total quoted amount for each item.
- g. The request for quotation is non-transferable.
- h. Quotation must be submitted on or before the given time and date to the officer-designated for the purpose. No late quotation for any reason whatsoever will be considered.
- i. The quote (s) must be accompanied with bid security valuing 2% of the total quoted price.
- j. NTN certificate shall be enclosed in the technical proposal.
- k. The quotation must carry the authorized signatures of the representative of the supplier.
- l. Procuring entity may increase or decrease the quantity of items as per requirement.
- m. Each & Every page of the bid document must be signed by the concerned bidder / bidding firm.
- n. Purchase committee has the right to accept or reject any or all offers, reasons for which will be communicated to the bidders if requested as per rule: 47(1) of KPPRA Rules, 2014.

Deputy Director(IT),
Khyber Pakhtunkhwa Public Service Commission,
2-Fort Road Peshawar Cantt
091-9222469

5) GENERAL AND SPECIAL CONDITIONS OF THE CONTRACT

- A. LANGUAGE:** All communication and documentations related to procurements shall be in English.
- B. PLACE AND TIME OF DELIVERY:** The successful supplier shall be required to deliver and install Hardware and other equipment to Khyber Pakhtunkhwa Public Service Commission within forty-five(45) days after issuance of supply order without any damage otherwise call deposit shall be forfeited and penalty shall be imposed as per procurement Rules.
- C. VARIATION/REPEAT ORDERS**
The procuring entity may during the execution of the contract, by notice in writing may direct the supplier to alter, omit, add to or otherwise vary any part of the schedule, in agreement with the service provider, and the service provider shall carry out such variations and be bound by the same conditions.
- D. INSPECTION OF GOODS ON DELIVERY (WHOLE APPLICABLE)**

The goods shall be inspected by the technical/Inspection Committee of the procuring entity for quality/quantity etc at Khyber Pakhtunkhwa Public Service Commission. Inspection of goods shall be conducted without prejudice to the buyer's right to lodge quantity and quality claims. In case the goods are not found in conformity with the contracted quality/specifications, procuring entity shall have the right to lodge claims within 30 days from the date of inspection of the goods.

In case of dispute by the supplier, joint re-inspection of the supplied material shall be carried out, at the cost of the supplier, in presence his or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

E. PACKAGING

Hardware and allied accessories should be packed suitably in appropriate boxes as per principal; in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the store of procuring entity safely.

Where applicable, manuals containing instructions of the manufacturer about the application in use of the item should be provided in English. If required by procuring entity, technical experts should be sent by the manufacturer for application/installation of the item at site.

F. PERFORMANCE BANK GUARANTEE.

Successful bidders shall furnish a performance Bank Guarantee of 10% of value of purchase order on the prescribed Performa provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall be returned within 10 days after the expiry of warranty period and satisfactory performance. If such guarantee is issued by a foreign Bank, it should be countersigned by a Pakistani bank on the approved list of banks.

G. FORFEITURE OF PERFORMANCE BANK GUARANTY

The performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the purchase order or commits any breach of the contract/purchase order.

H. PAYMENT CLAUSE

Payment shall be made on the production of the following documents.

- a. The supplier/vendor submits manually signed invoice in triplicate certifying that merchandise supplied is in accordance with the contract. The invoice must show the purchase order No____, Material Receiving Report No_____, and acceptance note No_____, with date, price/rate of each item.
- b. Material/Deliverables receiving report (in original) signed by the Authorized Representative of procuring entity in acknowledgment of having received all supplies/deliveries in accordance with the purchase order/contract agreement.
- c. Authenticated sales tax invoice in original as prescribed in the sales tax Act 1990.
- d. Valid income tax exemption certificate (otherwise income tax at current applicable rates shall be deducted from the invoice. (Where applicable).
- e. National Tax Number.
- f. Sales tax registration number.
- g. Certificate in original issued by the independent inspection team (where applicable).
- h. Bank Account Number and Branch.
- i. Recovery of all applicable taxes at source should be made as per rules.
- j. Certificate from procuring entity stating goods as per standard/professional requirements.

DETAIL OF STANDARDS

Sr. #	Meets best quality standards (5)	Meets acceptable quality standards (4)	Meets un acceptable quality standards (3)	Does not meet acceptable quality standards (2)
1.				
2.				

Delivery/Deliverable accepted since it meets acceptable/best quality standards (5/4)

Assessment /evaluation
officersName and Designation

I. OBLIGATIONS AND OPTIONS IN CASE OF NON FULFILLMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER

- The supplier shall perform services in accordance with recognized standard, applicable laws and regulations.
- The supplier shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of project.
- The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practice.
- The supplier shall act at all times so as to protect the interest of clients and shall take all reasonable steps to keep all expenses to minimum consistent with sound economic and other practices. The supplier shall furnish the client such information relating to the services as the client may from time to time reasonably request.
- Except with the prior written approval of the client, the supplier shall not assign or transfer the agreement for good or any part thereof nor engage any other independent supplier or subcontractor to perform any part of services without prior consent of the procuring entity.
- The supplier agrees that no proprietary and confidential information received by the supplier from the client shall be disclosed to a third party unless the supplier received a written permission from the client to do so.

The procuring entity may take any of the following actions if after the placement of the purchase order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the purchase order/contract agreement.

- a) Recover from the supplier as stipulated in the relevant purchase order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum 10% of the total contract value.
- b) Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specification, without canceling the purchase order / contract agreement.
- c) Cancel the purchase order / contract agreement at supplier's risk and cost. In such case, procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or
- d) Recover any consequential losses / damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other purchase order / contract.

J. DISPUTES AND CONTROVERSIES / DISPUTE RESOLUTION

- i. Procuring entity shall constitute a committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of purchase order / contract agreement, in accordance with the KPPRA Rules 2014.
- ii. If a bidder is not satisfied with the decision of the committee, he may take recourse to the KPPRA.

- iii. The mere fact of lodging a complaint shall not warrant suspension of procurement process.
- iv. Any dispute or difference arising out of the agreement which cannot be amicably settled between the parties, shall be finally settled by KPPRA whose decision will be final and binding on both the parties.

K. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident or damages which may cause a failure of the supply for whatever cause arising and the entire responsibility for the sufficiency of all.

The means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of alleged breach of a patent reregistered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.

L. SUB-LETTING OF THE CONTRACT

The supplier shall not sub-let or assign this contract or any part thereof without the written permission of the procuring entity. In the event of the service provider sub-letting or assigning this contract or any part thereof without such permission, the procuring entity shall be entitled to cancel the contract and to purchase the goods elsewhere on the supplier's risk and cost and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

M. BRIBES COMMISSION ETC

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the contractor or his partner, agent or servant, or any one on his or their behalf to any officer or servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other contracts and also to payments of any loss or damage resulting from such cancellation and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other contract. Any question or

Dispute as to the commission of any offence under these clauses shall be settled by the procuring entity in such manner as it shall think fit in sufficient, and its decision shall be final and conclusive.

N. TERMINATION END OF SERVICES

The agreement shall get terminated when, pursuant to the provisions of hereof, the services have been completed in full and final payment has been made.

TERMINATION BY THE SUPPLIER

The supplier may suspend the agreement by a written notice of thirty days only if the supplier does not receive payments under this agreement within thirty days of submission of its invoice.

If the payment is still not made to the supplier after thirty days of notice of suspension, the supplier/Vendor may terminate this agreement in whole or in part by giving fifteen days advance notice of intent to terminate. If the Agreement is suspended by the supplier under such circumstances, the procuring entity shall pay, within a period of thirty days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

O. FORCE MAJEURE

The term “FORCE MAJEURE” as employed herein shall mean acts of GOD, strikes, lockout, or other industrial disturbance, act of public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbance, explosions and any other similar events not within the control of either party and which by the exercise of due diligence neither party is able to overcome.

If either party is temporarily unable by reason of force majeure to meet any of its obligations under the agreement, and if such party gives to the other party written notice, of the event within fifteen days after its occurrence, such obligations of the party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continuous. Neither party shall be liable to the other party for loss or damage sustained by such other party arising from any event referred to as force majeure or delays arising from such events. Force Majeure shall not include insufficiency of funds or failure to make any payment required under agreement

P. APPLICABLE LAWS

This agreement shall, in all respects be read and constructed and shall operate in conformity with the KPPRA Act 2012 and KPPRA Rules 2014.

Q. CONTRACT AMENDMENT

No variation in or modifications to the terms of the agreements shall be made, accept by a written amendment signed by the parties hereto.

R. NOTICES

Any notice given by any of the parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client

To: The Supplier _____

Or to such other address as either of these parties shall designate by notice given as required herein. Notice shall be effective when delivered.

S. QUALIFICATION CRITERIA

Following is the qualification criteria is mandatory and if bidders failed to fulfill any one of the following clauses than his case will not be consider for further evaluation and will be rejected.

- a. Bidders should be registered entities with the government or any other authority).
- b. Carrying National Tax Number (NTN) or a FBR Tax Exemption Certificate and should be Active Tax Payer as per FBR record.

- c. Sale Tax Certificate.
- d. Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA);
- e. Financial Health (Bank Statement for the current fiscal years);
- f. Should demonstrate similar experience and shall furnished certificate and attested documents evidence of successful supplier of these items to Government organizations.
- g. Shall provide on a stamp paper an Affidavit stating that the bidder/ bidder firms is not ever black listed by any Government/Semi Government Organizations (procuring entities under the administrative control of the federal/Provincial Governments.
- h. Bidders should also submit affidavit for financial bid security 2%.

6) TECHNICAL AND FINANCIAL PROPOSAL

TECHNICAL PROPOSAL

The technical proposal shall include company’s profile, company’s registrations and certificates, references to past experiences, technical specifications and brochures for the goods to be supplied, affidavit mentioned at **annexure-II** and a complete work plan & delivery schedule for the supply of goods.

FINANCIAL PROPOSAL

The financial proposal shall include, the Proposal submission form (**Annexure – I**), bid security valuing 2% of the total quoted price,and quote the price in the following table, using company’s official letter head:

Price schedule in Pak. Rupees

S#	Description/Specification	Qty	Unit Price (Rs)	Applica ble Taxes	Unit Price Includin g taxes.	Total Price including taxes
A	B	C	D	E	F (D+E)	G (DxF)
1.						

Signature of Bidder.....

Note: in case of discrepancy between unit price and total, the unit price shall prevail.

EVALUATION CRITERIA

There will be a two-stage technical evaluation followed by a financial evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of following parameters:

- 1. RO or Lead bidder should be a Company/firm having legal presence in Pakistan.
- 2. RO must have successfully implemented the proposed solution. (Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization.)
- 3. RO should have valid National Tax Numbers and Sales Tax Registration Numbers.
- 4. RO should be registered with Khyber Pakhtunkhwa Revenue Authority.
- 5. RO should not be black listed in any of Government/Semi Government/ others organizations.
- 6. RO should be active tax payers as per record of FBR.
- 7. RO should be authorized partner of the manufacturer of equipment applying for this tender.

Note: Failing to qualify on any of the above criteria will not be considered for further evaluation.

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above. These firms will be asked to give presentations on their solution. Ratings for the technical evaluation will be as follows:

	Marks
Technical Evaluation	70%
Financial Evaluation	30%

Bidder who has not obtained the minimum qualification score of 70 marks out of the total 100 marks of Technical Evaluation shall not be considered for Financial Evaluation and their Financial Proposal will be returned unopened. 70% weightage of the accumulative 100 marks will be considered for Technical evaluation. 30 % weightage will be given to financial proposals of responding organizations. The formula for financial scoring is that the lowest bidder gets 30 points and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

Example:

Value quoted by lowest bidder = A
Value quoted by second lowest bidder = B
Value quoted by third lowest bidder = C
Financial scoring of the lowest bidder will be = 30
Financial scoring of the second lowest bidder will be= (A/B)*30
Financial scoring of the third lowest bidder will be = (A/C)*30
Technical scoring out of 100 = A
Carried Forward & Prorated Technical scoring = A x 0.7

Points obtained in the detailed technical evaluation will be carried forward & prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (**Technical Score + Financial Score**).

The decision of this Committee will be binding on all concerned and will in no case be challengeable in any forum.

TECHNICAL EVALUATION CRITERIA: Technical Proposal will be evaluated through the following Evaluation Criteria:

S#	Headings	Marks	Evaluation Parameters	Marks up to Max
1	Technical Proposals	100		
1A	Hardware Specifications	40	Compliance with tender detail specifications of hardware and other equipment	35
			Brochures of quoted models attached	5
1B	Support Capabilities	25	After Sales Service Warranty (1 year 2 marks)	10
			Support team (Number of Technical Team members 1 marks for each)	5
			List of Services Centers (Local 6 marks and outstation 4 marks.	10
1C	Financial Capabilities	15	Annual Turnover of last 3 financial year up to: 20 M = 1 marks 40 M = 2 marks 100 M = 3 marks 150 M = 4 marks 200 M = 5 marks	5
			Audit Reports last two financial years:	5
			Income tax paid last 3 year: - 16 M = 1 marks 32 M = 2 marks 48 M = 3 marks 64 M = 4 marks 90 M = 5 marks	5
1D	Relevant Experience	20	Preferably 05 Work orders for supply of hardware/equipment in Govt. Sector with the value of each project not less than 3.0 Million	04 marks for each project

The bidders should provide the following information and placing this form on top of the Technical Proposal. Relevant portions of the Technical Proposal be referred in this form.

Information Required:

A. General

1. Name of Bidder
2. No. of Years in business in Pakistan
3. No. offices location in Pakistan
4. Annual Turn Over (in millions)
5. Value of projects in hand (details may be given)
6. Year of Incorporation
7. Status of the bidder
 - a. Sole Proprietor
 - b. Partnership firm
 - c. Private Limited Company
 - d. Public Limited Company
 - e. Entity Registered / incorporated outside Pakistan (Give Details)
 - f. Other (please specify)
8. Names of Owners/Partners/Chief Executive/Director
9. Details of Registered Head Office (Address, Phone, Facsimile, Email and Website Information).

Detail Specification of Hardware and Other Equipment

S#	Item	Specifications		Quantity
1	Laptop Computer Branded	Processor	11 th Generation intel core i7-latest (4 Core, 8M cache, base 2.4 GHZ, upto 4.2 GHz.	6
		Operating system	Windows 11 Pro, English	
		Memory	8GB(1×8GB) DDR4 Non-ECC	
		SSD Drive	M.2 512 GB PCIe NVMe Class 35 solid state drive	
		Graphics	Intel Iris Xe Graphics	
		Audio	Integrated High Definition Audio codec	
		LAN Card	Integrated Gigabit Ethernet Adapter	
		Wireless	802.11a/b/g/n Dual Band(2×2) wireless adapter, Wifi and Bluetooth.	
		Camera	Integrated 720P HD Web Camera	
		Display	15.6” HD(1366×768) AG Non-Touch, 220 nits, Camera.	
		Battery	3 Cell 41 whr Express charge TM capable battery	
		Power Adapter	E4 65 W type-C EPEAT Adapter	
		Accessories	Keyboard and Mouse.	
		Warranty	One year local warranty including parts and onsite support.	
		Carrying Bag	Yes	
2	Desktop Computer	Operating system	Windows 11 Pro, English	40
		Processor	11 Generation Intel core processor i7-latest Non-vPro with UMA graphics, TBT.	
		Chipset	Intel B460 Chispet	
		Memory	8 GB(1×8GB) DDR4 non ECC memory	
		Hard Drive	Hard Disk Drive 512 SSD	
		Graphics	Integrated intel UHD Graphics 630	
		Audio	Integrated Audio Codec with integrated Audio speaker	
		NIC Adapter	Integrated Gigabit Ethernet Adapter	
		Accessories	Keyboard and Mouse	
		LCD	19 Inch LED Monitor	
		Warranty	One year Warranty	
		Power Cord	E5 European Power Cord	
		3	Heavy Duty Scanners OMR/OCR/ICR (Software solution)	
Software must be capable of recognition of ICR, OCR and OMR with detail analytical reports like Total student analysis with defective sheets, Total obtain marks, CronBach Alfa , Difficulty index, Dynamic reports to generate results on basis of dynamic passing percentage, Detail Questions analysis (Numeric and graphically).				
Overview of solution:				
Software based OMR,ICR,OCR, Barcode capturing solution for processing of examination sheets				
Statistical analysis tool				
Software capturing of handwritten Roll with highest accuracy				
Software process both color and black& white sheet				
Proposed solution should be database independent but could have functionality to connect to existing database to export marks of student.				
There should not any specialized sheet printing required system, also support 70 gram sheet normal sheet				
Software must has provision to match handwritten Roll Number with OMR writing Roll Number.				
Software support scripting module				
Capturing software should support below mention input format:				
PDF, BMP, PCX, PNG, JPEG, JPEG 2000, TIFF, DjVu, DCX (Black & White, Gray Color).				

		Files (Excel & CSV}, ODBC-compatible databases, Any external application by using custom script-modules, Software should support 1 D, 20 barcode and QR Code.	
		Software should support below mentioned text format:	
		Typographic/Hand printed/Typewriter /Matrix printer /Index/OCR-A/OCR-B/	
	Heavy Duty Scanners OMR/OCR/ICR (Hardware solution)	Type:	ADF Sheet FEED SCANNER
		Speed:	80 PPM/ 160 IPM (A4, Landscape @200 DPI)
		Scan size:	A4, Legal & A3
		Duty cycle:	10,000 scans per day or higher
		Paper path Feeding capacity:	straight & u-turn paper path 100 sheets or higher
		Type:	ADF Sheet FEED SCANNER
		Technology:	3 line cis
		Scanning sides	simplex/duplex
		interface	hi-speed USB 2.0
4	Heavy Duty Printers	Type: A3 Laser Multifunctional (Copier, Printer & Scanner)	
		Technology: Single Component or latest	
		Speed: 95 Copies per minute or higher	
		Memory: 3-4 GB or higher	
		Storage: 200-300 GB or higher	
		Paper Capacity: 4000-5000 sheets or higher	
		First Copy: 2.7 seconds or less	
		Processor: 1.75 GHz Dual Core	
		Feeder: Duplex Document Feeder (for Duplex Scanning)	
		Interface: Hi Speed USB & LAN Network	
		WIFI: Yes, Built-in	
		Toner life: 70,000 copies or higher	
		Drum life: 5-6 Million (Single drum)	
		Warranty: One year standard warranty with Parts	
		Staple Finisher:	
		Tray Capacity (with 80gsm paper):	
		Upper Tray:	
		A4, A5R, B5: 1,500 sheets	
		SRA3, A3, A4R, A5, B4, B5R: 750 sheets	
		A6R: 250 sheets	
		Mid Tray:	
		A4, A5R, B5: 250 sheets	
		A3, A4R, A5, A6R, B4, B5R: 125 sheets	
		SRA3: 30 sheets	
		Lower Tray:	
		A4, B5: 2,500 sheets (Cascade-Load mode)	
		A4, A5R, B5: 1,500 sheets	
		SRA3, A3, A4R, A5, B4, B5R: 750 sheets	
		A6R: 250 sheets	
		Paper Weight: 52 to 256 gsm	
		Staple Position: Corner, Double	
		Staple Capacity:	
		A4, B5: 100 sheets (52 to 80 gsm)	
		A3, A4R, B4: 50 sheets (52 to 80 gsm)	
		Power Source: 100-240V AC, 50-60 Hz, 2.8A	
		year standard warranty with Parts	
		Type: A3 Laser Multifunctional (Copier, Printer & Scanner)	
		Technology: Single Component or latest	
		Speed: 105 Copies per minute or higher	

		<div>Memory: 3-4 GB or higher</div> <div>Storage: 200-300 GB or higher</div> <div>Paper Capacity: 4000-5000 sheets or higher</div> <div>First Copy: 2.7 seconds or less</div> <div>Processor: 1.75 GHz Dual Core</div> <div>Feeder: Duplex Document Feeder (for Duplex Scanning)</div> <div>Interface: Hi Speed USB & LAN Network</div> <div>WIFI: Yes, Built-in</div> <div>Toner life: 70,000 copies or higher</div>	
5	Video Conferencing System	<div>CAMERA</div> <div>Smooth motorized pan, tilt and zoom, controlled from remote or console</div> <div>260°pan, 130° tilt, 10x lossless HD zoom, 90° Field of View, Full HD 1080p 30fps</div> <div>H.264 UVC 1.5 with Scalable Video Coding (SVC), Autofocus, 5 camera presets</div> <div>Far-end control (PTZ) of Conference Cam products, ZEISS lens certification</div> <div>Kensington security slot, LED to confirm video streaming, Standard tripod thread</div> <div>SPEAKERPHONE</div> <div>Full-duplex performance, Acoustic echo cancellation,</div> <div>Noise reduction technology, Ultra-wideband audio</div> <div>Bluetooth and NFC wireless technology,</div> <div>LCD for caller ID, call duration and other functional response</div> <div>LEDs for speakerphone streaming, mute, hold, and Bluetooth wireless paring,</div> <div>Extra tripod</div> <div>Touch controls for call answer/end, volume and mute</div> <div>Bluetooth – plus camera PTZ, “home” preset and far-end control</div> <div>COMPLIANCE AND TOOLS</div> <div>UVC-compliant video and audio for broad application compatibility</div> <div>USB 2.0 compliant</div> <div>Optimized for Microsoft® Lync®, Certified for Skype for Business,</div> <div>Cisco Jabber® and WebEx® compatible.</div> <div>Enhanced integration with Logitech Collaboration Program (LCP) members.</div> <div>Compatibility: Bluejeans, lifesize, Zoom (working with license Pro),</div> <div>Broadsoft, CISCO vidyo, skype</div> <div>LED 85” 4K SMART TV ORIGINAL</div>	1

BID FORM

For _____

To

Project Director,
Khyber Pakhtunkhwa Public Service Commission
2-Fort road Peshawar Cantt.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and- Financial proposals are attached as Annexure-B and Annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our Bid is accepted, to complete the supply in accordance with the delivery time mentioned in this tender documents.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 10% percent of the Contract Price i.e., Rs. _____ for the due performance of the Contract as per bid Security Form.

Dated this _____ day of _____ 2020

Bidder (Sign + Seal)

Witness

Signature	_____	Signature	_____
Name	_____	Name	_____
Title	_____	Title	_____
Address	_____	Address	_____
CNIC	_____	CNIC	_____

PERFORMANCE SECURITY FORM

(Applicable in case of bank guarantee)

To

Project Director,
Khyber Pakhtunkhwa Public Service Commission
2-Fort road Peshawar Cantt.

WHEREAS _____ (Name of Contractor), hereinafter called “the Contractor” has undertaken, in pursuance of the bid for the purchase of items mentioned in the tender documents dated _____ 2020, (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE we hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs. _____ 10% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 10% of the total contract value (Amount of Guarantee) as aforesaid without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ of _____ 2020, or the warranty period.

Name of Guarantor

Signature _____

Name _____

Title _____

Address _____

Seal _____

SAMPLE CONTRACT AGREEMENT

1. This contract agreement is made and entered into on _____, 2020 by and between.

- (i) **Project Director, Khyber Pakhtunkhwa Public Service Commission** hereinafter referred as Purchaser, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of its various units of ONE PART.

AND

- (ii) _____

having its registered office at hereinafter referred as supplier, which expression shall, unless repugnant to the context of meaning thereof, be deemed to include its successors and permitted assigns of the OTHER PART.

2. WHEREAS the **Project Director Khyber Pakhtunkhwa Public Service Commission** entrusted with responsibility of procurement of item / articles during Current Financial Year as per description, with specification and quantity, list attached.
3. AND WHEREAS, the **Project Director Khyber Pakhtunkhwa Public Service Commission** in accordance with Procurement of Goods works and Services 2014 adopted by Government of KPK vide notification No. **SO (FR/FD/9-7/2013**dated: **03.02.2014**.
4. That M/s. _____ participated in the response of open tenders, floated by Project Director **Khyber Pakhtunkhwa Public Service Commission**, by submitting technical and financial bids, after necessary evaluation of the item / articles described above; the Procurement Committee opened the financial bids in front of all bidders on _____
5. That the rates offered by M/ s. _____ for the item / articles as shown and attached, were found to be best evaluated bid offered in comparative terms (Technical + Financial) with the highest scorer of other bidders participating in the process. Therefore, on the recommendation of Procurement Committee, the Project Director Khyber Pakhtunkhwa Public Service Commission has accorded approval to place purchase / procurement order with M/s. on terms and conditions specified below:-

NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS

- (i) That M/s. _____ shall supply products/items; articles described and specified along with quantity the above within 45days from the date of signing of this agreement.
- (ii) That all deliveries shall be made at Khyber Pakhtunkhwa Public Service Commission situated at 2-Fort Road Peshawar Cantt, in the official time on working days only.
- (iii) That every article shall be made and finished in all respects to entire satisfaction of Inspection Committee which shall be at liberty to reject any item/ article or part thereof if it is not in accordance with approved sample and specification mentioned in the tender documents submitted by supplier at the time of bidding, and evaluated and approved for this purchase order and such rejection shall be final. The no appeal or review will be permissible against the decision of Inspection Committee.

- (iv) That the Project Director Khyber Pakhtunkhwa Public Service Commission shall give written receipt signed by him giving out complete details. Exhibiting the number of items/ articles delivered and the number items/ articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- (v) That all articles rejected shall be taken back and removed by the M/s. _____ and nothing shall become due or recoverable by the M/s. _____ in respect on account of items/articles so rejected.
- (vi) In case **M/ s.** _____ make default, in the due performance of this agreement/contract in part or full, Project Director Khyber Pakhtunkhwa Public Service Commission shall be at liberty to impose and recover L.D. Charges not exceeding 2% per month thereof.. The penalty shall be applicable only to the extent of items/ articles supplied late.
- (vii) Project Director Khyber Pakhtunkhwa Public Service Commission shall have right to assess, demand and recover any damages suffered by Khyber Pakhtunkhwa Public Service Commission Department due to late supply of the items/ articles from the supplier.
- (ix) Project Director Khyber Pakhtunkhwa Public Service Commission be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the *time* of such failure to the **M/S.**
- (x) The Project Director Khyber Pakhtunkhwa Public Service Commission shall not be responsible for non-performance of this agreement due to change in law, rules and policy of the government as notified in official gazette from time to time.
- (xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.

6. This contract agreement shall be construed, and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.

7. Any notice required under this contract agreement shall be in writing and shall be effective when received by the addressee at its given address.

8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall Endeavour in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.

This agreement may be amended only in writing signed by both the parties.

10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

Project Director (KP PSC)
Government of Khyber Pakhtunkhwa

Witness-1

Signature _____
 Name _____
 Title _____
 Address _____
 CNIC _____

Witness-2

Signature _____
 Name _____
 Title _____
 Address _____
 CNIC _____