



NATIONAL INFORMATION TECHNOLOGY BOARD

Request for Quotation (RFQ)

For

Supply of Hardware & Software

Government of Pakistan

Ministry of Information Technology

NATIONAL INFORMATION TECHNOLOGY BOARD

www.nitb.gov.pk

April. 2017



General Terms & Conditions

1.0 Scope of Work, Timeframe and penalties

1.1 Supply of Hardware & Software

Supply and Installation of equipment at the NITB, Islamabad

S#	Milestone	Time Period
1	Supply of 8-Laptop, 01 Apple Desktop (Branded), 01 iOS Tablet, 01 Android Tablet, 01 Color LaserJet Printer, 10 LaserJet printer 3-in-1,	Fifteen days from date of signing of contract / issuance of purchase order.

About responding organizations-ROs?

- 1.2 The Responding Organization-RO must be registered with Sales Tax registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.
- 1.3 The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last **02 years in existence**). List of certified and dedicated service Engineers/technicians along with contact information should also be provided.
- 1.4 The RO to provide information as per (Annexure I, II and III). RO may not propose any kind of refurbished/Used/End of Life/ Near End of Life equipment /components in their proposals.
- 1.5 The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project.
- 1.6 The RO should be authorized reseller / partner of the quoting active products from Original Manufacturer for **at least past 02 years**. Onsite services to be provided by the vendor.
- 1.7 The RO 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 responding organization who signs a contract with the Government.
- 1.8 Financial capability and yearly growth rate (business revenue) in past 2 years.
- 1.9 RO must provide value, size and nature of projects done in past 2 years with respect to quoted products. Purchase orders and satisfactory performance certificates by the customers may be attached.
- 1.10 RO must be in IT business for at least last three years.
- 1.11 RO or partners / affiliates should have successfully completed three similar projects in size, nature & value.

How to prepare bid(s)?

- 1.12 **Detail of technical specifications is attached at Annex-II and evaluation will be done as per Annex I. Responding Organizations should provide all details required in Annex I and datasheet for Annex- II items.**
- 1.13 Responding Organizations should provide the financial details as per **Annex -III**.
- 1.14 Responding Organizations may quote any items in Lot or whole items.
- 1.15 A bid bond, in the shape of a Bank Draft/Pay Order in the name of Executive Director, National Information Technology Board, equivalent to 2% of the total cost of



bid should be submitted along with the tender. All proposal and price shall remain valid for a period of **150 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

- 1.16 All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- 1.17 The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, 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 after all contractual obligations have been fulfilled.
- 1.18 Hardware equipment should have three (03) year warranty, including parts and Labour with onsite support.
- 1.19 The end user licenses, end user warranties and end user contracting support services will be in the name of Customer, for all the equipment and Software loaded on the equipment delivered during the course of the project.
- 1.20 All equipment should be supplied through verifiable distribution channels.
- 1.21 RO should clearly indicate the duration of delivery of equipment after the award of contract.

Pre-Bid Conference: -

- 1.22 A Bidders' conference will be held in the premises of National Information Technology Board, on below mentioned address on **4th May 2017 at 10:00 hrs.** All queries relating to RFQ should be faxed or mailed to the undersigned at least 04 days before the bidders' conference.

Bid preparation: -

- 1.23 The Bid Bond to be enclosed in a separate envelope, labelled as "Bid Bond", and which should be sealed. It must be ensured that bid bond should not be in the same envelope as the financial proposal. *In the technical bid, RO must confirm on company's letter head that the Bid Bond is being submitted as required by NITB.*
- 1.24 Envelope for financial proposals should clearly mark: "Financial Proposal". Two hard copies of Technical Proposal and Financial proposal are required. *Soft copies of both Technical proposal and financial proposal must be provided along with bid envelopes in inerasable format.*
- 1.25 Main Envelope for Technical proposal should clearly mark "Technical Proposal". Main envelope for technical proposal should contain 02 hard copies and 02 soft copies of the technical proposal (each being physically separated, bound, sealed and labelled as "Technical Proposal"). Each envelope should contain similar supporting documents.

How bid(s) should be submitted?

- 1.26 Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**



Assistant Director (Admn)

National Information Technology Board, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051- 9265063, Fax: 051- 92577224

1.27 Bids may be submitted to undersigned in a SEALED CONFIDENTIAL COVER at the address given above latest by 10th May 2017 at 1100hrs. The Technical bids will be opened on the same date at 1130hrs in front of bidders.

2. Award of Contract

2.1 Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in **Annexure-I** and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

2.2 Procuring Agency's Right vary quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements (Annexure-I) without any change in unit price or other terms and conditions. Payment related to Lot-1 will be made for the items actually delivered as per rate per unit provided by the bidder.

2.3 Notification of Award

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

2.3.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

2.3.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA-2004.

2.4 Signing of Contract

2.4.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form.

2.4.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

2.4.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de- barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.



2.5 Performance Guarantee

2.5.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.

2.5.2 The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.

2.5.3 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 bid.



3. Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Supply, Installation and testing of Equipment	Fifteen days from date of signing of contract / issuance of purchase order.	100%
2.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be three(03) year from the date of successful testing and acceptance.	Release of Performance Guarantee



Annexure-I

Evaluation Criteria

Initially bids will be evaluated on the basis of following basic parameters:

General terms and conditions compliance	Clause	Yes/No
1) The Responding Organization-RO must be registered with Sales Tax registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.	1.2	
2) The RO should be authorized Reseller / Partner of the quoting active products from Original Manufacturer for at least past 02 years .	1.6	
3) RO must be in IT business for at least last three years.	1.10	
4) RO or partners /affiliates should have successfully completed three similar projects in size, nature & value.	1.11	
5) A bid bond, in the shape of a Bank Draft/Pay Order in the name of Executive Director, National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender.	1.15	

Secondly the **Evaluation & Award Committee** will be verify the compliance with specifications mentioned in Annexure-II



Annexure-II

Technical Specifications

S.No	Items	Description	Qty	
1	Laptop (Type-I)			
	Processor	6th Gen Intel Core i7-6500U Processor (4M Cache, 2.5GHz), Turbo Boost 2.0 (3.1GHz)	1	
	RAM	8 GB RAM		
	HDD	1TB HDD		
	Display	12.5" or 13.3" HD		
	Digitiser pen	Pen Pro, active pen for multi-touch display		
	Hinge / mode	Laptop, tent, stand and tablet (Convertible)		
	Keyboard	6-row, LED backlit, spill-resistant, multimedia Fn keys		
	Expansion Features	USB 3.0, 1 HDMI, 1 RJ-45, 1 VGA		
	Batteries time	More than 4 Hours		
	OS	Windows 10 Pro 64-bit		
	Warranty	At least 03 Years Warranty		
	Others	Carry Case, Power Adapter		
2	Laptop ((Type-II)			
	Processor	6th Generation Intel Core i7-6500U with Intel HD Graphics 520 (2.5 GHz, up to 3.1 GHz with Intel Turbo Boost Technology, 4 MB cache, 2 cores),	6	
	RAM	8 GB RAM		
	HDD	1TB HDD		
	Display	13.3" Display		
	Expansion Features	USB 3.0, 1 HDMI, 1 RJ-45, 1 VGA		
	Batteries time	More than 4 Hours		
	OS	Windows 10 license pro 64-bit		
	Warranty	At least 03 Years Warranty		
	Others	Carry Case, Power Adapter		
3	Laptop (Type-III)			
	Processor	6th Generation Intel i7-5500U (2 Cores, 4 Threads) Processor Speed 2.4 GHz Turbo Boost 3.0		1
	RAM	8GB Memory		
	HDD	1 TB Hard Drive		



	CD/DVD	DVDRW	
	Display	Display 15.6 inch	
	Graphics Card	Intel HD 5500 + 4 GB nVidia Graphics	
	Expansion Features	USB 3.0, 1 HDMI, 1 RJ-45, 1 VGA	
	Batteries time	More than 4 Hours	
	OS	Windows 10 license pro 64-bit	
	Warranty	At least 03 Years Warranty	
	Others	Carry Case, Power Adapter	
4	Branded Computer Apple		
	Processor	Processor Core i5 or Higher 1.6 GHz (Turbo Boost upto 2.7GHz)	1
	Display	21.5 or higher	
	HDD	1 TB Hard Drive	
	RAM	12 GB Memory	
	Keyboard Mouse	Wireless keyboard and Mouse	
	Connectivity	Ethernet and Wireless	
	Warranty	At least 03 Years Warranty	
5	iOS Tablet		
	Processor	Dual Core	1
	RAM	2GB or Higher	
	Storage	16GB	
	Display	9.7"	
	Display Technology	IPS, LED, LCD	
	Display Features	Scratch Resistant Glass, Touchscreen	
	Camera	8MP Rear and 1.2 Front	
	Connectivity	Wireless (3G, 4G, Bluetooth, Wi-Fi, Wi-Fi Hotspot)	
	Battery Life	Up to 10 hours	
	Warranty	At least 03 Years Warranty	
6	Android Tablet		
	CPU	1.2 GHz Quad-Core	1
	RAM	3GB or Higher	
	Storage	16GB	
	Display	9.7	
	Camera	5MP Rear and 2 Front	
	Connectivity	Wireless (3G, 4G, Bluetooth, Wi-Fi, Wi-Fi Hotspot)	
	Battery Life	6000mAh Li-Ion	
	Warranty	At least 03 Years Warranty	



7	Color Laser Printer		
	Print Speed	Up to 20 PPM (Color)	1
	Resolution	Up to 600 x 600 dpi	
	Duty Cycle	Up to 75,000	
	Processor Speed	540 MHz	
	Duplex Printing	Manual	
	Memory	400 MB or above	
	Paper Handling	100-sheet Multipurpose tray 250-sheet input tray, Output tray: 250 Sheet	
	Connectivity	USB and Wireless	
	Warranty	At least 03 Years Warranty	
8	LaserJet Printer "3 in 1" (Black & White)		
	Functions	Print, copy, scan	10
	Print Speed	Up to 30 ppm	
	Resolution	Up to 1200 x 1200 dpi (1200 dpi effective)	
	Duty Cycle	Up to 30,000 pages	
	Processor Speed	800 MHz	
	Duplex Printing	Auto Duplex	
	Memory	256 MB	
	Paper Handling	Input tray 1 : 250-sheet, 10-sheet priority tray Output tray : 150-sheet	
	Connectivity	USB, Ethernet and Wireless	
	Warranty	At least 03 Years Warranty	



Annexure III

Format for Financial Proposal

Provision of Hardware and Licensed Software

S.N.	Item	Qty	Unit Cost without Taxes	GST / WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
HARDWARE AND SOFTWARE						
1.	Laptop(Type-I)	01				
2.	Laptop(Type-II)	06				
3.	Laptop(Type-III)	01				
4.	Desktop Apple	01				
5.	iOS Tablet	01				
6.	Android Tablet	01				
7.	Color Laser Jet Printer	01				
8.	Laser Jet Printer 3 in 1	10				