

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **Tender Document**

---

**“Provision of the Laptops & LEDs to PSDF”**

**October 2017**



**Submission Date for Sealed Bids: 26th October, 2017 (11:00 am)**

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190

<b><u>Table of Contents</u></b>	<b><u>Page No</u></b>
<b>1-Invitation to bids</b>	<b>2</b>
<b>2-Instruction to bidders</b>	<b>2</b>
<b>3-Conditions for eligibility</b>	<b>2</b>
<b>4-Scope of job</b>	<b>3</b>
<b>5-Terms of Reference</b>	<b>3</b>
<b>6-Guidelines</b>	<b>4</b>
<b>7-Technical evaluation criteria</b>	<b>4</b>
<b>8-Financial Evaluation</b>	<b>5</b>
<b>9-Declaration</b>	<b>5</b>
<b>9-Submission of Bids (Technical and Financial Proposal)</b>	<b>5</b>
<b>Annexures</b>	<b>7</b>
<b>Annex – A</b>	<b>7</b>
<b>Annex – B</b>	<b>8</b>
<b>Annex – C</b>	<b>9</b>
<b>Annex – D</b>	<b>11</b>
<b>Annex – E</b>	<b>13</b>
<b>Annex - F</b>	<b>14</b>
<b>Annex - G</b>	<b>18</b>

## **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 Laptops & LEDs. PSDF requires Lap tops & LEDs 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 Laptops & LEDs providing firms/companies will be based on Least Cost Selection Method in each category, 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 only be considered as eligible bidder for the bidding process of Laptops & LEDs supply;

- a) The supplier or company must have local presence, an office in Lahore. (evidence required)
- b) The company must have business of supply of international branded Laptops & LEDs. (Declaration on signed letter head)
- c) Minimum 07 years of experience of providing Laptops & LEDs. Documentary proof (copies of Contract or Purchase Orders by clients) must be furnished.

- d) JV or sub contract for providing Laptops & LEDs is not allowed
- e) Evidence of company's registration / incorporation (Copy required)
- f) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- g) NTN copy, GST, PST (if applicable) registration (evidence required)
- h) Company participating in the tender must provide authorization letter to participate in this tender from the principle.
- i) Must have authorized top level partnership (Gold partnership/Tier one) of original manufacturer to sell and provide service warranties and maintenance services of the international branded laptops.(letter required from the principle)
- j) 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. If you fail to submit the aforementioned documents you will not be considered for this tender.

### **3- Scope of job**

- a) Bidder will submit complete specifications of required Laptops & LEDs 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 Laptops & LEDs and successful bidder will provide the required Laptops & LEDs in stipulated time agreed.
- c) Total quantity of Laptops required is 40 (3 for category-I and 37 for category-II) while will be procured at once. PSDF can increase the quantity of required Laptops, if required.
- d) Total quantity of LEDs required is 14 (13 for category-I and 01 for category-II) while will be procured at once. PSDF can increase the quantity of required LEDs, if required.

### **4- Terms of Reference**

To provide Laptops & LEDs items, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required Laptops & LEDs items with agree delivery time. A penalty at the uniform rate of 0.067% 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 Laptop LEDs 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 Laptops & LEDs items within agreed timelines after issuance of Purchase order, otherwise penalty will be charged mutually agreed in the contract, if business is awarded to bidder.
- e) PSDF reserves the right to increase the number of Laptop LEDs items as per the requirement.

- f) 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 Laptops & LEDs items will be made on successful delivery of Laptops LEDs 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.

## **5- 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 kept confidential.
- 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".
- f) The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- g) The closing date and time for receipt of bidding proposal is 26 October, 2017 **(11:00 AM)**.
- h) Sealed proposals received thereafter, the above mentioned date will not be accepted.
- i) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- j) PSDF reserves the right to verify any information provided by the applicants.
- k) 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 19<sup>th</sup> of October, 2017. For any other related information, please contact the undersigned.

### **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](mailto:procurement@psdf.org.pk)  
Phone: +92-42-35752408-10  
Fax: +92-42-35752190

## **6- 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 Laptops & LEDs

attached as annexure 6 F. A bidder can offer more than one laptop & LED options matching the required specifications as given in annexure 6 F.

## 7- 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 Laptops & LEDs given in Financial Bid Form 6annexure 6 F6 in each category.

## 8- 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 26th October, 2017. Technical proposals will be publically opened on the same day i.e. 26th, 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 award of contract.

### Call Deposit Receipt (CDR)

CDR of 100,000 Rupees for the total bid price of offered laptops & LEDs 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 LAPTOPS & LEDS TO PSDF"

**Annexures**

**Annex – A**

<b>Organization Information</b>		
<b>S #</b>	<b>Required Information</b>	<b>Response</b>
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 Organizationø	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of :-Contact Personø	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
	Address of printing set up	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	



<b>Eligibility Response Checklist</b>		
<b>Sr. No.</b>	<b>Necessary Eligibility Information</b>	<b>Response/Elaboration</b>
1	The supplier or company must have local presence, registered office in Pakistan and an office in Lahore	evidence of letter head is Attached
		Not Attached
2	The company must have core business of supply of Laptops & LEDs	evidence of letter head is Attached
		Not Attached
3	Minimum 7 years experience of providing Laptops & LEDs. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.	Copies Attached
		Copies Not Attached
4	JV or sub contract for providing laptops & LEDs is not allowed Certificate of Registration / Incorporation (Copy required)	Copies Attached
		Copies 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	Regular tax payer  Attach copy of tax returns of last year	Copies Attached
		Copies Not Attached
		Not applicable. Public sector organization
7	Certificate of Registration / Incorporation (Copy required)	Copies Attached
		Copies Not Attached
8	Have authorized top level partnership (gold partnership/top tier) of original	Copies Attached

PUNJAB SKILLS DEVELOPMENT FUND

	manufacturer to sell and provide service warrantees and maintenance services of the international branded laptops & LEDs		Copies Not Attached
9	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)

**Annex – C**

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 Laptops & LEDs (For example 6 Jan 2012 to September 2017)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Laptop LEDs items provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

PUNJAB SKILLS DEVELOPMENT FUND

---

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)
<b>1</b>	<b><u>Experience &amp; Current Contracts</u></b>	<b>10</b>		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Currently working with at least 5 clients If fulfils completely		10	
	If one or more but less than five		5	
	If currently no contract with any client		0	
<b>2</b>	<b><u>Experience with Govt, Semi Government or Autonomous bodies</u></b> <b><u>If greater than 3 years</u></b>	<b>10</b>	10	
	If one or more but less than 3 years		7	
	If less than 1 year		0	
<b>3</b>	<b>Financial Capability</b>	<b>20</b>		Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.
	Annual turnover of Laptops & LEDs Items company should be greater than 15 million		20	
	If less than million but greater than 7 million but less than 15 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	
<b>4</b>	<b>Company Establishment</b>	<b>15</b>		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 staff with designations and contact details.
	<b>If establishment of company is old, greater than 7</b>		<b>15</b>	
	If greater than 5 but less than 7		7	
	If less than 5		0	

PUNJAB SKILLS DEVELOPMENT FUND

	<b><u>Number of key management staff if 7 and above</u></b>	<b><u>10</u></b>	10	Or complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities
	If 5 and above		7	
	If 3 and above		5	
	If less than 3		0	
	<b><u>Clients with Company</u></b>	<b><u>10</u></b>		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	
<b>5</b>	<b>Quality/ Warranty</b>	<b>15</b>		
	Warranty of Laptops & LEDs offered by bidder, if greater than or equal to 36 months		10	Attach offered warranty period on signed company letter head
	If less than 36 months but greater than or equal to 24 months		2	
	If less than 24 months		1	
	<b>Working Staff</b>			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	<b>10</b>		
	10 and above		10	
	7 and above		5	
	5 and above		3	
	Less than 5		0	
<b>Total Points Awarded</b>		<b>100</b>		

**Annex – E**

<b>Key Management Staff of Company</b>				
<b>Sr. #</b>	<b>Name of Management Staff</b>	<b>Designation</b>	<b>Area of Expertise</b>	<b>Number of years in company</b>

May like to add more columns

**Specification of Laptops (Category – I)**

<b>Category – I (Quantity Required 03)</b>	
<b>Operating System</b>	Windows 10 Pro 64
<b>Processor</b>	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)
<b>RAM</b>	8GB DDR4 PC4 2133
<b>HDD</b>	512GB M2 SATA-3 Three Layer Cell Solid State Drive
<b>Display</b>	14" FHD (1920 x 1080) Touch, Corning Gorilla Glass NBT, Camera & Mic
<b>Battery</b>	Primary 4-cell 60W/HR Battery
<b>Webcam</b>	WEBCAM Integrated 720p HD
<b>Communications</b>	Intel Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)
<b>Fingerprint Reader</b>	Yes
<b>Touchpad</b>	Click pad Backlit
<b>Accessories</b>	Professional Slim Top Load Case Slim Nylon laptop bag
	Mobile USB DVDRW Drive
	Ultra Slim Dock
	Comfort Grip Wireless Mouse
	Dock Conn to Ethernet/VGA Adapt
<b>Warranty</b>	3 Year Warranty
<b>Notebook Weight</b>	1.5 kg approx. or less

**Specification of Laptops (Category – 2)**

<b>Category – 2 (Quantity Required 37)</b>	
<b>Operating System</b>	Windows 10 Pro (64bit) English (not preinstalled, separate dvd is required).
<b>Processor</b>	Intel® Core™ i7-8550U 8 <sup>th</sup> Generation
<b>RAM</b>	8 GB (1 x 8 GB) DDR4-2400 SDRAM upgradeable to 32GB
<b>Memory Slots</b>	2 SODIMM
<b>HDD</b>	1TB 5600RPM SATA
<b>Display</b>	15.6" diagonal FHD UWVA anti-glare flat LED backlit (1920 x 1080)
<b>Graphics</b>	Integrated: Intel® UHD Graphics 620;
<b>Communications (LAN &amp; Wireless Interface)</b>	Gigabit Ethernet, Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo 1 USB 3.1 Type-C Gen 1 (Power Delivery, Display Port )
<b>Ports</b>	2 USB 3.0 1 USB 2.0 (power port) 1 HDMI 1.4b 1 VGA 1 RJ-45 1 AC power
<b>Optical Drive</b>	DVD+/-RW SM DL (Built-in or External)
<b>Battery</b>	Minimum Long Life 3-cell, 48 Wh Li-ion
<b>Webcam</b>	720p HD webcam
<b>Fingerprint Reader</b>	Yes
<b>Numpad</b>	Yes
<b>Touchpad</b>	Dual Point Backlit spill-resistant
<b>Accessories</b>	Nylon laptop bag Wireless Mouse
<b>Warranty</b>	3 Year Warranty
<b>Notebook Weight</b>	2.1kg or less.

**Specification of LEDs (Category -1)**

<b>Category – 1(Quantity Required 13) Display LED</b>	
<b>Diagonal Viewing Size:</b>	68.5cm 27 Inches (27-inch wide viewable image size)
<b>Aspect Ratio:</b>	Widescreen (16:9)
<b>Panel Type, Surface:</b>	In-plane switching, anti-glare with hard coat 3H
<b>Optimal Resolution:</b>	2560 x 1440 at 60Hz
<b>Contrast Ratio:</b>	1000: 1 (typical), Dynamic Contrast Ratio : 2 Million:1 (Max)
<b>Brightness:</b>	350 cd/m <sup>2</sup> (typical) 50 cd/m <sup>2</sup> , (min)



PUNJAB SKILLS DEVELOPMENT FUND

Response Time:	8 ms (gray to gray) Normal Mode 6 ms ( gray to gray) FAST Mode
Viewing Angle:	178° vertical / 178° horizontal
Color Support:	Color Gamut (typical): 91 % (CIE1976), sRGB 99% ( average Delta E of<3) 16.78 Million colors
Pixel Pitch:	0.2331 mm
Backlight Technology:	LED
Display Type:	Widescreen Flat Panel Display
Display Screen Coating:	Antiglare with hard-coating 3H
Audio Output:	Dell Speaker Bar AC511 (optional)
Stand:	Height-adjustable stand, tilt , pivot ( clockwise and counter-clockwise), swivel and built in cable-management and built-in cable management
Flat Panel Mount Interface:	VESA (100 mm)
Connectivity:	2 HDMI(MHL) connector
	1 Mini Display Port
	1 Display Port (version 1.2)
	1 Display Port out (MST)
	1 Audio Line out (connect your speakers)
	5 USB 3.0 ports - Downstream (4 at the back, 1 with battery charging)
	1 USB 3.0 port – Upstream At least 1 HDMI port is a must
Built-in Devices:	USB3.0 Hi-Speed Hub (with 1 USB upstream port and 5 USB downstream ports)

**Specification of LEDs (Category-2)**

<b>Category – 2 (Quantity Required 01) Display LED</b>	
Max Operating Humidity	0.8
Min Operating Humidity	0.1
Max Operating Temperature	45C
Min Operating Temperature	0C
Other Information	Windows 7Windows 10
Aspect Ratio	0.672916667
Brightness	300 cd/m2
Contrast Ratio	54.16736111
Display Type	UHD IPS
Horizontal Viewing Angle	178 degrees
Maximum Resolution	3840X2160
Monitor Technology	IPS
Preset Display Modes	20
User Programmable Modes	20
Power Supply Type	External
Refresh Time	6Milliseconds
Screen Illumination	WLED Backlit
Viewable Image Size Inches	27
Swivel	±45°
Tilt	-5~30 degrees
Depth	299.9mm
Depth (US)	11.81in
Height	472.3mm
Height (US)	18.59in
Weight	6.86Kg
Weight (US)	15.12 lbs.
Width	614.5mm
Width (US)	24.19in
Warranty Period	Three Year
Connectivity:	At least 1 HDMI input is a must

**Annex-G**

**Financial Proposal**

<b>Laptop Category</b>	<b>Quantity</b>	<b>Unit Price of Laptop (without Taxes)</b>	<b>Unit Price of Laptop with Taxes (if any, also mention tax type and percentage)</b>	<b>Total Price of Laptops with taxes (if any)</b>
1	03			
2	37			

**Financial Proposal**

<b>LED Category</b>	<b>Quantity</b>	<b>Unit Price of LED (without Taxes)</b>	<b>Unit Price of LED with Taxes (if any, also mention tax type and percentage)</b>	<b>Total Price of LEDs with taxes (if any)</b>
1	13			
2	01			