

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

PROVISIONING OF PRINTERS SOLUTION

December 2020



Submission Date for Sealed Bids: on or before 11:00 AM, 13 JANUARY 2021

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1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan set up by the Government of Punjab (GoPb) in collaboration with Foreign, Commonwealth and Development Office (FCDO).

It plays a leadership role in skills training by collaborating with over 500+ training partners, including 200+ businesses across 10 sectors. PSDF delivers trainings in 2,400+ locations and 40% of its beneficiaries are women. PSDF also leads the National Accelerator on Closing the Skills Gap in Pakistan in partnership with the World Economic Forum.

2) Instruction to Bidders

The selection of Goods will be based on **Least Cost Selection Method** 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 the envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section-09 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the Bid validity period.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section-09 and 10 of the document.
- h) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Minimum passing marks are 65, a bidder who shall obtain a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

3) Conditions for Eligibility

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

1. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Copy of Registration is required).
2. Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required)
3. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Original required)
4. Evidence of the bidding firm/company’s registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required)
5. Joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)
6. Bidder must provide authorized top-level partnership for Printers (Tier 1/Gold partnership/Top Tier) of the manufacturer. (Copy of partnership letter is required)

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, “Eligibility Criteria Checklist” (Annex B) shall be disqualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

Note (Please mark the supporting documents for Eligibility Criteria Checklist).

4) Scope of Work

1. Scope of work is attached in Annex-E.
2. Complete Installation & commissioning of printers.solution
3. PSDF IT department shall inspect and check the printers supplied at the time of the delivery.
4. PSDF shall sign off the User Acceptance Certificate of printers solution, thereafter, payment shall be released.
5. Bidder will submit complete specifications of required printer solutions with pictures in the technical proposal for approval of PSDF.
6. Bidder should submit complete documentation and configuration of the deployed printer solutions.

Total quantity of printer solutions is mention in **Annex – E**, however, PSDF can increase or decrease the quantity of required BOQ at the time of signing the contract.

5) Condition for Contract /General Guidelines

The successful bidder shall agree to the following terms of references to provide goods to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, if not properly sealed, marked, signed, and stamped.
- b) PSDF shall be entered into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in the strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.
- g) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as a hard copy in a sealed envelope for “**Provisioning of Printer solutions for PSDF**” The envelope containing separate hard copies of the technical and financial proposal shall be received at the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- h) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal if required. PSDF also reserves the right to verify any information provided by the applicants.
- i) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked before COB January 10, 2021.**

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.

6) Form of Contract

- a. The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b. The successful bidder will sign a contract and will provide the agreed goods within the stipulated agreed time of issuance of the Purchase Order.
- c. The duration of the contract shall be 5-Years.
- d. If PSDF cancels the contract during the contract period, a notice period of 1 month will apply.
- e. In case of any dispute regarding goods & services, the decision of the PSDF shall be final & binding.
- f. 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.
- g. All taxes will be deducted in accordance with the applicable laws.
- h. The bid shall remain valid for the period of **150 days** from the date of bid opening.

7) Form of Bid

The Bidders shall follow the Form of Bid specified in Annex F.

8) Delivery Timelines or Completion Date

Unless agreed otherwise, printer solutions shall be provided from 8-10 weeks from the date of execution of the contract and issuance of Purchase Order (PO).

9) Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organizations will be evaluated against requirements specified in the "Annex – D".

10) Performance Security

Successful bidder will submit a performance guarantee (or any other form of performance security acceptable to PSDF) of 2% of contract value at the time of signing the contract which will be returned after completion of contract.

11) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place

announced prior to the bidding, and the person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in Annex – F”.

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

Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing dated i.e.-January 13, 2021 at 11:00 AM-. Technical proposals will be publicly opened on the same day January 13, 2021 at 11:30 AM-in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security of Rs. 10,000 (Ten Thousand) in the form of pay order or demand draft favoring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed with a financial bid.

b. Cover Letter for the Submission of Technical Proposal

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

Note: Please provide the required Information/Response to all Annex mentioned in this document and mark them while submitting the bid.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	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 organization? 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:		
	Pffhone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required).	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Original required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Evidence of the bidding firm/company's registration/Incorporation is required	(Copy of certificate of incorporation/company registration certificate is required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Joint venture of any kind is not allowed to participate in the bid.	(Please provide a declaration on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
6	Bidder must provide authorized top-level partnership (Tier 1/Gold partnership/Top Tier) of the manufacturer.	(Copy of partnership letter is required)	<input type="checkbox"/>	<input type="checkbox"/>

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.
2	Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D Technical Evaluation Criteria

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	30		Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Providing Printer solutions for more than 7 years		30	
	Providing Printer solutions for more than 5 years but less than or equal to 7 years		20	
	Providing Printer solutions for more than 3 years but less than or equal to 5 years		10	
2	Client Portfolio	20		Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Worked with above 16 local/international.		20	
	Worked with more than 10 but less than or equal to 16 local/international		15	
	Worked with 6 but less than or equal to 10 local/international.		10	
3	The Firm/Company Sales & Support office in Lahore	10		Documentary details of the office address on company letterhead
	Firm/Company must have Sales & Support office in Lahore		10	
4	Financial Capability/Annual Turn Over/Sales/Revenue	20		Copy of 18-19 financial audit report done by ICAP/SBP registered auditing firm or Annual tax return of 18-19
	If greater than Rs. 20 million		20	
	If greater than Rs. 15 million but less than Rs. 20 million		10	
5	Principle Presence in Pakistan	20		
	Existence of Principle Presence in Pakistan		20	



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	Existence of Principle Presence outside Pakistan		10	Documentary details of the Principle Presence in Pakistan on company letterhead
Total Points Awarded		100		

- **Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.**

Annex- E Scope of Work

SR.	BOQ	
	(specifications mentioned below are bare minimum acceptable specifications bidder may bid for any improved or better specifications)	
A	Printer solutions (Qty=5)	
	Print technology	Laser
	Print speed, black (normal)	Up to 52 ppm
	Control panel	(4.3-inch) colour touchscreen
	Memory	Standard: 512 MB
	Processor speed	1.2 GHz
	Warm-up time	130 sec
	Automatic two-sided printing	Yes
	100-sheet tray 1, 550-sheet tray 2	Yes
	Duplex Printing	Yes
	Wireless Connectivity	Yes
	Print resolution	Up to 1200 x 1200 dpi
	Connectivity Ports	Qty=1, Hi-Speed USB 2.0 Device; Qty=2, Hi-Speed USB 2.0 Host; Qty=1, Gigabit Ethernet 10/100/1000T network; Qty=1, Hardware Integration Pocket;
	Warranty*	5-years care-pack (details of warranty/care-pack is mentioned below)*
B	RFID Readers (QTY=5)	
	Mx Proximity Reader	Yes
	USB Compatibility	Yes
	Compatibale Standards/Protocols	EM (EM41xx, UNIQUE, Hitag 1/2/S), HID Prox, Mifare, MultiISO, Casi-Rusco, Indala, AWID, Felica, IoProx, NexWatch, Inditag, iCLASS, Cotag
	Warranty	Standard Manufacturer

Note: Complete Installation, equipment movements and placements, and configurations of BOQ mentioned in Annex-E with complete work shall be made by bidder no extra payment will be paid to the bidder.

Warranty*: Warranty for all printer solutions should be 5-years backed from principle, it should start from the date of installation at PSDF Head Office, all parts of printer solutions should be covered under this warranty completely free of cost, including free of cost for service & replacement charges, free pickup and drop at PSDF head office.

In case where complete printer solution needs a replacement due to any fault, this 5-years warranty should also cover free of cost replacement, except for printer solution cartridge.

Replacement of parts should be made within a maximum of 10 working days, and the bidder should provide a backup printer within 24 hours at PSDF Head Office.

Annex – F Financial Proposal

SR #	Description	Unit Price (PKR)	QTY	Total Price without Taxes (PKR)	Total Price Inclusive of all Taxes (PKR)
A	Printers		5		
B	RFID Readers		5		
	Grand Total				

- Business will be awarded based on Least Cost Selection Method

Payment Terms:

- PSDF shall sign off the User Acceptance Certificate of all printer solutions, thereafter, payment shall be released.
- All payment shall be made in 30 days after submission of UAT and Invoice.

Annex- H Declaration

Declaration

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

Annex- I Cover Letter

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

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

Dear Sir,

We offer to provide the Goods for [Provisioning of Printer solutions for PSDF] 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 assure that the quoted printer solutions do not contain any end of life or end of support item and completely complies with all the requirements mentioned in the SOW and Annex E. Our proposal may be rejected at any stage in case any item proposed is found to be falling under the end of life or end of support by the principal on or before the date of the submission of the bid. In case any anomaly is found we can be disqualified in any stage of the evaluation.

Further, we assure you that the quoted printer solutions for PSDF have 5-years warranty is backed by principle and RFID Readers are offered with standard warranty, it should start from the date of installation at PSDF Head Office, all parts of printer solutions should be covered under this warranty completely free of cost, including free of cost service and replacement charges, free pickup and drop at PSDF head office. In case if the complete printer solution needs a replacement due to any fault, this 5-years warranty should also cover free of cost replacement, except for the printer solution cartridge.

Replacement of parts should be made within a maximum of 10 working days, we will provide a backup printer solution(equivalent specs or better). within 24 hours at PSDF Head Office.

Printer solutions are offered with 5-years warranty backed by the principle.

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: