

# Government of Pakistan

*NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)*

*INVITATION FOR BIDS*

**For the Supply of Hardware/Software Items**

**Tender No. NITB-4(152)/2019-20**

*23 Nov , 2019*

**[www.nitb.gov.pk](http://www.nitb.gov.pk)**

*Plot no 24-B, Street No 6, Sector H-9/1, Islamabad*

## EXECUTIVE SUMMARY

National IT Board (NITB) is mandated to undertake and coordinate e-government initiatives at federal ministries/divisions and departments, provide consulting and advisory services in acquiring and implementing IT solutions as well as IT capacity building of staff of these organizations.

Provision of the services to government organizations across Pakistan has resulted in bringing efficiency and transparency for the public organizations and contributed in quick delivery of information and services to public at a large scale.

In order to expedite the implementation of current on-going and future projects, the organization requires updated and high-quality IT Items and Software to enhance and broaden the efficiency of desired results and achieve its targets. For that National Information technology Board invites the bids for the Tender for the Supply of Hardware/Software Items for the year 2019-20.

## GENERAL TERMS & CONDITIONS

### 1. SCHEDULE OF REQUIREMENTS AND DELIVERY TIMEFRAME

**1.1.** Supply of specified Hardware/Software in National Information Technology Board within 02-04 weeks.

**1.2.** Detailed specifications are attached as Annexure I.

**1.3.** NITB may increase or decrease the quantity of one or more items.

### Annexure-I

| S. No | Product Details  | Quantity |
|-------|--|----------|
| 1     | Apple Iphone 8 <ul style="list-style-type: none"><li>Storage: 64GB</li><li>RAM: 2GB</li></ul>  | 01       |
| 2     | Paper Shredder <ul style="list-style-type: none"><li>Slot Separate</li><li>Auto-Start/Forward/Reverse</li><li>Sheet Capacity: 11 Sheets</li><li>Shred Size: Cross-cut 2.5x9mm</li><li>Paper throat width: 220mm</li><li>Shredder bin Volume: 20L</li></ul>   | 01       |
| 3     | Kaspersky CALs for Endpoint Security for Business Select <ul style="list-style-type: none"><li><input type="checkbox"/> Protects against the latest threats, including cryptominers</li><li>Hardens endpoints – to reduce your exposure to cyberattacks</li><li>Helps boost productivity – via cloud-enabled usage controls</li><li>Protects servers &amp; endpoints without damaging performance</li><li>Secures diverse environments – PC, Mac, Linux, iOS &amp; Android</li><li>Simplifies security management – with unified console</li></ul> | 25-30    |

## 2. ABOUT BIDDERS

- 2.1. The Bidder must be registered with **Sales Tax & Income Tax** registered firm and must be on Active Tax Payer List.
- 2.2. The Bidder must be in relevant business /supplies at least for last **three (03)** years.
- 2.3. The Bidder must demonstrate through documentary evidence that it has successfully delivered at least **three (03)** projects/supplies with support and services of similar size, nature and value in Pakistan (details must be provided).
- 2.4. The Bidder must provide following details on their letterhead:
  - a) Name of Organization
  - b) Details of offices across Pakistan (Service delivery/support Office). Support Office in Islamabad/ Rawalpindi is mandatory.
  - c) Location of Head office
  - d) Size of company (number of employees)
  - e) Number of years of being incorporated
  - f) List of certified and dedicated service Engineers/Technicians/Technical Staff.
- 2.5. The Bidder to provide information as per templates available at **Annexure(s) attached.**
- 2.6. The Bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price **MUST** be **inclusive of all taxes**. The Bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any Bidder who signs a procurement contract with the Government.
- 2.7. The Bidder must be a certified **Tier-I Partner/Equal OR Higher** of principal of respective hardware/software brand(s). Tier-I / Platinum Partner means a supplier / service provider or distributor directly authorized by the manufacturer in Pakistan.

## 3. PREPARATION OF BIDS

- 3.1. As per PPRA rules, Single Stage–Two envelope procedure will be used for the said procurement.
- 3.2. The bids shall be submitted in a sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened. All the documentary evidences submitted must be mentioned as per specimen given at **Annexure-II**.
- 3.3. **Technical Proposal:**

Envelope for Technical Proposal shall be marked “**TECHNICAL PROPOSAL**” clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies (each being physically separated, sealed and labeled as “Technical Proposal”). One marked as original and the other is marked as copy). Each envelope should contain similar supporting documents.
- 3.4. **Financial Proposal:**

Envelope for Financial Proposal shall be marked “**FINANCIAL PROPOSAL**” clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies of Financial Proposals sealed and marked separately.
- 3.5. **Soft copies of both Technical and financial proposals must be provided along with bid envelopes in inerasable format i.e. soft copy of technical bid must be placed inside the Eenvelope containing Technical Bid and soft copy of Financial bid must be placed inside the envelope containing the Financial bid.** In case of any difference between hard and soft copy, the hard copy and the original will prevail.
- 3.6. **Bid Bond/Security:**

A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% of the total cost of the bid must be submitted along with the proposal.
- 3.7. The Bid Bond to be enclosed in a **SEPARATE ENVELOPE**, labeled as “**BID BOND**”, and should be **SEALED**. **It must be ensured by the Bidder that bid bond should not be in the envelope of *Financial OR Technical proposal*.** In the technical bid, bidder must confirm on company’s letter head that the Bid Bond is being submitted separately as required by NITB.
- 3.8. The Bidder shall submit an Affidavit that the Bidder is not blacklisted by any Government/Semi, Government/Autonomous organization at the time of bid.

- 3.9.** The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 3.10.** All bids and prices must remain valid for a period of **120 days** from the closing date of the submission of tender documents.
- 3.11.** The Bidder should clearly indicate the duration of delivery (MUST be within given timeframe i.e. schedule of delivery) of items/equipment/services after the award of procurement contract.
- 3.12.** Bidder is required to stamp every page of the tender document along with signature at the required pages and submit back along with the bid.

#### 4. SUBMISSION OF BIDS

- 4.1.** Bids shall be delivered by hand or courier in a **SEALED CONFIDENTIAL COVER** and must reach to **Deputy Director (Admin) National Information Technology Board (NITB), Plot no 24-B, Street No 6, Sector H-9/1, Islamabad (Phone: 051-9265059)** on or before the last date i.e. 19-12-2019 10:30 AM.
- 4.2.** Bids received after the time prescribed in tender notice/documents shall not be accepted and be returned unopened. Bids through E-mail / Fax shall not be accepted.

#### 5. OPENING, EVALUATION AND REJECTION OF BIDS

- 5.1.** Technical bids will be opened on the same date at NITB at **11:00 AM** in front of bidder or their representatives who may choose to be present.
- 5.2.** Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b).
- 5.3.** The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.  
All bidders in attendance shall sign an attendance sheet.
- 5.4.** NITB may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA rules. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.
- 5.5.** In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

#### 6. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACT

##### 6.1. Acceptance of Bid and award criteria

The bidder after qualifying through the given criteria will be called in for opening of financial proposal/bid. In financial opening the lowest bidder will be selected as per PPRA rules, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the procurement contract, within the original or extended period of bid validity.

##### 6.2. Notification of Award

**6.2.1.** Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

**6.2.2.** The notification of award shall constitute the formation of the Contract between NITB and the successful bidder after 15 days of publishing of financial evaluation result. In case of some serious complaint the award may be withheld for not more than 30 days.

#### 7. WARRANTY & SUPPORT

- 7.1.** The quoted hardware/software will have relevant local warranty support for a period of no less than **Three (03) Years** (or unless warranty period defined otherwise as standard market practice) commencing from the date of delivery.
- 7.2.** The bidder will be fully responsible to replace or repair the faulty items during warranty period free of cost without any obligation to NITB and without any delay.
- 7.3.** The bidder will provide details of support available during and after warranty period clearly indicating the offered level of expertise, deliverables and the manner in which these warranty services will be delivered.
- 7.4.** All equipment/items should be supplied through verifiable distribution channels.

## 8. PERFORMANCE SECURITY/GUARANTEE

**8.1.** The successful Bidder shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the procurement contract, a sum equivalent to **ten percent (10%)** of the total procurement Cost, on the Form and in the manner prescribed by the Procuring Agency (NITB). This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue and should cover the warranty period.

**8.2.** Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bids.

**LETTER OF INTENT: BID FORM-01**

**Bid Ref No.:**

**Date:**

**Date of the Opening of Technical Bid Name of the Tender:**

**To,**

**DEPUTY DIRECTOR (ADMN)**

**National Information Technology Board (NITB) Plot no 24-B, Street No 6**

**Sector H-9/1, Islamabad**

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

**Dated This:**

**Signed:**

**In the capacity:**

**Dually Authorized  
to sign this bid on  
and behalf of:**

**PERFORMANCE GUARANTEE- BID-FORM-02**

**To,  
DEPUTY DIRECTOR (ADMN)  
National Information Technology Board (NITB) Plot no 24-B, Street No 6  
Sector H-9/1, Islamabad**

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods/services] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee]as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of \_\_\_\_\_ , 2019.

**Signature and Seal of the Guarantors/ Bank Address:**

**Date:**

## Annexure-II

| S<br>R<br>·<br>N<br>O<br>· | REQUIRED<br>DOCUMENTATION   | SIGNATURE<br>OF BIDDER | SUPPORTING<br>DOCUMENT'S<br>NAME | PAGE<br>NUMBER<br>IN<br>THE BID |
|----------------------------|---|------------------------|----------------------------------|---------------------------------|
| 1                          | NTN Certificate   |                        |                                  |                                 |
| 2                          | GST Certificate   |                        |                                  |                                 |
| 3                          | On Active Tax Payers List of FBR  |                        |                                  |                                 |
| 4                          | Registration/Incorporation/Business Certificate   |                        |                                  |                                 |
| 5                          | Complete Company profile  |                        |                                  |                                 |
| 6                          | Operational Office in Islamabad/Rawalpindi  |                        |                                  |                                 |
| 7                          | Evidence of Firm's Last three (03) years Performance (Projects of similar nature, 25% supplies of each lot/item demanded)   |                        |                                  |                                 |
| 8                          | Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization  |                        |                                  |                                 |
| 9                          | Authorization <b>Tier-I Partner/Equal OR Higher</b> of principal of respective hardware/software brand(s). <b>Tier-I/Platinum Partner</b> means a supplier / service provider or distributor directly authorized by the manufacturer in Pakistan. |                        |                                  |                                 |
| 1<br>1                     | Compliance with schedule of requirements  |                        |                                  |                                 |
| 1<br>2                     | Submission of required amount of bid security with Financial Bid  |                        |                                  |                                 |
| 1<br>3                     | Compliance with Technical Specifications  |                        |                                  |                                 |
| 1<br>6                     | Original Bidding documents duly signed/stamped  |                        |                                  |                                 |



**EVALUATION CRITERIA-I (BIDDER'S STRENGTH)**

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

| SR. NO. | GENERAL TERMS AND CONDITIONS COMPLIANCE  | CLA USE | YES/NO |
|---------|--|---------|--------|
| 1       | The Bidder must be registered with Sales Tax, Income Tax Departments and must be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the Active Tax Payer List of FBR. | 2.1     |        |
| 2       | The Bidder must be in relevant business /supplies at least for last <b>three (03)</b> years.   | 2.2     |        |
| 3       | The Bidder must demonstrate through documentary evidence that it has successfully delivered at least <b>three (03)</b> supplies with support and services of similar size, nature and value in the country.                                      | 2.3     |        |
| 4       | The Bidder must be a supplier / service provider or distributor directly authorized by the manufacturer for Pakistan.  | 2.7     |        |
| 5       | A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% of the total cost of the bid must be submitted along with the proposal.                        | 3.6     |        |
| 6       | The bidder shall submit an <b>Affidavit</b> that The Bidder has never been blacklisted by any Government/Semi Government/Autonomous organization   | 3.8     |        |

**EVALUATION CRITERIA-II (PRODUCTS/SERVICES STRENGTH)**

**Annexure-I**

| S#. | ITEM DESCRIPTION/<br>SPECIFICATIONS   | Bidder-1     |                  | Bidder-2.... |                  |
|-----|---|--------------|------------------|--------------|------------------|
|     |   | Compl<br>ied | Non-<br>complied | Complied     | Non-<br>complied |
| 1   | <b>Apple Iphone 8</b> <ul style="list-style-type: none"> <li>• 64GB Storage</li> <li>• 2GB RAM</li> </ul>   |              |                  |              |                  |
| 2   | <b>Paper Shredder</b> <ul style="list-style-type: none"> <li>• Slot Separate</li> <li>• Auto-Start/Forward/Reverse</li> <li>• Sheet Capacity: 11 Sheets</li> <li>• Shred Size: Cross-cut<br/>2.5x9mm</li> <li>• Paper throat width: 220mm</li> <li>• Shredder bin Volume: 20L</li> </ul>  |              |                  |              |                  |
| 3   | <b>CALs for Endpoint Security<br/>for Business Select</b> <ul style="list-style-type: none"> <li>• Protects against the latest threats, including cryptominers</li> <li>• Hardens endpoints – to reduce your exposure to cyberattacks</li> <li>• Helps boost productivity – via cloud-enabled usage controls</li> <li>• Protects servers &amp; endpoints without damaging performance</li> <li>• Secures diverse environments – PC, Mac, Linux, iOS &amp; Android</li> <li>• Simplifies security management – with unified console</li> </ul> |              |                  |              |                  |

**FORMAT FOR FINANCIAL BID:**

**Annexure-V**

| Item | Quantity | Specification of the Quoted Items<br>(To be filled by bidder) | Inclusive of all applicable taxes |                   |
|------|----------|---|-----------------------------------|-------------------|
|      |          |   | Unit Price (PKR)                  | Total Price (PKR) |
|      |          |   |                                   |                   |

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