

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Provision of the Lap top to PSDF”

March, 2017



Submission Date for Sealed Bids: 17th April, 2017 (11:00 am)

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1- Invitation to bids

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. Sealed bids/proposals will be invited from Lap top providing firms/companies (hereafter called as bidders) for the supply of Lap tops. PSDF requires Lap tops for its official use. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

2- Instruction to bidders

The selection of Lap top providing firms/companies will base on Least Cost Selection Method. PSDF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section 7 and 8 of the document.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. Bidders those will found eligible and qualify in technical evaluation will be short-listed for financial bids.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of Lap top supply;

- a) The supplier or company must have local presence, an office in Pakistan preferably in Lahore. (office address on signed letter head)
- b) The company must have business of supply of international branded Lap tops. (Declaration on signed letter head)
- c) Minimum 07 years of experience of providing Lap tops. Documentary proof (copies of contract 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 the company is not black listed by any Govt. agency / authority (Original required)
- f) Income Tax, GST, PST (if applicable) registration (Copy required)
- g) Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warrantees and maintenance services of the international branded laptops.
- h) The quoted laptops should not be locally assembled or fabricated but must be imported from original manufacturer or not from any grey channel.

Kindly fill all annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) Bidder will submit complete specifications of required Lap top with pictures in technical proposal for approval of PSDF. After technical qualification and approval of specifications, the qualified bidders will be called for its financial proposal opening.
- b) PSDF will raise the purchase order for the provision of all approved Lap tops and the successful bidder will provide the required Lap top in stipulated time.
- c) Total quantity of laptops required is 25 (10 for option-I and 15 for option-II) while will be procured at once. PSDF can increase the quantity of required Lap tops.

5- Terms of Reference

To provide Lap top items, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required Lap top items with agree delivery time. A penalty at the uniform rate of 5% of the value of the purchase order on each day delay will be involved in case of 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 cancel.
- c) The technical & inspection committee/team of PSDF will inspect and check the Lap top supplied at the time of the delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection committee/team.
- d) Successful bidder will bound to provide the Lap top items within agreed timelines after issuance of work order.
- e) PSDF reserves the right to increase the number of Lap top items as per the requirement.
- f) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- g) In case of any dispute regarding quantity, quality of service and specification, the decision of the PSDF shall be final & binding.

- q) The payment for the Lap top items will be made on the successful delivery of Lap top items as per 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.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. The financial proposal will be called from technically qualified bidders.
- b) All documents and information received by PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this bidding document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" for 'Provision of Stationery and General Items'. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of bidding proposal is 17th April, 2017 (**11:00 AM**).
- g) Sealed proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 12th April, 2017. For any other related information please contact the undersigned.

Postal Address

Management Associate IT
Punjab Skills Development Fund
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7- 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 specifications of Laptop attached as annexure – C. A bidder can offer more than one laptop options matching the required specifications as given in annexure – C.

8- Financial Evaluation

The financial proposals of only eligible bidders with technically qualified specifications will be opened. Financial bid evaluation will be done on the basis of lowest offered bid price of Laptop given in Financial Bid Form “annexure – F”.

9- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

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	
Signature	
Date and Place	

9- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR; all required information and documentary evidences may be submitted before 11:00 AM on 17th April, 2017. Technical proposals will be publically opened on the same day i.e. 17th April, 2017 at 11:30 AM in the presence of bidder’s representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

Call Deposit Receipt (CDR)

CDR of five percent (5%) for the total bid price of offered laptops, 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 enclosed in financial bid. CDR must be enclosed in financial proposal.

Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] 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 services 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:

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 “**TECHNICAL AND FINANCIAL PROPOSALS FOR PROVISION OF LAP TOPS TO PSDF**”

Annexures

Annex – A

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:		
	Address of printing set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Certificate of Registration / Incorporation (Copy required)		Copies Attached
			Copies Not Attached
2	Regular tax payer Attach copy of tax returns of last year		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
3	Mention National Tax Number (NTN) or General / Punjab Tax Number (GST, PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General / Punjab Sales Tax Number (GST, PST)	
4	The supplier or company must have local presence, registered office in Pakistan and an office in Lahore		Profile or evidence of letter head is Attached
			Not Attached
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6	The company must have core business of supply of Lap top		Profile or evidence of letter head is Attached
			Not Attached
7	Minimum 7 years' experience of providing Lap top. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached
	Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warrantees and maintenance services of the international branded laptops		Copies Attached
			Copies Not Attached

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 Lap top (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Lap top 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 Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (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.
	Experience of providing Lap top items more than 10 years		10	
	Experience of providing Lap top items more than 1 years but less than 10 years		5	
	Experience of providing Lap top items less than 7 years		0	
	Current Contracts	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Currently working with at least 3 clients If fulfils completely		10	
	If one or more but less than three		5	
	If currently no contract with any client		0	
	Experience with Govt, Semi Government or Autonomous bodies If greater than 3 years	5		
	If one or more but less than 3 years		3	
	If less than 1 year		0	
2	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 Lap top Items company should be greater than ten million		15	
	If less than million but greater than 7 million but less than 10 million		10	
	If less than 7 million but greater than 5 million		7	
	If less than 5 million but greater than 3 million		5	
	If less than 3 million		0	
4	Company			Share copy of registration or letter of incorporation Share copy of registration of delivery van and details of driver Company profile showing the complete list of key management
	If establishment of company is old, greater than 7	10		
	If greater than 5 but less than 7		5	

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	If less than 5		0	staff with designations and contact details. Or complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities
	Number of key management staff if 7 and above	10		
	If 5 and above		7	
	If 3 and above		5	
	If less than 3		0	
	Clients with Company			Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities Company profile showing the total Govt clients. Or detail of details of clients on company letter head with
	Number of total clients If 10 and above	10		
	If 7 and above		7	
	If 5 and above		5	
	Less than 5		0	
	Number of Govt, Semi Govt or Autonomous clients, If 5 and above	5		
	3 and above		3	
	1 and above		2	
5	Quality	15		
	Warranty of Lap top offered by bidder, if greater than 6 months		10	Attach offered warranty period on signed company letter head
	If greater than 3 months but less than 6 months		7	
	If less than 3 months		0	
	Details of workshop including repair maintenance		5	Provide details of work shop including repair maintenance service
	Working Staff			Company profile showing the number or details of Stationery and General Items staff. Or number/details of Stationery and General Items staff on company letter head with sign and stamp by authorities
	Total number of working staff held with the company in total. 15 and above	10		
	10 and above		7	
	7 and above		5	
	5 and above		3	
	Less than 5		0	

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Total Points Awarded	100		
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Key Management Staff of Company				
Sr #	Name of Management Staff	Designation	Area of Expertise	Number of years in company

May like to add more columns

Specification of Laptops

Category – I (Quantity Required 10)	
Operating System	Windows 10 Pro 64
Processor	Intel® Core? i7-6600U with Intel HD Graphics 520 (2.6 GHz, up to 3.4 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores)
RAM	8GB DDR4 PC4 2133
HDD	512GB M2 SATA-3 Three Layer Cell Solid State Drive
Display	14 inch LED QHD UWVA Anti-Glare enabled for Webcam (2560x1440) Non-touch
Battery	6 Cell 45 WHr Long Life
Webcam	WEBCAM Integrated 720p HD
Fingerprint Reader	Yes
Touchpad	Clickpad Backlit
Accessories	Professional Slim Top Load Case
	Mobile USB DVDRW NonLS I Drive
	UltraSlim Dock
	Comfort Grip Wireless Mouse
	P Dock Conn to Ethernet/VGA Adapt
Warranty	3 Year Warranty
Notebook Weight	1.43 kg approx

Category – II (Quantity Required 15)	
Operating System	Windows 10 Pro 64 – Recommends Windows 10 Pro.
Processor	7th Generation Intel® Core™ i7 processor Intel® Core™ i7-7600U with Intel HD Graphics 620 (2.8 GHz, up to 3.9 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores)
RAM	8GB DDR4 2133 Single Module
HDD	1TB 7200RPM SATA
Display	15.6 inch FHD (1920x1080) Anti-Glare LED SVA enabled for Webcam slim
Optical Drive	DVD+/-RW SM DL
Battery	6 Cell 48 WHr Long Life
Webcam	Integrated HD 720p DualAryMic Webcam
Fingerprint Reader	Yes
Numpad	Yes
Touchpad	Dual Point Backlit spill-resistant
Accessories	Value Nylon Case
Warranty	3 Year Warranty
Notebook Weight	1.95 kg approx.

Annex-G

Financial Proposal

Laptop Category	Quantity	Unit Price of Laptop (without Taxes)	Unit Price of Laptop with Taxes (if any, also mention tax type and percentage)	Total Price of Laptops with taxes (if any)
I	10			
II	15			