

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **TENDER DOCUMENT**

---

### **PROVISION OF THE LAPTOPS FOR PSDF**

---

**September 2019**



**Submission Date for Tender: October 03, 2019 before 11:00 AM**

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

Phone: +92-42-35752408-10

Fax: +92-42-35752190



Skills For Success

<b>Table of Contents</b>	<b>Page No</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-Terms of Reference/Scope of Work</b>	<b>3</b>
<b>5-General or Special Conditions of Contract</b>	<b>3</b>
<b>6-Form of Contract</b>	<b>3</b>
<b>7-Form of Bid</b>	<b>4</b>
<b>8-Delivery Timelines or Completion Date</b>	<b>4</b>
<b>9-Performance Security</b>	<b>4</b>
<b>10-Technical Evaluation Criteria</b>	<b>4</b>
<b>11-Financial Evaluation Criteria</b>	<b>4</b>
<b>12-Submission of Bids (Technical and Financial Proposal): -</b>	<b>4</b>
a. Bid Security	4
b. Cover Letter for the Submission of Technical Proposal	4
<b>Annexures</b>	<b>5</b>
Annex – A Organizational Information	5
Annex – B Eligibility Response Checklist	6
Annex – C Relevant Experience	7
Annex – D Technical Evaluation Criteria	8
Annex- E Scope of Work	9
Annex - F Financial Proposal	10
Annex - G Key Management Staff	10
Annex- H Declaration	11
Annex- I Cover Letter	12

### **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 established organizations/companies/firms for **Provision of the Laptops** (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender and provide relevant information and supporting documents mentioned in this tender document.

### **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 Technical and Financial proposals. Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment (**Provision of the Laptops to PSDF**).
- b) The bidders shall submit complete standard documentation appended as Annexures along with any specific documents required by PSDF.
- c) 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.
- d) PSDF shall evaluate Technical Proposal in a manner prescribed in the document, without reference to the price and condition shall be entitled to reject any proposal which does not conform to specified requirements. During the technical evaluation no amendments in Technical Proposal shall be permitted.
- e) 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 original or extended bid validity period.
- f) The financial bids of the organisations found technically non-responsive shall be returned un-opened to the respective bidders. The technical and financial proposal shall be evaluated based on PSDF evaluation criteria as provided in section – 10 and 11 of document.
- g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender, type of contract etc. to assist potential contractors to develop their technical proposals. Financial bids will only be opened for bids that have been technically accepted at predetermined time, venue and date communicated to the bidders.
- h) Minimum passing marks are 65, bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

### **3- Conditions for Eligibility**

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for the evaluation process;

- a) The firm must have local presence/office in Lahore. (Provide the details on the letter head)
- b) The Firm/Company must be regular taxpayer (Last year tax return 17-18).
- c) Provide NTN, GST/PST details, if applicable. (Copy of Registration is required).
- d) Evidence of the firm/company's registration/incorporation is required. (Copy of certificate required).
- e) Must not be blacklisted by any government/ semi-government/autonomous body/ any organization (Declaration on stamp paper)
- f) Bidding vendor must be Top Tier Partner of Pakistan and the quoted equipment holds 3 years support and warranty from the principal (Must present latest letter of ranking from Principle covering 3 years support and warranty).
- g) Joint venture of any kind is not allowed to participate in the bid. (Please provide declaration on letter head)

Any, failure to provide information as per the above mentioned or fulfilment under the requirement of, "Eligibility Criteria Checklist" (**Annexure B**) shall deemed to be or declared ineligible for the bidding process and its technical evaluation will not be carried out.

Please mark/flag the supporting documents for Eligibility Criteria Checklist.

#### 4- Terms of Reference/Scope of Work

1. Scope of work is attached in Annexure-E.
2. PSDF technical department shall inspect and check the Laptops supplied at the time of the delivery. PSDF shall sign off User Acceptance Certificates of all laptops, thereafter, payment shall be released.
3. Bidder will submit complete specifications of required Laptops with pictures in technical proposal for approval of PSDF.
4. Total quantity of Laptops required is 18, however, PSDF can increase or decrease the quantity of required Laptops at the time of signing the contract.

#### 5- General or Special Conditions of Contract

- a) PSDF reserves the right to award or not to award the contract and Bidders who fail to complete and attach all the relevant documents shall be deemed to be or declared to be ineligible.
- b) No tender document shall be accepted, if not **properly sealed, marked, signed and stamped**.
- 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 accepted.**
- d) All documents and information received by PSDF from applicants will be treated in 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) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as hard copy in a sealed envelope for "Provision of the Laptops to PSDF." The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.  
**Procurement Department: -**  
 Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore
- g) E-mail: [Procurement@psdf.org.pk](mailto:Procurement@psdf.org.pk) Phone: +92-42-35752408-10, Fax: +92-42-35752190.
- h) PSDF also reserves the right to verify any information provided by the applicants or may visit business premises to verify the information shared in tender documents.
- i) Bidder presenting information intentionally incorrectly or fraudulently shall be disqualified.
- 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 **25-Sep-2019**. For any other related information please contact the undersigned.
- k) PSDF shall enter into a formal contract with the successful Bidder only and reserves the right to terminate the contract, if performance of Bidder is unsatisfactory.

\*\*\* Although adequate thought has been given in the drafting of this document, errors such as typos may occur without any responsibility on PSDF's part.

#### 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 mutual consent of both parties.
- b) The duration of the contract shall be three years, if PSDF chooses to cancel the contract during the contract period, a notice period of one month shall apply.
- c) Successful company shall sign a contract and shall provide the agreed services within the stipulated agreed time of issuance of the Purchase Order.
- d) Penalty shall be imposed to successful bidder, if he fails to deliver the goods on agreed terms & conditions mentioned in the bidding document and contract.
- e) In case of any dispute regarding goods/services the decision of the PSDF shall be final & binding.
- f) The PSDF 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 firm, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g) The PSDF undertakes to pay the valid and complete invoice based on the successful performance of the successful bidders within thirty (30) days after the delivery of goods.
- h) All taxes will be deducted in accordance with applicable laws.
- i) The bid shall remain valid for the period of **150 days** from the date of opening.

**7- Form of Bid**

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

**8- Delivery Timelines or Completion Date**

Unless agreed otherwise, Laptops shall be provided from 6-8 weeks from the date of execution of the contract/PO issuance.

**9- Performance Security**

- a) 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.
- b) Any delay in delivery of Goods/Services as per agreed time frame will be subject to a penalty @1% per day, up to maximum 10% of the total contract value.

**10- Technical Evaluation Criteria**

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated against requirements specified in the in “Annexure – D”.

**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 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 “Annexure – 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 evidences must be submitted before closing dated i.e. **Oct 03, 2019 at 11:00 AM**. Technical proposals will be publicly opened on the same day **Oct 03, 2019 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 successful bidder.

**a. Bid Security**

Bid Security of Rs. 30,000 (Thirty Thousand) in the form of pay order or demand draft favouring 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 financial bid.

**b. Cover Letter for the Submission of Technical Proposal**

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

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 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 Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
a	The firm must have local presence/office in Lahore	(Provide the details on the letter head)	<input type="checkbox"/>	<input type="checkbox"/>
b	The Firm/Company must be regular tax-payer	(Copy of Last year tax return 17-18)	<input type="checkbox"/>	<input type="checkbox"/>
c	Provide NTN, GST/PST details, if applicable.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
d	Evidence of the firm/company's registration/incorporation is required.	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
e	Must not be blacklisted by any government/ semi-government/autonomous body/ any organization (Declaration on stamp paper)	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
f	Bidding Vendor Must be Top Tier Partner of Pakistan and the quoted equipment holds 3 years support and warranty from the principal.	(Must present latest letter of ranking from Principle covering 3 years support and warranty)	<input type="checkbox"/>	<input type="checkbox"/>
g	Joint venture of any kind is not allowed to participate in the bid	(Please provide declaration on letter head)	<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 2009 to September 2017)	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)
<b>1</b>	<b>Client Portfolio</b>	<b>30</b>		
	Worked with above 16 local/international/ Telecom /MNC clients/ government/semi government and/or autonomous bodies.		30	Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Worked with more than 10 but less than or equal to 16 local/international/ Telecom /MNC clients/ government/semi government and/or autonomous bodies.		15	
	Worked with 6 but less than or equal to 10 local/international/ Telecom MNC clients/ government/semi government and/or autonomous bodies.		10	
<b>2</b>	<b>Relevant Experience</b>	<b>30</b>		
	Providing Laptops for more than 12 years		30	Documentary proof (copies of contract or purchase orders) should be furnished.
	Providing Laptops for more than 10 years but less than or equal to 12 years		25	
	Providing Laptops more than 7 years but less than or equal to 10 years		10	
<b>3</b>	<b>Financial Capability</b>	<b>20</b>		
	Annual revenue of company should be greater than Rs. 20 million		20	Copy of 17-18 financial audit report done by ICAP/SBP registered auditing firm or tax return of 17-18
	If annual revenue is less than or equal to Rs. 20 million but greater than 15 million		15	
	If annual revenue is less than or equal Rs.15 million but greater than 10 million		10	
<b>4</b>	<b>Workshop Address Details</b>	<b>20</b>		
	Workshop address in Lahore		20	Documentary details of workshop address on company letter head
	Workshop address anywhere in Pakistan.		10	
<b>Total Points Awarded</b>		<b>100</b>		

Note: Please mark/flag the supporting documents for Technical Evaluation Criteria.

Specification of Laptops

Quantity Required 18	
(specifications mentioned below are bare minimum acceptable specifications bidder may bid for any improved or better specifications except for operating system)	
Operating System	Windows 10 Pro (64bit) English
Processor family	8th Generation Intel® Core™ i7 processor
Processor	Intel® Core™ i7-8565U with (1.8 GHz base frequency, up to 4.6 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)
RAM	8 GB (1 x 8 GB) DDR4-2400 SDRAM upgradeable to 32GB
Memory Slots	2
HDD	512GB SSD
Display	14" diagonal FHD LED-backlit,
Graphics	Intel® UHD Graphics 620
Communications (Wireless Interface)	Intel® Dual Band Wireless-AC 802.11ac (2x2) Wi-Fi® and Bluetooth® 5.0
Webcam	HD IR webcam
Ports	Qty=1, USB 3.1 Type-C, Gen 1 or Gen 2 Qty=1, USB 2.0 Qty=2, USB 3.1 Gen 1 Qty=1, HDMI 1.4 Qty=1, RJ-45 Qty=1, AC power Qty=1, Headphone/microphone combo
Touchpad	YES
FingerPrint	YES
Battery	Long Life 3 or 4 cell, Li-ion
Power supply	65 Watt External AC power adapter
Accessories	Nylon Backpack from OEM Wireless Mouse Laser 3-button from OEM
Warranty	3-years complete free parts, free replacement and free service (complete parts provisioning and service closure to be completed within 3-5 business days, or to be provided with backup notebook (equivalent specs or better) in case the delivery or replacement required more than 5 days to fix) back to back support from principal for 3 years is a must
Recovery Media Driver	Drivers for Windows 10 (Recovery Media)
OS Recovery CD	Windows 10 Pro Operating System Recovery
Notebook Weight	1.7 kg or less

**Annex - F Financial Proposal**

**Form of Bid/ Financial Proposal**

Sr. No.	Description	Unit Price without Applicable Taxes PKR	Applicable Taxes PKR	Quantity	Total Price with Applicable Taxes PKR
1				18	

**Annex - G Key Management Staff**

Key Management Staff of Company				
Sr #	Name of Management Staff	Designation	Area of Expertise	Number of Years with the Company
1				
2				
3				
4				

**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]"

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	

**Annex- I Cover Letter**

**Cover Letter for the Submission of Technical Proposal**

[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 [Provision of the Laptops] 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 solution provided does 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 end of life or end of support by the principal on or before the date the submission of bid. In case any anomaly is found we can be disqualified in any stage of the evaluation.

Further, we assure that the quoted laptops are with a complete 3-years free parts, free replacement and free service. and we will execute the complete parts provisioning and service closure within 3-5 business days, incase if any fix or parts provisioning takes more than 5 business days, we will provide with backup notebook (equivalent specs or better). This 3-year warranty is backed by principal.

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: