



**GOVERNMENT OF KHYBER PAKHTUNKHWA
PLANNING & DEVELOPMENT DEPARTMENT
URBAN POLICY & PLANNING UNIT**

BID SOLICITATION

DOCUMENT PURCHASE

OF HARDWARE

Under the ADP Project

1239(191927-170431) “Urban Policy & Planning Unit, Erstwhile FATA (Newly Merged Districts)”

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Last Date for Bids Submission: 08/02/2022 at 11:00 A.M.

Tender Opening Date: Same Date and 11:30 A.M

**Conference Room, Urban Policy & Planning Unit, P&DD, 37-D, Circular
Road, University Town, Peshawar**

DESCRIPTION OF WORK

This Department invites Financial Bids from companies having legal presence in Pakistan on Single Stage – Single Envelop for purchase of Hardware items, in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014. The Tenderer must:

1. Be a registered body and duly recognizable under the KPPRA Rules.
2. Be registered with FBR for Income Tax and Sales Tax.
3. Not be blacklisted by any Government Department, Semi Government Department, Private or Non- Governmental Organization (The Firm will provide an affidavit for the purpose).
4. Have sufficient financial and human resources to complete the project within prescribed time limit.
5. Enclose Earnest Money (EM) amounting to 2% of the total cost of Tender in the form of CDR from any scheduled Commercial Bank.
6. Submit its Tender documents in the name of Executive Director, Urban Policy & Planning Unit, KP, Conference room, Urban Policy & Unit, 37-D, Circular Road, University Town, Peshawar up to **08/02/2022 till 1100 hours.**

LIST OF ITEMS AND SPECIFICATIONS

S.No	Item Name	Specifications	Qty
1.	Laptop	Intel Core i7 11th Generation 3.4 GHz Turbo Boost 5.0 GHz (12 MB cache), Quad Core processor, 2GB GDDR5 graphics card, backlit keyboard, Fingerprint, 16GB DDR4, 1TB SSD, Wireless + Bluetooth, Webcam, USB, HDMI, Headphone/microphone, Windows 10 /Antivirus with laptop bag, 1-year local warranty (labor and parts) Screen Size 15.6”.	6
2.	Desktop	11th Generation Intel® Core™ i7 (4.8 GHz with 16MB processor cache) with integrated graphics, 1TB HDD, 16GB ram, USB optical Mouse, Keyboard, 18.5” LED display, OS (Windows 10 & Antivirus) 1-year local warranty (labor and parts)	4
3.	Printer	Print speed 23 ppm, duty cycle upto 10000 pages, memory: 256 MB, Connectivity: Hi-speed USB 2.0 port, Wifi.	2

GENERAL TERMS & CONDITIONS

Project: “PURCHASE OF HARDWARE ITEMS FOR THE PROJECT TITLED AS “URBAN POLICY & PLANNING UNIT, ERSTWHILE FATA (NEWLY MERGED DISTRICTS”.

1. The tender is called hereby for supply of subject Items according to assessment and conditions as prescribed in this bidding document : -

a) Date of Opening tender	08/02/2022
b) Time of Opening tender	11:30 NOON
c) Name of Supplier	_____

2. Items are to be supplied according to the specification as per attached list, found suitable by the Urban Policy & Planning Unit, KP.
 - i. Rates should be offered for brand and model clearly marked.
 - ii. Rates should be quoted in words and figures.
 - iii. Tender will be opened in the presence of supplier or their authorized representatives and Procurement Committee, Urban Policy & Planning Unit, KP.
 - iv. The prices quoted shall remain valid for 180 days, after the date of opening the tender.
 - v. The supplier shall attach Brochures / specifications with bid schedule regarding the equipment being supplied.
 - vi. The supplier shall give at least three references of the similar nature of project/installation completed supply by the firm.
 - vii. The equipment shall strictly confirm to the specification no equivalent or alternate shall be acceptable.
 - viii. All equipment and its component/item shall be branded new and in sealed pack.
 - ix. If any item/equipment not found suitable, the consignment shall be liable to rejection.
 - x. The supplier shall clearly mention a warranty period of all the items, covering of deficiencies in the equipment during the warranty period at his own cost and no additional payment will be made for any repair/replacement of parts etc.
 - xi. The quantity of the required items may be increased or decreased according to the available budget.

- xii. Any attempt by a Bidder to influence the examination, evaluation, comparison and post qualification of the Bids or contract award; decisions may result in disqualification of the firm.
- xiii. The Competent Authority of Urban Policy & Planning Unit, KP reserves the right to accept or reject any or all bids as per rule 47 of KPPRA Rules, 2014.
- xiv. Items are to be supplied according to the specification provided by Procurement Committee, Peshawar in this document.
- xv. In case of any dispute the matter shall be referred to the Executive Director, Urban Policy & Planning Unit, KP shall be final and binding on all the parties.
- xvi. 2% earnest money have to be attached with the proposal in the form of Call Deposit/Bank Draft (refundable) in favor of Executive Director, Urban Policy & Planning Unit, KP.
- xvii. Bids without bid security of the required amount and shape, will not be entertained.
- xviii. Prices should be quoted in Pak Rupees only.
- xix. Rates must be inclusive of all Government Applicable Taxes.
- xx. The procuring, entity may ask successful bidders for a performance bank guarantee at 10% of the total contract value. This bank guarantee should be from any scheduled bank of Pakistan.
- xxi. The supplier shall bring the Samples of the Hardware if required by the procurement Committee.

3. Terms of Payment

- i. Payment will be made through cross Cheque from AG Office, Peshawar.
- ii. No advance payment will be made to the suppliers.

4. Delivery Period

The equipment shall be supplied within 3 to 5 weeks from the date of issuance of confirm order/letter or acceptance.

The Inspection Committee will ensure that the quantity and quality of the material is the same as contained in the Purchase order. The quality of the items will be determined from the report of the committee after actually Examining/Inspection of the total equipment according to the specifications.

5. Payment

Bidder will be entitled to payment by the Urban Policy & Planning Unit, KP against bill duly supported by the following documents: -

- i. Bill in duplicate.
- ii. Goods Receipt Certificate.
- iii. Inspection Certificate issued by the Procurement Committee.
- iv. Delivery Challan.
- v. Payment will be made through cross Cheque in favor of bidder firm after deduction of Income Tax and other taxes if applicable. In case the firm is exempted from deduction at source; a certificate shall be provided.

6. Sales Tax and Other Government Duties

All taxes, duties, sales tax and other Government charges are the responsibility to be paid by the supplier.

7. Warranty Period

The supplier shall give (1) one year comprehensive warranty for the Hardware (parts & labor on site of installation), certifying that the Hardware supplied conform exactly or above to the specifications laid down in the contract. The supplier will be held responsible for all losses; if any material being found defective or not in conformity to the specifications the firm will be held responsible for that; the supply is for a period of one year from the date of supply. The unacceptable items shall be substituted with the acceptable items at bidder's expense and cost. An amount equivalent to % of total payment (earnest money) shall be retained by Urban Policy & Planning Unit, KP till the end of Warranty Period.

8. Responsibility for Executing the Contract

The supplier shall be entirely responsible for the successful execution of the contract in all respects and in accordance with the terms and conditions as specified in the contract including the schedule.

9. Inspection and Rejection

- i. If the Inspection Committee is unsatisfied with the supplied equipment or the consignments of below specifications given in the Purchase Order; then the Committee may reject any part or the whole consignment tendered for inspection.
- ii. The decision of the Inspection / Procurement Committee shall be binding on the firm.
- iii. If items are rejected; The Supplier shall deliver items for replacement; No extension of time will be allowed.

10. Laws Governing the Contract

- a. The contract shall be governed by the KPPRA Rules.
- b. A prospective Tenderer shall be bound to provide the equipment/items exactly selected by the committee.

11. FORMAT FOR PROPOSALS

The Financial Proposal should be concisely presented and structured in the form of chapters to include, but not necessarily be limited to, the following information. Support material should not be part of the main proposal but should be placed at Appendixes.

12.1 GENERAL

The responding organization shall provide the following:

- Name of the participating organization or participating organizations (if more than one) in the responding consortium, including their scope of involvement.
- Number of years of incorporation of the participation organization or participating organizations (if more than one)

12.2 FINANCIAL CAPABILITIES

The responding organization shall describe the financial position of its organization. **Income Statement or Annual Report** should be included in the detailed proposal. The **National Tax Numbers and Sales Tax Registration Numbers** of the company and/or partners should also be indicated (**Photo copies of concerned documents should be provided**).

12.3 RELEVANT EXPERIENCE

Responding Organizations must demonstrate relevant experience of similar projects.

(Note: Experience with government organizations will be preferred)

S. No.	Nature of Project(s)	Total Value PKR (million)	Name of the Project(s), Customer(s), Contact person & Contact Detail(s)

Note:

Only those Projects should be considered where RO can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)

Executive Director
Urban Policy & Planning Unit, KP

EVALUATION CRITERIA

The Tenderer(s) should meet the following Eligibility / Qualification Criteria to participate in the Tender Process and must enclose documentary proof for fulfilling the Eligibility / Qualification in the Financial Proposal:

S#	Mandatory Requirements	Documents Required
1.	Certificate of Company/Firm Registration/ Incorporation under the laws of Pakistan. At least 03 years of experience in dealing with IT based equipment Projects.	Relevant experience documents
2.	Registration with Income Tax Department.	Certificate of Registration
3.	Registration with Sales Tax Department/KPRA.	Certificate of Registration
4.	The offered/quoted brand of items must be International.	Relevant documents to be attached
5.	Registration/Incorporation Certificate of Authorized Partnership/Dealership with the Principal Manufacturer/Distributor for sales/supply of the offered/quoted International brand of Laptop/PCs, etc.	Certificate of Incorporation/Registration and Authorized Partnership/Dealership from the Principal Manufacturer/ Distributor should be submitted.
6.	The Company/Firm is not blacklisted by any Government Department, Semi – Government Department, Private or Non – Governmental Organization.	Undertaking on Stamp Paper.
7.	Conformance to the required specifications of Hardware	Detailed specifications with Brand and model
8.	Office in Peshawar.	Certificate/List to be provided
9.	In compliance of the Execution Schedule and Delivery Period mentioned in bidding document.	Undertaking

Note: Firm / Company fulfilling the above mentioned criteria will be considered qualified only.

ANNEX-B**COST WORKSHEET**

Financial Proposals should be substantially in the form of the Cost Worksheet provided below. Bidders must itemize all costs associated with providing the required deliverables and services in a tabular format similar to the following. Only those bids will be entertained which fulfill the above shortlisting / eligibility criteria.

HARDWARE EQUIPMENTS REQUIRED

The detailed specifications of the required Hardware is given below

S.No	Item Name	Specifications	Qty
1.	Laptop	Intel Core i7 11th Generation 3.4 GHz Turbo Boost 5.0 GHz (12 MB cache), Quad Core processor, 2GB GDDR5 graphics card, backlit keyboard, Fingerprint, 16GB DDR4, 1TB SSD, Wireless + Bluetooth, Webcam, USB, HDMI, Headphone/microphone, Windows 10 /Antivirus with laptop bag, 1-year local warranty (labor and parts) Screen Size 15.6”.	6
2.	Desktop	11th Generation Intel® Core™ i7 (4.8 GHz with 16MB processor cache) with integrated graphics, 1TB HDD, 16GB ram, USB optical Mouse, Keyboard, 18.5” LED display, OS (Windows 10 & Antivirus) 1-year local warranty (labor and parts)	4
3.	Printer	Print speed 23 ppm, duty cycle upto 10000 pages, memory: 256 MB, Connectivity: Hi-speed USB 2.0 port, Wifi.	2

NOTICE OF INTENT TO SUBMIT PROPOSAL

DATE:

RE: Hardware – 2021

PROVISION OF INFORMATION OF THE PERSON TO BE CONTACTED FOR THE ABOVE RFP.
Company Name and Address
Signature of Company Representative
Printed Name of Company Representative
Title
Date
Tel. No.
Fax No.
Email Address

If further information is required, please contact

Executive Director
Urban Policy & Planning Unit, KP

PROPOSAL SIGNATURE PAGE

TOR's NUMBER: Hardware – 2021
ISSUE DATE:
Provision of Hardware equipment to be provided to the Urban Policy & Planning Unit, Khyber Pakhtunkhwa.
DUE DATE & TIME:

PROPOSALS MUST BE REACHED ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE BIDS WILL NOT BE ENTERTAINED.

IF FURTHER INFORMATION ARE REQUIRED, PLEASE CONTACT

Executive Director
Urban Policy & Planning Unit, KP

BIDDERS MUST SIGN WHERE INDICATED BELOW AND SUBMIT THIS SHEET AS THE COVER PAGE IN ORDER TO VALIDATE THEIR BID.

As a supplier of goods and services to the Urban Policy & Planning Unit, KP I/we certify that I/we fully read and understood the terms and conditions of this RFP and found no complication. We agree to provide these services according to the demand.	
Company Name and Address	
Signature of company representative	
Printed name of company representative	
Title	
Date	
Tel. No.	Fax No.
Email address	