

Punjab Skills Development Fund

Tender Document

Video conference and Interactive LED Solution

December 11, 2017



Submission Date for Sealed Bids: December 28, 2017

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

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1- Background: -

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market. PSDF initiated its operations for the residents of four districts of southern Punjab and in year 2013, PSDF's geographical coverage was expanded to ten additional districts.

PSDF is not an implementing agency rather a fund and engages private, public and not-for-profit sector training service providers to deliver quality trainings in various trades. PSDF interventions are designed to stimulate market for skills-provision where training institutions would compete effectively through a competitive bidding process.

2- Invitation to bids: -

Sealed bids/proposals are invited from Video conference and Interactive LED Solution providing firms/companies (hereafter called as bidders) for the supply of Video conference and Interactive LED Solution for PSDF official use specified in **annexure F**. All interested and eligible bidders are requested to go through this Tender and provide the required information along with supporting documents mentioned in the Bid document.

3- Instructions to bidders: -

The selection of Video conference and Interactive LED Solution providing firms/companies will base on **Quality and Cost through Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- b) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall evaluate Technical Proposal in a manner prescribed in section - 10 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- c) During the technical evaluation no amendments in Technical Proposal shall be permitted.
- d) After the evaluation and approval of Technical Proposals, PSDF shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.

- f) The Technical and Financial Proposal will be evaluated based on PSDF evaluation criteria as provided in section - 10 and 11 of this document.
- g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender etc. to assist potential contractors to develop their Technical Proposals.
- h) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Contract shall be awarded on quality and cost based method with combined evaluation of the Technical and Financial Proposals. **The weight of quality shall be 80% and 20 % weightage shall be given to cost.**
- j) Company/organization information shall be submitted as specified in annexure A.

4- Conditions for eligibility: -

The successful bidder, fulfilling the following criteria, will only be considered as eligible bidder for the bidding process of Video conference and Interactive LED Solution.

- a) Principal company should have local presence in Pakistan with complete after sales service and workshop.
- b) The company must provide the evidence of supply of international branded Video conference and Interactive LED Solution.
- c) Minimum two (02) years of experience of providing Video conference and Interactive LED Solution. Documentary proof (copies of POs or work order by clients or delivery receipts) should be furnished.
- d) Evidence of company's registration / incorporation. (Copy required).
- e) Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).
- f) National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)

Note: Kindly fill all annexures (**C for relevant experience, and E for key management staff**) required to meet the above qualification criteria and attach all supporting documentary evidences, as mentioned in each annexure. Any, company/firm fail to provide information as per the aforementioned, "Eligibility Criteria" (**annexure D**) shall be dis-qualified from the Tender. Please sign the declaration form (**Annexure H**) and attach the same with your documents.

5- Scope of Job/Work: -

- a) Complete Installation and configurations of all items mentioned in the BOQ
- b) UAT of complete infrastructure installed
- c) Training of Technical and End User Staff on Usage of Screen

6- Terms of Reference: -

Successful bidder shall be agreed on following terms of references to provide the Goods/Services.

- a) PSDF shall raise the Purchase Order for the provision of Video conference and Interactive LED Solution of require Goods and the successful bidder shall be bound to provide the require Goods within 4 weeks of issuance of PO. In case of delay, a penalty at the uniform rate of 0.5% of Purchase Order value on each day delay.
- b) If the bidder completely fails to deliver the material a week after prescribed period of delivery, the CDR will be forfeited, and Purchase Order will be considered cancelled.
- c) The technical & inspection committee/team of PSDF will inspect and check the Goods supplied at the time of delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection committee/team.
- d) PSDF reserves the right to increase/decrease the number of Goods required.
- e) In case of any dispute regarding quantity, quality of services and specification, the decision of the PSDF shall be final & binding.
- f) All prices quoted must be inclusive of all taxes.
- g) Income tax and GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- q) The payment shall be made within 30 days after the delivery of required Goods and submission of invoice as per the PSDF rules.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, Lahore.

7- Guidelines:

- a) All documents and information received by PSDF from applicants shall be kept confidential.
- b) Documents submitted to PSDF shall not be returned.
- c) All expenses related to participation in this bidding document shall be borne by the bidders.
- d) Documents shall be submitted in hard copies in a sealed envelope marked **as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"** for Goods. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

Postal Address: -

Procurement Department

Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
E-mail: Procurement@PSDF.org.pk
Landline: +92-42-35752408-10

Fax: +92-42-35752190

- e) The closing date and time for receipt of bidding proposal is December 28, 2017 at 11:00 AM.
- f) Unsealed proposals received thereafter, will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand the aspects of Technical Proposal, if required.
- h) PSDF reserves the right to verify any information provided by the bidders.
- i) Questions about this technical proposal can be made only in writing, a letter or an e-mail and must be asked by or before date-December 20, 2017-. Please contact Procurement Department for any other related information, if required.

8- Condition of Tender: -

Goods of successful bidder shall be secured in accordance with the PSDF's Procurement Policy subject to the following conditions:

- a) The PSDF reserves the right to award or not to award this contract.
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly sealed and marked.
- d) The PSDF shall enter into a formal contract with the successful Bidder.
- e) The PSDF reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- f) The PSDF has the right to visit the business premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.
- j) Any change of information provided in the tender document that may affect delivery should be brought to the PSDF's attention as soon as possible, failure to comply may result in the contract being terminated.
- k) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

9- Confidentiality: -

(i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:

- (a) only use the Confidential Information for preparing a Proposal; and

- (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.
- (ii) The Bidder:
 - (a) may make Confidential Information available only to those of its officers or employees (“Personnel”) having a “need to know” in order to prepare the Proposal;
 - (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section 9.
- (iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorised disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the provisions of this section 9.
- l) The Bidder acknowledges that provisions of this section 9 are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the Confidential Information shall continue whether or not the Bidder’ Quotation is accepted by the Company.

10- Technical evaluation criteria: -

This document is governed by the procedure approved by PSDF management. The Technical Proposal of eligible organisations will be evaluated using the required specification of Video conference and Interactive LED Solution attached as **annexure – F**. A bidder can offer more than one options matching the required Goods as given in **annexure – F**.

Note: *Technical qualification status shall be decided based on Pass/Fail basis. The Company must score at least 65 marks out of 100 to qualify for Financial Bid opening.*

11- Financial Evaluation: -

- a) The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet.

Please provide information regarding Financials in “**annexure – G**”.

12- Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with CDR, all required information and documentary evidences must be submitted before closing dated i.e.-December 28, 2017 at 11:00 AM-. Technical proposals will be publicly opened on the same day i.e. - December 28, 2017 at 12:30 PM --in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after awarding the business to successful bidder.

12.1. Call Deposit Receipt (CDR)

CDR of Rs. fifty Thousand (In words) in the form of pay order or demand draft favouring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and must be enclosed in financial bid.

12.2. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in *annexure I* shall be submitted with the proposal.

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned Video conference and Interactive LED Solution.

Annexures

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
	General / Punjab Sales Tax Number	
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B (Eligibility Response Check List)

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Principal company should have local presence in Pakistan with complete after sales service and workshop.		Evidence and letter attached
			Copies Not Attached
2	The company must provide the evidence of supply of international branded Video conference and Interactive LED Solution		Declaration on signed letter head is Attached
			Not Attached
3	Minimum two (02) years of experience of providing Video conference and Interactive LED Solution Documentary proof (copies of POs or work order by clients or delivery receipts).		Copies Attached
			Not Attached
4	Evidence of companies Registration / Incorporation (Copy required)		Copies Attached
			Copies Not Attached
5	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)		Original Affidavit Attached
			Not Attached
6	National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)	National Tax Number (NTN)	
		GST/ PST Number	

Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Touch Screen LED Videocon solutions (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Touch Screen LED Videocon solutions items provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

Annex – D (Technical Evaluation Criteria)

Technical Evaluation Criteria				
Sr. No	Descriptions	Total Points	Categorized Points	(Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Relevant Experience	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	4 years plus of experience		10	
	Less than 4 or 1 year		5	
	Less than 2 years		2	
2	Current Contracts	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Worked with at least 5 clients in the current year. If fulfils completely		10	
	If one or more but less than five		5	
	If currently no contract with any client		0	
3	Experience with Govt. Semi Government or Autonomous bodies	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	If more than 5 customers		10	
	If more than 1 but less than 5 customers		7	
	If having no customer		0	
4	Financial Capability	15		Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.
	Annual turnover of company should be greater than or equal to 30 million		15	
	If less than 30 million but greater than or equal 20 million		10	
	If less than 20 million but greater than or equal to 10 million		7	
	If less than 10 million but greater than or equal to 3 million		5	
	If less than 3 million		0	

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5	Company Establishment	10		Share copy of registration or letter of incorporation
	If establishment is older than or equal to 3 years		10	Company profile showing the complete list of key management staff with designations and contact details
	If greater than 2 but less than 3		5	
	If less than 2		0	
6	Number of Key Management Staff	10		Complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities
	If 7 and above		10	
	If 5 but less than 7		7	
	If 3 but less than 5		5	
	If less than 3		0	
7	Clients with Company	10		Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities
	If total clients Are 25 and above		10	
	If total clients are 15 but less than 25		7	
	If total clients are 10 but less than 15		5	
	Less than 10		0	
8	Quality/ Warranty	15		Attach offered warranty period on signed company letter head
	Warranty of Video conference and Interactive LED Solution offered by bidder, if greater than or equal to 36 months		10	
	If less than 36 months but greater than or equal to 24 months		2	
	If less than 24 months		1	
	Details of workshop including repair maintenance in Pakistan		5	Provide details of work shop including repair maintenance service
9	Working Staff (Total number of working staff held with the company)	10		Company profile showing the number working Staff on company letter head with sign and stamp by authorities (exclusive of executive staff)
	15 and above		10	
	10 but less than 15		7	
	7 but less than 10		5	
	5 but less than 7		3	
	Less than 5		0	
Total Points Awarded		100		

Annex – E (Key Management Staff of the Company)

Key Management Staff of Company				
Sr. No.	Name of Management Staff	Designation	Area of Expertise	Number of Years in Company
1				
2				
3				
4				
5				

You may add more information, if applicable.

Annex – F (Specifications)

Specification of Video conference and Interactive LED Solution	
Product Name	Specification Requirement in Detail
75 Inch LED Touch Screen	<p>75-inch 4K multi-touch screen LED (with 10 touch points) with built-in computer, Processor Intel(original) Core i7 and Android quad core processor, RAM 8 GB, 1TB HDD, Wireless Keyboard</p> <p>Built-in Interactive whiteboard software with text & shape recognition, multi-touch pen, lecture recording, screen capture, annotation feature, live text and image integration from the internet, (with Wall Mount that has enough gap so that inputs to the back of the screen can be managed easily) with compatible HDMI cable 25 Feet (cable display will be tested through notebooks)</p>
Perpetual Video Conference Software Server and Client License	<ul style="list-style-type: none"> - videoconferencing Server and Client license - Allows 50 party VC call - Meeting recorder - Meeting Scheduler - 24/7 Tech Support
Wireless Mic and Speaker Pod	<p>Wireless Mic & Speaker pod for up to 8-10 people and medium sized conference rooms</p>
Video Conference Camera	<p>Full HD PTZ Camera with 12x optical zoom & 16x digital zoom</p>
Wireless HDMI receiver/transmitter	<p>For controlling the unit wirelessly through your laptop</p>

Annex – G (Financial Proposal)

Financial Proposal				
Item Name	Quantity	Unit Price of (without Taxes)	Unit Price of with Taxes (if any, also mention tax type and percentage)	Total Price of with taxes (if any)
75 Inch LED Touch Screen	1			
Perpetual Video Conference Software Server and Client License	1 Server 50 Clients			
Wireless Mic and Speaker Pod	1			
Video Conference Camera	1			
Wireless HDMI receiver/transmitter	1			
Total Cumulative Cost inclusive of all applicable Taxes				

Important Note: Financial bid should be provided for complete solution; partial quoted bids shall not be considered.

Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

Re: Technical Proposal in respect of Video conference and Interactive LED Solution

Dear Sir,

We offer to provide the Goods for Video conference and Interactive LED Solution in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the delivery of Goods as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: