

TENDER DOCUMENT OF IT EQUIPMENT LOT-I

TENDER NO:.. POMB/SGH/TD/ITE/17-18/01/LOT-I



**OFFICE OF OMBUDSMAN (MOHTASIB) PUNJAB
PROF ASHFAQ ALI KHAN ROAD, LAHORE**

Phone No.: 042-99211404. 99212503

Website: www.ombudsmanpunjab.gov.pk

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail and within the time limit as specified in the bidding document. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected right at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017)

This Bidding Process will be governed under Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

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1. INVITATION TO BID:

1.1 PUNJAB PROCUREMENT RULES TO BE FOLLOWED:

Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017) will be strictly followed. These may be obtained from PPRA's website.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

1.2 MODE OF ADVERTISEMENT(s):

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

As per Rule 12(2), this Tender is also placed online at the website of Purchaser. The bidding document carrying all details can be downloaded from Ombudsman Punjab Website www.ombudsmanpunjab.gov.pk and from PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to collect a Challan Form from the Procurement Officer, Ombudsman Punjab at above given address; to deposit an amount of Rs. 1,000/- in Ombudsman Punjab Office. The deposit slip / Challan Form must accompany respective bid; otherwise the bid will stand rejected.

1.3 TYPE OF OPEN COMPETITIVE BIDDING:

As per Rule 38(2)(a), Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- i. the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- ii. the envelopes shall be marked as "Technical Proposal" and "Financial Proposal";
- iii. 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 Procurement Officer;
- iv. the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;



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- v. during the technical evaluation, no amendments in the technical proposal shall be permitted;
- vi. after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted responsive bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- vii. the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- viii. the lowest evaluated bidder shall be awarded the contract.

1.4 CONTACT MANAGEMENT:

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

<p><u>Primary Contact</u></p> <p>Ms. Sidra Arshad Procurement Officer Email: sidrarshad22omb@gmail.com Phone: 042-99212503 Room No. 23 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>	<p><u>Secondary Contact</u></p> <p>Ms. Dur-e-Shahwar Accounts Officer Email: musahamza55@gmail.com Phone: 042-99210961 Room No. 23 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>
<p><u>Head Procurement</u></p> <p>Mr. Sami Ullah Advisor (Finance & Procurement) Email: samiullahjee@gmail.com, sami.ullah@punjab.gov.pk Phone: 042-99211404 Room No. 13 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>	

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated in writing (e-mail) only via the Primary Contact. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct his queries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact details (landline, mobile), fax number and e-mail address) of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.



1.5 GENERAL CONDITIONS:

- i. The Purchaser/procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- ii. Failure to supply required items/services within the specified time period will invoke Penalty Clause 9.27 as specified in this document or Purchase Order.
- iii. The bidder shall submit bids which comply with the **Bidding Document**. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding “**Determination of Responsiveness of Bid**” and “**Rejection / Acceptance of the Tender**” for making their bids substantially responsive to the requirements of the Bidding Document.
- iv. The Tenderer/Bidder must be qualifying all the items in the **IT Equipment LOT-I** unless if tenderer/bidder/purchaser will not accomplish any items terms & conditions and specifications its consider to be disqualified for all **IT Equipment LOT-I**.
- v. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.
- vi. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost by the Bidder except arising from increase in quantity on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract
- vii. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.
- viii. The procuring agency reserves the right to increase/decrease quantity of **IT Equipment** each item at any time.
- ix. The tenderer/bidder must accomplish the **Checklist for Bidder** (mentioned in Section 11) before submission of their Technical & Financial Bids proposals to the office of Ombudsman (Mohtasib) Punjab.



2. TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

- 2.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
- 2.2 has a registered/incorporated authorized company/firm in Pakistan with relevant business experience of last three (3) year as on, for IT Equipment LOT-I items;
- 2.3 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);
- 2.4 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN); has submitted bid for complete items and relevant bid security against IT Equipment LOT-I;
- 2.5 must be involved in manufacturing/sales/supply business for last three (3) year, for IT Equipment LOT-I items;
- 2.6 has authorization of the principal/Partner/manufacturer for last Three (03) years for IT Equipment LOT-I items;
- 2.7 In case of Importer the importer certificate must be enclosed.
- 2.8 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory), for IT Equipment LOT-I Items against Section 11;
- 2.9 has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 2.10 There is sufficient outlets/availability of the spares parts in Lahore, Pakistan.
- 2.11 Conforms to the clause of “**Responsiveness of Bid**” given herein this tender document.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.



3. TENDER COST:

The requisite Tender document against the **IT Equipment LOT-I Items** must be got during office hours from **08.00 am to 04.00 pm** on the submission of a written request on the letter head of the Company/Firm Supplier business name against the payment of **Rs. 1,000 (Pak Rs. One Thousand Only) (Non-Refundable)**.

3.1 EXAMINATION OF THE TENDER DOCUMENT:

The Tenderer/Bidder is expected to examine the Tender Document, including all instructions and terms & conditions carefully before submission of his Technical & Financial bids against the requirement of this tender document.

4. CLARIFICATION OF THE TENDER DOCUMENT:

The Tenderer/Bidder may require in writing further information or clarification of the Tender Document, within 05 (five) working calendar days of issuance of tender in writing. The clarification and the replies will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct his enquiries through the Secondary Contact.

5. AMENDMENT OF THE TENDER DOCUMENT:

The Purchaser may, at any time prior to the deadline for submission of the Tender, at his own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders as per Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

6. REJECTION/DISQUALIFICATION:

The following are the requisites clauses which consider to be rejection or disqualified;

- i. Partial/Incomplete Bids will be rejected/disqualified or



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- ii. The bidder/tenderer who doesn't apply with complete LOT of IT Equipment LOT-I Items will be rejected.
- iii. if the bidder/tenderer does not comply with the Tender Document of IT Equipment **Section 11 (Check List for Bidder)** or
- iv. If the bidder/tenderer who doesn't meet the yardstick of Tender Evaluation Criteria (Technical & Financial) will be considered to be rejected/disqualified or
- v. If the bidder/tenderer does not comply with Schedule of Technical Specification Section 12 or
- vi. subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- vii. the Tenderer refuses to accept the corrected Total Tender Price; or
- viii. Non-Responsive bids under the Section 8 Evaluation of Bids or
- ix. Bids which do not comply with the tender document Section (1 to 13) or
- x. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.



7. TENDER DOCUMENT FOR THE SUPPLY OF IT EQUIPMENT LOT-I ITEMS

Office: Ombudsman (Mohtasib) Punjab, Prof Ashfaq Ali Road, Lahore

Source of Funding: Govt of the Punjab

Contract Ref: POMB/SGH/TD/ITE/17-18/01/LOT-I

Firm/Supplier Name: _____

Date of Issue of Request: -04-2018

Office of the Ombudsman (Mohtasib) Punjab graciously invites sealed bids against the Project titled "Detail of Rough Cost Estimate of Construction of Ombudsman (Mohtasib) Punjab Regional Office Sargodha" for the supply of following **Brand-New IT Equipment LOT-I items** from NTN/GST registered firms/suppliers. Tenders of the same will be opened on **25th April 2018 at 11:00 a.m.** following the **Single Stage - Two Envelopes** bidding procedure as per Rule 38 (2a) Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).

Supply of IT Equipment Items		
LOT-I		
Item No.	Quantity (Qty)	Description of Items
1	Supply of Thirty-Two (32)	Desktop PC
2	Supply of Thirty-Two (32)	UPS for Desktop PC
3	Supply of Two (02)	Laptop Convertible PC

Tender document including **IT Equipment LOT-I items** details and comprehensive specifications of each LOT are available from the office of the Ombudsman Punjab from the date of advertisement during office hours only (**08.00 am to 04.00 pm**).

8. MANDATORY CONDITIONS:

The following are the **mandatory points** which need to be kept in view before preparing and submission of bids;

8.1 The requisite Tender document against the **IT Equipment LOT-I Items** must be get on the office hours from (**08.00 am to 04.00 pm**) on the submission of a written request on the letter head of



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the Company/Firm Supplier business name against the payment of **Rs. 1,000 (Pak Rs. One Thousand Only) (Non-Refundable)**.

8.2 You must quote rates for all the items against **Supply of IT Equipment LOT-I** under this request in **IT Equipment**. Bids (Technical & Financial) will be evaluated for all the items as prescribed in **IT Equipment LOT-I** and contract will be awarded to the Company/firm/Supplier which meet the prescribed Technical & Financial Evaluation Criteria against the required schedule of Technical Specification of **IT Equipment**.

8.3 Bids must be accompanied with Earnest Money @ **2% of estimated price (Pak Rupees 30,65,000)** in the shape of **Pay Order/DD/CDR (Call Deposit Receipt)** in favor of "**Ombudsman Punjab**" as per Rule. 27 Punjab Procurement Rules, 2014 (Amended upto 30-11-2017). Partial, incomplete or conditional bids in light of documentations will not be entertained / considered.

8.4 You shall submit original copy of the Bids (Technical & Financial) on the Form of Bid (Technical & Financial) and clearly marked "**Original**". Both Technical and Financial bids must be filled on the given Form of Bid which enclosed in the Tender Document. Your Bids (Technical & Financial) in the attached format should be signed, sealed in an envelope, and addressed to and delivered to the following address on or before:

Procuring Agency Address: OFFICE OF THE OMBUDSMAN (MOHTASIB) PUNJAB
PROF ASHFAQ ALI KHAN ROAD, LAHORE.

Telephone: 042 – 99211404, 99211503

Fax: 042 – 99213432

8.5 Your Bids (Technical & Financial) in duplicate and written in English language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the proposed supply of **IT Equipment LOT-I** Items under this request including names and addresses of firms providing after-sales service facilities in Lahore, Punjab Pakistan.

8.6 The **deadline for receipt** of your Bids by the Purchaser at the address indicated in Paragraph 8.4 is: 27-04-2018 **at 10.30 am**.

8.7 The management of Office of the Ombudsman Punjab reserves the right to **accept or reject** all the Bids at any time before the acceptance of any Bid. The reasons of rejection shall be communicated to the bidders upon request as per Rule 35 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).



8.8 EVALUATION OF BIDS:

8.8.1 BID OPENING EVALUATION:

All the technical & financial bids documents must need to be **responsive** under all the **Sections (1 to 13)** and must comply with Section (11) Checklist for Bidder before proceeding to Technical Evaluation & Financial Evaluation process. While if any bidder technical bids documents do not comply with the **Sections (1 to 13)** and **Section (11)** Checklist for bidder will be considered to be **non-responsive/disqualified** for further technical & financial evaluation process.

8.8.2 TECHNICAL BIDS EVALUATION:

- i. If an offer (Technical Bid) is not substantially responsive and contains material deviations or reservations to the terms & conditions, and specifications in this Request for Bid **Section 12**, and it will not be considered further for Financial Evaluation. The Procuring Agency will evaluate and compare only the Technical Bids determined to be **substantially responsive**.
- ii. Technical Bids determined to be substantially responsive against the enclosed prescribed Technical Specifications (**Section 12**) on the basis of Lean Quality based method where Five (05) marks to be awarded for successful correlation of acquired each technical specification of each item as per Schedule of Technical Specification (**Section 12**). While aggregative marks of complete **IT Equipment LOT-I Items** will be determined on each item as prescribed in **IT Equipment LOT-I**. The eighty (80) percent ratio will be used on the Total Marks of Technical Specification IT Equipment which must be forward and aggregate on the total marks of the technical evaluation.
- iii. Only those bidders/tenderers bids will be considered to Financial Evaluation stage who overall points score **Ninety (90) percent** of the **Technical Bid Evaluation Criteria (Clause 8.8.2.1)**. While the remaining bidders/tenderers bids who score less than 90% overall points there sealed financial bids returned to them.
- iv. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against IT Equipment will be eligible for further processing.
- v. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.



8.8.2.1 TECHNICAL BID EVALUATION CRITERIA

The following are the baseline criteria for the technical evaluation and here below elaborated in the detail comprehensive table for which the detail process is described in coherent way. Each technical bid will be evaluated on the basis of four major categories:

***Total (100%) = Legal (10% of the Total Marks), Technical Specification (80% of the Total Marks), Experience (5% of the Total Marks) & Human Resource Management (5% of the Total Marks);**

Category	Description	Remarks	Points	Selection Points Percentage
Legal	Certificate of Company/Firm Registration/Incorporation under the Laws of Pakistan	Mandatory	10	10% of Total Points
	Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate	Mandatory	10	
	Active Status of NTN & GST	Mandatory	10	
	Submission of undertaking (Affidavit) on legal valid and attested stamp paper (Rs. 100 or above etc) that the firm; i) That the firm is never blacklisted on any grounds whatsoever. ii) That the firm/supplier provide channel original products with proper warranty & service under Section 10.8 of the bidding document. iii) That the firm/supplier provide Original channel product of the brand quoted as prescribed in Section 12 of the bidding document No. POMB/SGH/TD/ITE/17-18/01/LOT-I. iv) That our company/firm bound to provide free of cost maintenance of goods and replacement of defective parts under warranty shall be done. v) Company/Firms/supplier accept all the sections (1 to 13) of Tender Document No. POMB/SGH/TD/ITE/17-18/01/LOT-I for the IT Equipment LOT-I Items.	Mandatory	10	
	Authorized Tier 1 Partner/manufacturer authorized letter/Principal Authorized Partner Certificate of Brands Quoted for (Item No. 01 to 03)	Mandatory	10	
	Duly Signed & Stamped Form of Bids (Technical & Financial)	Mandatory	10	
	Duly signed and stamped Letter of Acceptance of Terms & Conditions for Supply of IT Equipment LOT-I Section (1 to 13). [On Letter Head]	Mandatory	10	



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	CDR/Pay Order/DD @ 2% of estimated price (Pak Rupees. 3,065,000) in favor of “ Ombudsman Punjab ” must enclosed with (Technical Bid) .	Mandatory	10	
Technical Specifications	Total aggregative marks of each item in IT Equipment LOT-I as per prescribed in Section 12. Note: Each Item of IT Equipment each specification can get Five (05) marks if they meet with acquired specification. Color Brochures & Catalogues are essentials of Quoted Items.	Mandatory	Total Marks	80% of the Total Marks
Experience	Project of Similar Nature and Company/Firm Profile	0.5M – 3M	25	5% of the Total Points
		3.1M - 6M	50	
		6.1M - 8M	75	
		8.1 M or Above	100	
Human Resource Management	Number of Professional Employees & Technical Expert Resumes	1 to 20	25	5% of the Total Points
		21 to 40	50	
		41 to 60	75	
		61 or above	100	
*Important Note: Only those bidders/tenderers bids forward to Financial Evaluation stage who score aggregative 90% points of overall Technical Bid Evaluation Criteria.				

8.8.3 FINANCIAL BIDS EVALUATION:

- i. Technically qualified/successful bidder(s)/Tenderer(s) as per Sections (8.8.1, 8.8.2 & 8.8.2.1) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against IT Equipment LOT-I items shall be allowed to take part in the Financial Proposal(s) opening against their relevant quoted financial proposals.
- ii. While the Non-Responsive/Disqualified bidders sealed financial proposal/bids against Supply of IT Equipment LOT-I items will be returned to bidders or their representatives.



- iii. Apart from those, who score less than Overall 90% points as such in Technical Bid Evaluation Criteria; their sealed Financial Bids against Supply of IT Equipment LOT-I Items will also be returned as such to bidders or their authorized representatives.
- iv. The lowest financial bid of Supply of IT Equipment LOT-I Items will be selected among those responsive bids who score 90% points or above in Technical Bid Evaluation Criteria (8.8.2.1).
- v. In evaluating the **Financial Bids**, the Purchaser will adjust for any arithmetical errors as follows:
 - Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - If a Bidder/Supplier refuses to accept the correction, his Financial Bid will be rejected.

8.9 DETERMINATION OF RESPONSIVENESS OF THE BID (TENDER)

- 8.9.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
 - 8.9.2 meets the eligibility criteria given herein this tender document/ the Goods / the Services;
 - 8.9.3 meets the Technical Specifications for the Goods / the Services against each item in IT Equipment LOT-I Section 12;
 - 8.9.4 meets the delivery period / point for the Goods / the Services against each item in IT Equipment LOT-I Section 10;
 - 8.9.5 Prices shall be quoted in Pak Rupees.
 - 8.9.6 offers fixed price financial bid for the Goods / the Services against each item in IT Equipment LOT-I, whereby no optional offer / bid or price is allowed;
 - 8.9.7 is accompanied by the required **Bid Security @ 2% of estimated price (Pak Rupees. 3,065,000)** in the shape of **CDR/Pay Order/DD** in favor of "**Ombudsman Punjab**" as part of technical bid envelope against IT Equipment LOT-I Items;
 - 8.9.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document Checklist for Bidder Section 11;



- 8.9.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 8.9.10 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation.
- 8.9.11 Bidder must prepare its Technical & Financial Bids in light of given prescribed proforma's (Annexure-A (Form of Technical Bid), Annexure-B (Form of Financial Bid))
- 8.9.12 Your **Bids (Technical & Financial)** must be typed or written in indelible ink and shall be signed stamped by you or your authorized representative. Without a signature & stamp in your Form of Bids (Technical & Financial), your Bids will not be considered further.
- 8.9.13 Your Bids (Technical & Financial) should be submitted as per the following instructions and in accordance with the attached **Form of Bids (Annex-A & B)**. The attached Terms and Conditions of **Supply of IT Equipment LOT-I Items** are an integral part of the Contract, so each bidder must carefully read before preparing and submission of bids in the office of Ombudsman (Mohtasib) Punjab.

9 TERMS AND CONDITIONS FOR THE SUPPLY OF IT EQUIPMENT

- 9.1 The scope of work includes the supply and commissioning of all the IT Equipment LOT-I Items.
- 9.2 The Office of the Ombudsman (Mohtasib) Punjab reserves the right to accept or reject all the bids at any time before the acceptance of any Bid. The reasons of rejection shall be communicated to the bidders upon request as per Rule 35 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).
- 9.3 Bids must be completed in all requisite respects giving necessary details specifications and requirements of the bidding document.
- 9.4 Bidder must be quoted the bids (Technical & Financial) for all the prescribed items as mentioned in IT Equipment LOT-I Items. While the bidder who does not comply or fulfill with all items in IT Equipment LOT-I they considered to be ineligible for evaluation.
- 9.5 The bidders will provide only one option for each item in IT Equipment LOT-I. Bids with multiple options will be disqualified.
- 9.6 The **deadline for receipt** is: **27.04.2018 at 10.30 am**.



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- 9.7 Bidder must specify the Tender Name/Number on their quoted Technical & Financial Bids Envelopes for which they are applying.
- 9.8 As per Rule. 27 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017) **Earnest Money @ 2% of estimated price (Pak Rupees. 3,065,000)** must be deposited with the bids in the form of Pay order/DD/CDR in the name of “**Ombudsman Punjab**” and must enclosed with Form of Bid (Technical).
- 9.9 Sealed bids (**Single Stage-Two Envelopes as per Rule 38 (2a) Punjab Procurement Rules 2014** (Amended upto 30-11-2017) must be submitted to the Office of the Ombudsman (Mohtasib) Punjab on or before the specified time mentioned in tender document. The bids will be opened, in the presence of the bidders or their authorized representatives, on the dates and times mentioned on this tender document. Late, incomplete or telegraphic / electronic bids will not be accepted.
- 9.10 The Technical Committee of Ombudsman (Mohtasib) Punjab would analyze the bidder’s technical bids on the basis of Lean Quality based Method as mentioned above in **Section 8 Evaluation of Bids**.
- 9.11 If bidders technical bid does not comply with one or more items as acquired in Supply of IT Equipment LOT-I Items & Schedule of Technical Specification of IT Equipment LOT-I Items, then their technical bids will be considered to be rejected & ineligible for financial evaluation.
- 9.12 The Purchase Committee will take decision on the recommendations of Technical Committee and evaluate the qualified bidders on the basis of Least Cost Method for the Supply of IT Equipment LOT-I Items. The lowest total cost of Supply of IT Equipment LOT-I Items considers as financial evaluation criteria.
- 9.13 The Office of the Ombudsman (Mohtasib) Punjab reserves the right to increase or decrease the quantity of any item mentioned in the Supply of IT Equipment LOT-I Items in the tender document at any time.
- 9.14 Further, the Firm/Supplier will have to ensure that **Mandatory Attributes**:
- ✓ bares National Sales Tax number (STN) and National Tax Number (NTN);
 - ✓ Is an authorized certificate Principal/dealer/partner for at least last three (3) years for (Item No. 01 to 03);
 - ✓ There is sufficient outlets/availability of the spares parts in Lahore, Pakistan.



- ✓ has a registered/incorporated authorized company/firm in Pakistan with relevant business experience of last three (3) year as on, for each IT Equipment (Item No. 01 to 03);
- ✓ must be involved in manufacturing/sales/supply business for last three (3) year, for IT Equipment (Item No. 01 to 03);
- ✓ Channel/Original Product Certificate for each item must be enclosed.
- ✓ In case of Importer, the Importer Certificate must be enclosed.
- ✓ has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- ✓ In addition to the quoted price, the evaluated price shall include sales tax or any other tax or duty as per applicable rules in Pakistan.

9.15 The Firm/Supplier will provide an undertaking to supply, install and commission the IT Equipment LOT-I items preferably ex-stock or within **30 Days** (max) from the date of issue of the Purchase Order. Partial deliveries will be accepted in the shape of ex-stock.

9.16 VALIDITY OF THE OFFER:

Your Bids prices should be valid for a period of 08 (Weeks) from the deadline for receipt of bids indicated in Paragraph 8.6 of this Request for Bid.

- If you withdraw your bids during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Firms/Suppliers for a period of two years.
- Further information can be obtained from:

Ms. Sidra Arshad,

Procurement Officer O/O Ombudsman (Mohtasib) Punjab,

Telephone: 042-99212503 Fax: 042-99213432

E-mail: sidraarshad22omb@gmail.com

9.17 All deductible Taxes will be deducted as per government rules.

9.18 No advance payment will be released.

9.19 The bid must also be accompanied with the followings **mandatory points**:



An itemized bid mentioning the unit price and total price for the items as per given specifications in this document.

- i. Brochure and complete brand/specification portfolio of each quoted items (Color Copy).
- ii. Warranty & Service Details complete in all respect/
- iii. A certificate that the equipment is brand new, as per required specifications, non-refurbished/grey or altered in any way and is imported through proper channel.

9.20 A Technical Committee of the Office of the Ombudsman Punjab will inspect the equipment's on receipt of the store. The firm/supplier must remove the discrepancies found by the Technical Committee as per specifications.

9.21 Payment will be made through cheque by the **A.G. Punjab/District Accounts Office Sargodha**, after the issuance of NOC by the Technical Committee.

9.22 AWARD OF CONTRACT:

The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical specification and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply. (Legal Affidavit of Cost Rs. 100 or above)

9.23 ISSUANCE OF PURCHASE ORDER:

The bidder whose Bid has been accepted will be notified of the award of contract through the Purchase Order issued by the Purchaser after the Award of Contract (Contract Agreement).

9.24 LETTER OF ACCEPTANCE:

The bidder (Firm/Supplier) must issue/submit the Letter of Acceptance on their letter head against the Purchase Order which issued by the Office of Ombudsman (Mohtasib) Punjab within Two (2) days.

9.25 MODE OF PAYMENT:

The Firm/Supplier will be eligible for Payment as per mentioned Terms & Conditions in Purchase Order.



9.26 PERFORMANCE GUARANTEE:

Performance Guarantee of **5%** shall be deposited by the successful bidder and retained by the Office of the Ombudsman (Mohtasib) Punjab for a period of one year. It will be forfeited in case of failure to comply with the terms & conditions for the supply of the IT Equipment LOT-I Items. A successful bidder must submit their Performance Guarantee at the time of submission of Invoice & Delivery challan against Supply of IT Equipment LOT-I Items.

Important Note: Performance guarantee is an essential pre-requisite before claiming payments.

9.27 In case of noncompliance of delivery schedule a penalty will be imposed **@ 0.02% of total amount per day.**

9.28 **Maximum of 07 days' downtime** for any or all components to be repaired or replaced should be done within the specified time.

9.29 TRANSPARENT PROCUREMENT:

Under Punjab Procurement Rules, 2014 (Amended upto 30-11-2017) bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Procuring Agency will reject a proposal for award, and will impose sanctions on parties involved, if it comes to know that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

9.30 Successful bidder (Firm/Company/Supplier) must accept all the clauses of **SCHEDULE OF SUPPLY OF IT EQUIPMENT LOT-I ITEMS** which is enclosed in this tender document.

9.31 GRIEVANCE REDRESSAL COMMITTEE:

In case of any dispute, the bidder must be submitted his written grievance in the Grievance Redressal Committee (GRC) as notified by the procuring agency.

**PROCUREMENT OFFICER
OMBUDSMAN (MOHTASIB) PUNJAB**



ANNEXURE-A (FORM OF TECHNICAL BID)

FORM OF BID (TECHNICAL)-SUPPLY OF IT EQUIPMENT LOT-I ITEMS (to be filled by Supplier using his/her covering letter head)

To

Secretary (Ombudsman),
Office of the Ombudsman (Mohtasib) Punjab,
Prof Ashfaq Ali Khan Road, Lahore.

We offer to execute the **Supply of Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** POMB/SGH/TD/ITE/17-18/01/LOT-I in accordance with the Conditions of Contract accompanying this tender document. We propose to complete the delivery of Goods **Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Technical Specifications of IT Equipment LOT-I Items:

Item No.	Description of Item	Quantity	Technical Specifications	Delivery Period (Days)	Warranty
1					
2					
3					

IT Equipment Parts & Service

Tools and Accessories }

Manuals }

Maintenance Requirements }

} Specify, if applicable.

We hereby confirm that this Technical Bid complies with the Validity of the Offer and Warranty conditions imposed by the Request for Bid document and agree with each clause of Tender Bidding Document of Supply of IT Equipment LOT-I Items, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for tender document.

Authorized Signature: _____ Name and Title of Signatory _____

Name of Supplier: _____ Address : _____

Phone Number : _____ Fax Number, if any _____

Email: _____

***Mandatory Note: Each Page of Technical Bid Form must be signed and stamped by the Company/Firm/Supplier.**



ANNEXURE-B (FORM OF FINANCIAL BID)

FORM OF BID (FINANCIAL)-SUPPLY OF IT EQUIPMENT LOT-I ITEMS (to be filled by Supplier using his/her covering letter head)

To

Secretary (Ombudsman),
Office of the Ombudsman (Mohtasib) Punjab,
Prof Ashfaq Ali Khan Road, Lahore.

We offer to execute the **Supply of Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** POMB/SGH/TD/ITE/17-18/01/LOT-I in accordance with the Conditions of Contract accompanying this tender document for the Contract Price of _____ PKR. We propose to complete the delivery of Goods **Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Financial Bid of IT Equipment LOT-I Items:

Item No.	Description of Item	Quantity (A)	Unit Price (B)	GST 17% C= (B x 17%)	Total Unit Price with GST D= (B+C)	Gross Total Price E= (A x D)
1						
2						
3						

TOTAL PRICE OF FINANCIAL BID of Supply of IT Equipment LOT-I Items:

LOT	Total Bid Price in Figures	Total Bid Price in Words
1		

We hereby confirm that this Financial Bid complies with required terms & conditions and each clause of Tender Document of Supply of IT Equipment LOT-I Items.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____ Fax Number, if any _____

Email: _____

***Mandatory Notes:** *Each Page of Financial Bid Form must be signed and stamped by the Company/Firm/Supplier.

**** GST Exemptions on Item No. (01 & 03) in reference to enclosed Annexure-C.**



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ANNEXURE-C (GST EXEMPTION ON LAPTOPS, DESKTOP PC & NOTEBOOKS)

The Sales Tax Act, 1990

(As amended up to 31st August, 2016)

(The amendments made through Finance Act 2016, have been shown in Red and amendments made through the Tax Laws (Amendment) Ordinance, 2016 have been shown in purple).

The **Sales Tax Act, 1990**

**(Act No. III of 1951 as Amended by Act
VII of 1990)**

.....
Last Updated vide the Finance Act, 2016 & Tax Laws (Amendment) Ordinance, 2016

By
a team of ST&FE Policy Wing, FBR consisting of
Zulfiqar Hussain Khan, Chief (ST&FE-Policy)
Muhammad Zaheer Qureshi (ST&FE-Budget)
Zahid Baig, Second Secretary (ST&FE-L&P)
Tahir Akram Stenotypist (STB)
Federal Board Revenue,
Islamabad.

Updated up to 31.08.2016

(Any inadvertent error may kindly be reported for necessary correction to any of above mentioned officers at following phone numbers):

Ph: 051-9219902
Ph: 051-9222276
Ph: 051-9216840

1



The Sales Tax Act, 1990

shall subject to such conditions as specified by the Federal Board of Revenue, determine the minimum tax liability of the registered person.

- (7) For the purpose of this section, the expression “relevant date” means—
- the time of payment of tax or charge as provided under section 6; and
 - in a case where tax or charge has been erroneously refunded, the date of its refund.]

¹[11A. **Short paid amounts recoverable without notice.**— Notwithstanding any of the provisions of this Act, where a registered person pays the amount of tax less than the tax due as indicated in his return, the short paid amount of tax along with default surcharge shall be recovered from such person by stopping removal of any goods from his business premises and through attachment of his business bank accounts, without giving him a show cause notice and without prejudice to any other action prescribed under section 48 of this Act or the rules made thereunder:

Provided that no penalty under section 33 of this Act shall be imposed unless a show cause notice is given to such person.]

²[12. ***]

³[13. **Exemption.**— (1) Notwithstanding the provisions of section 3, supply of goods or import of goods specified in the Sixth Schedule shall, subject to such conditions as may be specified by the ⁴[Federal Government], be exempt from tax under this Act ⁵[.]

⁶[***]

- (2) Notwithstanding the provisions of sub-section (1) —
- the Federal Government may ⁷[, pursuant to the approval of the Economic Coordination Committee of Cabinet, whenever circumstances exist to take immediate action for the purposes of national security, natural disaster, national food security in emergency

¹ Section 11A Substituted by Finance Act, 2006. Earlier it was inserted by Finance Ordinance, 2002.

² Section 12 omitted by Finance Act, 1996.

³ Section 13 substituted by Finance Act, 1996.

⁴ Substituted for “Board” by Sales Tax (Amendment) Ordinance, 1999, dated 13th August, 1999.

⁵ Substituted for colon by Tax Laws Amendment Ordinance, 2000, full Stop was substituted for colon by sales tax “(Amendment) Ordinance, 1999, dated 13th August, 1999.

⁶ Provisos omitted by Tax Laws Amendment Ordinance, 2000, dated 24th May, 2000. Earlier it was omitted by sales Tax (Amendment) Act, 1999 dated 30-03-1999

⁷ Commss and words inserted by Finance Act, 2015.



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The Sales Tax Act, 1990

¹[The
SIXTH SCHEDULE
 [See section 13(1)]

Table-1
(Imports or Supplies)

Serial No	Description	Heading Nos. of the First Schedule to the Customs Act, 1969 (IV of 1969)
(1)	(2)	(3)
1.	Live Animals ² [and live poultry.]	³ [0101.2100, 0101.3100], 0101.9000, 0102.1010, ⁴ [0102.2110], ⁵ [0102.2120], ⁶ [0102.2130], ⁷ [0102.2190], ⁸ [0102.3900], ⁹ [0102.2910], ¹⁰ [0102.2920], ¹¹ [0102.2930], ¹² [0102.2990, 0102.9000], 0104.1000, 0104.2000, 0105.1100, 0105.1200, 0105.1900, ¹³ [0105.9400], 0105.9900, 0106.1100, 0106.1200, 0106.1900, 0106.2000, 0106.3110, 0106.3190, 0106.3200, 0106.3900 and 0106.9000
2.	¹⁴ [Meat of bovine animals, sheep and goat, excluding poultry and offal, whether or not fresh, frozen or otherwise, preserved.	02.01, 02.02 and 02.04.]
¹⁵ [3.	Fish and crustaceans excluding live fish whether or not fresh, frozen or otherwise preserved.	03.02, 03.03, 03.04, 03.05 and 03.06]

¹Sixth Schedule substituted by Finance Act, 2005. Earlier it was substituted by Finance Act, 1998. Originally it was inserted by Finance Act, 1996.

²The words added by Finance Act, 2007.

³Substituted for PCT heading "0101.1000" by Finance Act, 2012.

⁴Substituted for "0102.1020" by Finance Act, 2012.

⁵Substituted for "0102.1030" by Finance Act, 2012.

⁶Substituted for "0102.1040" by Finance Act, 2012.

⁷Substituted for "0102.1090" by Finance Act, 2012.

⁸Substituted for "0102.9010" by Finance Act, 2012.

⁹Substituted for "0102.9020" by Finance Act, 2012.

¹⁰Substituted for "0102.9030" by Finance Act, 2012.

¹¹Substituted for "0102.9040" by Finance Act, 2012.

¹²Substituted for "0102.9090" by Finance Act, 2012.

¹³Substituted for the figures and comma "0105.9200, 0105.9300" by Finance Act, 2007.

¹⁴Substituted by Finance Act, 2007.

¹⁵S. No. 3 substituted by Finance Act, 2007.



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The Sales Tax Act, 1990

	Corporation, this exemption shall be available with effect from 19th March, 2015.	
124.	Maintenance kits for use in trainer aircrafts of PCT headings 8802.2000 and 8802.3000	Respective headings
125.	Spare parts for use in aircrafts, trainer aircrafts or simulators	Respective headings
126.	Machinery, equipment and tools for setting up maintenance, repair and overhaul (MRO) workshop by MRO company recognized by Aviation Division.	Respective headings
127.	Operational tools, machinery, equipment and furniture and fixtures on one-time basis for setting up Greenfield airports by a company authorized by Aviation Division.	Respective headings
128.	Aviation simulators imported by airline company recognized by Aviation Division.	Respective headings
129.	Import of plant, machinery and production line equipment used for the manufacturing of mobile phones by the local manufacturers of mobile phones duly certified by the Pakistan Telecommunication Authority.	Respective headings]
[130.	Premixes for growth stunting	Respective Headings, and subject to conditions imposed for importation under the Customs Act, 1969;
131.	Laptop computers, notebooks whether or not incorporating multimedia kit	8471.3010
132.	Personal computers	8471.3020
133.	Pesticides and their active ingredients registered by the Department of Plant Protection under the Agricultural Pesticides Ordinance, 1971(II of 1971),	38.08

¹ Serial No(s) 130 to 133 added through Finance Act, 2016.



10. SCHEDULE OF SUPPLY OF IT EQUIPMENT LOT-I ITEMS

Item No.	Description of IT Equipment LOT-I Items	Quantity (Qty)	Delivery Schedule (Duration)	Location	Required Arrival Date of IT Equipment LOT-I Items
1	Desktop PC	32	30 Days (Max)	Prof Ashfaq Ali Khan Road, Lahore	Within 30 Days after signing the Contract
2	UPS for Desktop PC	32	30 Days (Max)	Prof Ashfaq Ali Khan Road, Lahore	Within 30 Days after signing the Contract
3	Laptop Convertible PC	02	30 Days (Max)	Prof Ashfaq Ali Khan Road, Lahore	Within 30 Days after signing the Contract

- 10.1 Fixed Price:** The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during contract performance.
- 10.2 Delivery Schedule:** The delivery should be completed as per above schedule while commissioning and installation must be done on the request of office of the ombudsman Punjab which information may provide to the successful bidder at the time of purchase order.
- 10.3 Insurance:** The goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the IT Equipment LOT-I Items (Item No. 1 to 3) on "All risks" basis.
- 10.4 Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan & Govt of Punjab.
- 10.5 Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the Rule 68 of Punjab Procurement Rules 2014 (Amended upto 30-11-2017). In case of dispute, the bidder must be submitted his written grievance in Grievance Redressal Committee (GRC) as notified by the procuring agency.
- 10.6 Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:



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- Stamped & Signed Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- Delivery Challan & GST & NTN Certificate.
- In case of Import Items, the Import Receipt Invoice & Importer Certificate along with Exemptions Certificates of Income Tax/GST will provide.
- GST Invoice Receipt in case of Ex-Stock.
- Manufacturer's or Supplier's Warranty Certificate;
- Each item of **IT Equipment LOT-I** Product Warranty Card.
- Certificate of Origin/Original/Channel Product;
- Delivery of Items along with their required or complimentary accessories.
- All Transportation of Goods related to delivery of Supply of IT Equipment LOT-I Items bears by Firm/Supplier.
- All other perpetual documents which required by Procuring agency at the time of payment.

10.7 Payment: As per Issued Purchase Order Terms & Conditions.

10.8 Warranty: IT Equipment (Item No. 1) offered should be covered by manufacturer's warranty regarding the Parts & Service for at least 36 months while the warranty offered for IT Equipment (Item No. 2 & 3) covered parts & service warranty for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail. Despite of that, the successful bidder will provide free of cost maintenance of Goods (Item No 01 to 03) in any case of any discrepancy during the warranty period. Please specify warranty period and terms in detail.

10.9 Packaging and Marking Instructions: The Supplier shall provide original standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination.

10.10 Commissioning & Training: The successful bidder liable to commissioning and installing the requisite Supply of IT Equipment (Item No. 01 to 03) as per the directions of the office of Ombudsman (Mohtasib) Punjab and provide the perpetual mandatory best operational training to the staff of office of ombudsman (Mohtasib) Punjab for more optimal utilization of these high-tech equipment's.

10.11 Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within Seven (07) days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:



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Address: _____

(to be filled by Supplier)

10.12 Force Majeure: If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform his obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

PROCUREMENT OFFICER
OMBUDSMAN (MOHTASIB) PUNJAB



11. CHECK LIST FOR BIDDERS

The provision of the following an essential prerequisite along with submission of Tenders (Technical & Financial) Bids:

<u>SR. #</u>	<u>DETAIL</u>	<u>YES/NO.</u>
1	Duly Signed and Stamped Tender Document Copy	
2	Duly Signed and Stamped Form of Bid (Technical) (Annexure-A)	
3	Duly Signed and Stamped Form of Bid (Financial) (Annexure-B)	
4	Duly signed and stamped Letter of Acceptance of Terms & Conditions for Supply of IT Equipment Items Section (1 to 13). (On Letter Head)	
5	Authorized Tier 1 Partner/manufacturer authorized letter/Principal Authorized Partner Certificate of Brands Quoted. (enclosed with Technical Bid)	
6	Submission of undertaking (Affidavit) on legal valid and attested stamp paper (Rs. 100 or above etc) that the firm; i) That the firm is never blacklisted on any grounds whatsoever. ii) That the firm/supplier provide channel original products with proper warranty & service under Section 10.8 of the bidding document. iii) That the firm/supplier provide Original channel product of the brand quoted as prescribed in Section 12 of the bidding document No. POMB/SGH/TD/ITE/17-18/01/LOT-I. iv) That our company/firm bound to provide free of cost maintenance of goods and replacement of defective parts under warranty shall be done. v) Company/Firms/supplier accept all the sections (1 to 13) of Tender Document No. POMB/SGH/TD/ITE/17-18/01/LOT-I for the IT Equipment LOT-I Items.	
7	Registered FBR NTN (National Tax Number) and GST (General Sales Tax) Certificates must be enclosed with Technical Bid. In case of Importer, the importer certificate also enclosed with Technical Bid.	
8	Company/Firm/Supplier Profile enclosed with (Technical Bid)	
9	Enclosed color pages of Brochure/Catalog/Literature of products enclosed with (Technical Bid)	
10	Mandatory warranty of the product as per terms and conditions of the contract. (enclosed with Technical Bid)	
11	Pay order/DD/CDR required @ 2% of estimated price (Pak Rupees. 3,065,000) in favor of "Ombudsman Punjab" which must be attached with Technical Bid.	



12. SCHEDULE OF IT EQUIPMENT LOT-I ITEMS TECHNICAL SPECIFICATION:

Item No 01	Desktop PC	Qty: 32
Components	Specifications	
Brand	HP, Dell or Equivalent	
Series	Business Professional	
Form Factor	Tower Chasis	
Processor	7 th Generation Intel® Core™ i5-7500 (3.4GHz, up to 3.8 GHz with Intel Turbo Boost, 6 MB cache, 4 cores) or Equivalent	
Chipset	Intel® Q270 or Equivalent	
	Intel HD Graphics 630 or Equivalent	
DVD Writer	Super DVD Drive	
Memory	8 GB DDR4-2400 SDRAM Extended Upto 64 GB	
Memory Slot	4 DIMM	
Storage	1 TB	
	2.5" SSHD	
Display LED	23.8" or 24" Inch Display LED Screen Resolution Anti-glare	
Display Resolution Display Colors	FHD (1920x1080) @ 60 Hz	
	Up to 16.7 million colors supported	
Display Type	IPS w/ LED backlight	
Display Input Connector	1 VGA, 1 HDMI	
Display LED Accessories	LED, Power Cord, Power Adapter, VGA Cable, CD Drivers, Telephone Card, HDMI Cable etc	
Graphics Card	4 GB Dedicated	
Graphics Type	AMD Radeon™ R7 450 FH or Equivalent	
Expansion Slots	4 PCI Express	



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Audio	Integrated Realtek ALC221 with combo microphone/headphone jack, line-in and line-out rear ports (3.5 mm), internal speaker.
Connectivity & Communications	Intel® I219LM Gigabit Network Connection LOM or Equivalent
	Wifi + Bluetooth
Ports & Connectors	Front: 1 Headphone connector. 1 USB 2.0 (fast charging), 1 USB 2.0, 2 USB 3.1 Gen 1, 1 USB Type-C™ (charging)
	Back: 1 audio out, 2 DisplayPort™, 2 USB 2.0, 4 USB 3.1 Gen 1, 1 audio in, 1 RJ-45, 1 power connector port 1 optional port HDMI/VGA
Features	Intel® vPro™ standard, Dust Filter
Power	250 W standard efficiency
OS	pre-installed Windows 10 Professional 64 bit
Keyboard & Mouse	Branded Original USB (Keyboard + Mouse + PAD)
Accessories	Power Cord Cables (CPU), User Manuals
Warranty	Three (03) Years Parts & Service

Item No 02	UPS for Desktop PC	Qty: 32
Components	Specifications	
Brand	Emerson or Equivalent	
Form Factor	Mini Tower	
Power Range	850 VA	
Backup Run Time	Upto 3 Mins or Above	
Type	Imported Dry UPS	
Feature of Device	Auto restart with AC recover	
	Fast Charging	
Default Frequency	50Hz	
Input Voltage	160-290VAC, single phase	
Output Voltage	220VAC/ 230VAC/ 240VAC, single phase	
Warranty	One (01) Year Parts & Service	



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Item No 03	Laptop Convertible PC	Qty: 02
Brand	HP, Dell or Equivalent	
Processor	8 th Generation Intel® Core™ i7-8705G (3.1 GHz, up to 4.1 GHz, 8MB cache, 4 cores)	
Board Graphics	Intel HD Graphics 630 or Equivalent	
RAM	16GB DDR4 SDRAM or Above	
Memory Slots	2 DIMM	
Storage	1TB PCIe SSD or 2 TB PCIe SSD	
Display Size	15.6" Above diagonal UHD	
Display Resolution	4K UHD (3840 x 2160)	
Display Screen	Touch Screen	
Camera	Integrated HD 720p DualAryMic Webcam	
Graphics Card Graphics Type	4GB dedicated memory	
	Radeon™ RX Vega M Graphics or Equivalent	
Audio	Premium Stereo Speakers	
Sensors	Accelerometer, Gyroscope, eCompass	
Connectivity & Communications	WIFI + Bluetooth 5.0	
Ports and Connectors	HDMI, USB 3.1, USB Type-C, 1 headphone/microphone jack. SD Card Reader	
Keyboard	Full-size island-style backlit keyboard with integrated numeric keypad	
Battery	6-cell, 84 Wh Lithium-ion Battery or Equivalent	
Power Adapter	150W Power Adapter or Equivalent	
OS	Windows 10 Professional 64 bit	
Accessories	Sleeve, USB Type-C™ to RJ-45 Gigabit dongle, Original Branded Carrying Case & Cables, User Manuals or Default etc	
Warranty	One (01) Years Parts & Service	



13. FORM OF CONTRACT

THIS AGREEMENT number POMB/SGH/TD/ITE/17-18/01/LOT-I made on ___ May 2018, between **Ombudsman (Mohtasib) Punjab**, hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for bid for the supply of IT Equipment to be supplied by Supplier, viz. Contract “**Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)**”, (hereinafter called “Contract”) and has accepted the bid by the Supplier for supply of Goods under the Contract at the sum of **PKR** _____ /- (*In Words*) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement as prescribed Tender No. POMB/SGH/TD/ITE/17-18/01/LOT-I , viz:
 - a) Request for Bid; Terms and Conditions of Supply, Technical Specification, Warranty (Parts & Service);
 - b) Channel Original Products, Maintenance of Goods free of cost as per 10.8 of Bidding document;
 - c) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the **Supply of Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, **Supply of Desktop PC (32 No.), UPS for Desktop PC (32 No.), Laptop Convertible PC (02 No.)** and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS, whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan & Punjab on the date indicated above.

Signature and seal of the Purchaser:
FOR AND ON BEHALF OF

Signature and seal of the Supplier:
FOR AND ON BEHALF OF

Representative Name
Designation
O/O Ombudsman (Mohtasib) Punjab

Representative Name
Designation
Company Name

Name of Authorized Representative

Name of Authorized Representative

TENDER DOCUMENT OF IT EQUIPMENT LOT-II

TENDER NO:.. POMB/SGH/TD/ITE/17-18/01/LOT-II



OFFICE OF OMBUDSMAN (MOHTASIB) PUNJAB
PROF ASHFAQ ALI KHAN ROAD, LAHORE

Phone No.: 042-99211404. 99212503

Website: www.ombudsmanpunjab.gov.pk

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail and within the time limit as specified in the bidding document. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected right at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017)

This Bidding Process will be governed under Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

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1. INVITATION TO BID:

1.1 PUNJAB PROCUREMENT RULES TO BE FOLLOWED:

Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017) will be strictly followed. These may be obtained from PPRA's website.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

1.2 MODE OF ADVERTISEMENT(s):

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

As per Rule 12(2), this Tender is also placed online at the website of Purchaser. The bidding document carrying all details can be downloaded from Ombudsman Punjab Website www.ombudsmanpunjab.gov.pk and from PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to collect a Challan Form from the Procurement Officer, Ombudsman Punjab at above given address; to deposit an amount of Rs. 1,000/- in Ombudsman Punjab Office. The deposit slip / Challan Form must accompany respective bid; otherwise the bid will stand rejected.

1.3 TYPE OF OPEN COMPETITIVE BIDDING:

As per Rule 38(2)(a), Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- i. the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- ii. the envelopes shall be marked as "Technical Proposal" and "Financial Proposal";
- iii. 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 Procurement Officer;
- iv. the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;



OFFICE OF THE OMBUDSMAN (MOHTASIB) PUNJAB
PROF. ASHFAQ ALI KHAN ROAD, LAHORE
Phone: 042-99211503, 99210961

- v. during the technical evaluation, no amendments in the technical proposal shall be permitted;
- vi. after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted responsive bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- vii. the financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- viii. the lowest evaluated bidder shall be awarded the contract.

1.4 CONTACT MANAGEMENT:

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

<p><u>Primary Contact</u></p> <p>Ms. Sidra Arshad Procurement Officer Email: sidrarshad22omb@gmail.com Phone: 042-99212503 Room No. 23 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>	<p><u>Secondary Contact</u></p> <p>Ms. Dur-e-Shahwar Accounts Officer Email: musahamza55@gmail.com Phone: 042-99210961 Room No. 23 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>
<p><u>Head Procurement</u></p> <p>Mr. Sami Ullah Advisor (Finance & Procurement) Email: samiullahjee@gmail.com, sami.ullah@punjab.gov.pk Phone: 042-99211404 Room No. 13 Office of Ombudsman (Mohtasib) Punjab Prof Ashfaq Ali Khan Road, Lahore.</p>	

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated in writing (e-mail) only via the Primary Contact. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct his queries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact details (landline, mobile), fax number and e-mail address) of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.



1.5 GENERAL CONDITIONS:

- i. The Purchaser/procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- ii. Failure to supply required items/services within the specified time period will invoke Penalty Clause 9.27 as specified in this document or Purchase Order.
- iii. The bidder shall submit bids which comply with the **Bidding Document**. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding **“Determination of Responsiveness of Bid”** and **“Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Document.
- iv. The Tenderer/Bidder must be qualifying all the items in the **IT Equipment LOT-II** unless if tenderer/bidder/purchaser will not accomplish any items terms & conditions and specifications its consider to be disqualified for all **IT Equipment LOT-II**.
- v. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.
- vi. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost by the Bidder except arising from increase in quantity on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract
- vii. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.
- viii. The procuring agency reserves the right to increase/decrease quantity of **IT Equipment** each item at any time.
- ix. The tenderer/bidder must accomplish the **Checklist for Bidder** (mentioned in Section 11) before submission of their Technical & Financial Bids proposals to the office of Ombudsman (Mohtasib) Punjab.



2. TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

- 2.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:
- 2.2 has a registered/incorporated authorized company/firm/Sole Proprietor in Pakistan with relevant business experience of last three (3) year as on, for IT Equipment;
- 2.4 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN); has submitted bid for complete items and relevant bid security against IT Equipment LOT-II;
- 2.5 must be involved in sales/supply business for last three (3) year, for IT Equipment;
- 2.7 has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory), for IT Equipment LOT-II Items;
- 2.8 There is sufficient outlets/availability of the spares parts in Lahore, Pakistan against the quoted brands.
- 2.9 Conforms to the clause of “**Responsiveness of Bid**” given herein this tender document.

3. TENDER COST:

The requisite Tender document against the **IT Equipment LOT-II Items** must be got during office hours from **08.00 am to 04.00 pm** on the submission of a written request on the letter head of the Company/Firm Supplier business name against the payment of **Rs. 1,000 (Pak Rs. One Thousand Only) (Non-Refundable)**.

3.1 EXAMINATION OF THE TENDER DOCUMENT:

The Tenderer/Bidder is expected to examine the Tender Document, including all instructions and terms & conditions carefully before submission of his Technical & Financial bids against the requirement of this tender document.

4. CLARIFICATION OF THE TENDER DOCUMENT:

The Tenderer/Bidder may require in writing further information or clarification of the Tender Document, within 05 (five) working calendar days of issuance of tender in writing. The clarification and the replies will be shared with all prospective bidders.



Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct his enquiries through the Secondary Contact.

5. AMENDMENT OF THE TENDER DOCUMENT:

The Purchaser may, at any time prior to the deadline for submission of the Tender, at his own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders as per Punjab Procurement Rules, 2014 (Amended Upto 30-11-2017).

6. REJECTION/DISQUALIFICATION:

The following are the requisites clauses which consider to be rejection or disqualified;

- i. Partial/Incomplete Bids will be rejected/disqualified or
- ii. The bidder/tenderer who doesn't apply with complete LOT of IT Equipment LOT-II Items will be rejected.
- iii. if the bidder/tenderer does not comply with the Tender Document of IT Equipment **Section 11 (Check List for Bidder)** or
- iv. If the bidder/tenderer who doesn't meet the yardstick of Tender Evaluation Criteria (Technical & Financial) will be considered to be rejected/disqualified or
- v. If the bidder/tenderer does not comply with Schedule of Technical Specification Section 12 or
- vi. subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- vii. the Tenderer refuses to accept the corrected Total Tender Price; or
- viii. Non-Responsive bids under the Section 8 Evaluation of Bids or
- ix. Bids which do not comply with the tender document Section (1 to 13) or
- x. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.



7. TENDER DOCUMENT FOR THE SUPPLY OF IT EQUIPMENT LOT-II ITEMS

Office: Ombudsman (Mohtasib) Punjab, Prof Ashfaq Ali Road, Lahore

Source of Funding: Govt of the Punjab

Contract Ref: POMB/SGH/TD/ITE/17-18/01/LOT-II

Firm/Supplier Name: _____

Date of Issue of Request: -04-2018

Office of the Ombudsman (Mohtasib) Punjab graciously invites sealed bids against the Project titled "Detail of Rough Cost Estimate of Construction of Ombudsman (Mohtasib) Punjab Regional Office Sargodha" for the supply of following **Brand-New IT Equipment LOT-II items** from NTN/GST registered firms/suppliers. Tenders of the same will be opened on **27th April 2018 at 11:00 a.m.** following the **Single Stage - Two Envelopes** bidding procedure as per Rule 38 (2a) Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).

Supply of IT Equipment Items		
LOT-II		
Item No.	Quantity (Qty)	Description of Items
1	Supply of Twenty-Seven (27)	Portable Mobile Set
2	Supply of Five (05)	Portable Android/iOS Tablet/Smartphone

Tender document including **IT Equipment LOT-II items** details and comprehensive specifications of each LOT are available from the office of the Ombudsman Punjab from the date of advertisement during office hours only **(08.00 am to 04.00 pm)**.

8. MANDATORY CONDITIONS:

The following are the **mandatory points** which need to be kept in view before preparing and submission of bids;

8.1 The requisite Tender document against the **IT Equipment LOT-II Items** must be get on the office hours from **(08.00 am to 04.00 pm)** on the submission of a written request on the letter head of



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Phone: 042-99211503, 99210961

the Company/Firm Supplier business name against the payment of **Rs. 1,000 (Pak Rs. One Thousand Only) (Non-Refundable)**.

8.2 You must quote rates for all the items against **Supply of IT Equipment LOT-II** under this request in **IT Equipment**. Bids (Technical & Financial) will be evaluated for all the items as prescribed in **IT Equipment LOT-II** and contract will be awarded to the Company/firm/Supplier which meet the prescribed Technical & Financial Evaluation Criteria against the required schedule of Technical Specification of **IT Equipment**.

8.3 Bids must be accompanied with Earnest Money @ **2% of estimated price (Pak Rupees 1,435,000)** in the shape of **Pay Order/DD/CDR (Call Deposit Receipt)** in favor of "**Ombudsman Punjab**" as per Rule. 27 Punjab Procurement Rules, 2014 (Amended upto 30-11-2017). Partial, incomplete or conditional bids in light of documentations will not be entertained / considered.

8.4 You shall submit original copy of the Bids (Technical & Financial) on the Form of Bid (Technical & Financial) and clearly marked "**Original**". Both Technical and Financial bids must be filled on the given Form of Bid which enclosed in the Tender Document. Your Bids (Technical & Financial) in the attached format should be signed, sealed in an envelope, and addressed to and delivered to the following address on or before:

Procuring Agency Address: OFFICE OF THE OMBUDSMAN (MOHTASIB) PUNJAB
PROF ASHFAQ ALI KHAN ROAD, LAHORE.

Telephone: 042 – 99211404, 99211503

Fax: 042 – 99213432

8.5 Your Bids (Technical & Financial) in duplicate and written in English language should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the proposed supply of **IT Equipment LOT-II** Items under this request including names and addresses of firms providing after-sales service facilities in Lahore, Punjab Pakistan.

8.6 The **deadline for receipt** of your Bids by the Purchaser at the address indicated in Paragraph 8.4 is: 27-04-2018 **at 10.30 am**.

8.7 The management of Office of the Ombudsman Punjab reserves the right to **accept or reject** all the Bids at any time before the acceptance of any Bid. The reasons of rejection shall be communicated to the bidders upon request as per Rule 35 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).



8.8 EVALUATION OF BIDS:

8.8.1 BID OPENING EVALUATION:

All the technical & financial bids documents must need to be **responsive** under all the **Sections (1 to 13)** and must comply with Section (11) Checklist for Bidder before proceeding to Technical Evaluation & Financial Evaluation process. While if any bidder technical bids documents do not comply with the **Sections (1 to 13)** and **Section (11)** Checklist for bidder will be considered to be **non-responsive/disqualified** for further technical & financial evaluation process.

8.8.2 TECHNICAL BIDS EVALUATION:

- i. If an offer (Technical Bid) is not substantially responsive and contains material deviations or reservations to the terms & conditions, and specifications in this Request for Bid **Section 12**, and it will not be considered further for Financial Evaluation. The Procuring Agency will evaluate and compare only the Technical Bids determined to be **substantially responsive**.
- ii. Technical Bids determined to be substantially responsive against the enclosed prescribed Technical Specifications (**Section 12**) on the basis of Lean Quality based method where Five (05) marks to be awarded for successful correlation of acquired each technical specification of each item as per Schedule of Technical Specification (**Section 12**). While aggregative marks of complete **IT Equipment LOT-II Items** will be determined on each item as prescribed in **IT Equipment LOT-II**. The eighty (80) percent ratio will be used on the Total Marks of Technical Specification IT Equipment which must be forward and aggregate on the total marks of the technical evaluation.
- iii. Only those bidders/tenderers bids will be considered to Financial Evaluation stage who overall points score **Ninety (90) percent** of the **Technical Bid Evaluation Criteria (Clause 8.8.2.1)**. While the remaining bidders/tenderers bids who score less than 90% overall points there sealed financial bids returned to them.
- iv. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against IT Equipment will be eligible for further processing.
- v. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.



8.8.2.1 TECHNICAL BID EVALUATION CRITERIA

The following are the baseline criteria for the technical evaluation and here below elaborated in the detail comprehensive table for which the detail process is described in coherent way. Each technical bid will be evaluated on the basis of four major categories:

***Total (100%) = Legal (10% of the Total Marks), Technical Specification (90% of the Total Marks);**

Category	Description	Remarks	Points	Selection Points Percentage
Legal	Certificate of Company/Firm Registration/Incorporation/Supplier under the Laws of Pakistan	Mandatory	10	10% of Total Points
	Valid Income Tax (NTN) and General Sales Tax (GST) Registration Certificate	Mandatory	10	
	Active Status of NTN & GST	Mandatory	10	
	Submission of undertaking (Affidavit) on legal valid and attested stamp paper (Rs. 100 or above etc) that the firm; i) That the firm is never blacklisted on any grounds whatsoever. ii) That the firm/supplier provide channel original products with proper warranty & service under Section 10.8 of the bidding document. iii) That the firm/supplier provide Original channel product of the brand quoted as prescribed in Section 12 of the bidding document No. POMB/SGH/TD/ITE/17-18/01/LOT-II. iv) That maintenance of goods and replacement of defective parts under warranty shall be done. v) Company/Firms/supplier accept all the sections (1 to 13) of Tender Document No. POMB/SGH/TD/ITE/17-18/01/LOT-II for the IT Equipment LOT-II Items.	Mandatory	10	
	Duly Signed & Stamped Form of Bids (Technical & Financial)	Mandatory	10	
	Duly signed and stamped Letter of Acceptance of Terms & Conditions for Supply of IT Equipment LOT-II Section (1 to 13). [On Letter Head]	Mandatory	10	
	CDR/Pay Order/DD @ 2% of estimated price (Pak Rupees. 1,435,000) in favor of "Ombudsman Punjab" must be enclosed with (Technical Bid) .	Mandatory	10	



Technical Specifications	Total aggregative marks of each item in IT Equipment LOT-II as per prescribed in Section 12. Note: Each Item of IT Equipment each specification can get Five (05) marks if they meet with acquired specification. Color Brochures & Catalogues are essentials of Quoted Items.	Mandatory	Total Marks	90% of the Total Marks
<p>*Important Note: Only those bidders/tenderers bids forward to Financial Evaluation stage who score aggregative 90% points of overall Technical Bid Evaluation Criteria.</p>				

8.8.3 FINANCIAL BIDS EVALUATION:

- i. Technically qualified/successful bidder(s)/Tenderer(s) as per Sections (8.8.1, 8.8.2 & 8.8.2.1) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against IT Equipment LOT-II items shall be allowed to take part in the Financial Proposal(s) opening against their relevant quoted financial proposals.
- ii. While the Non-Responsive/Disqualified bidders sealed financial proposal/bids against Supply of IT Equipment LOT-II items will be returned to bidders or their representatives.
- iii. Apart from those, who score less than Overall 90% points as such in Technical Bid Evaluation Criteria; their sealed Financial Bids against Supply of IT Equipment LOT-II Items will also be returned as such to bidders or their authorized representatives.
- iv. The lowest financial bid of Supply of IT Equipment LOT-II Items will be selected among those responsive bids who score 90% points or above in Technical Bid Evaluation Criteria (8.8.2.1).
- v. In evaluating the **Financial Bids**, the Purchaser will adjust for any arithmetical errors as follows:
 - Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - If a Bidder/Supplier refuses to accept the correction, his Financial Bid will be rejected.



8.9 DETERMINATION OF RESPONSIVENESS OF THE BID (TENDER)

- 8.9.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
- 8.9.2 meets the eligibility criteria given herein this tender document/ the Goods / the Services;
- 8.9.3 meets the Technical Specifications for the Goods / the Services against each item in IT Equipment LOT-II Section 12;
- 8.9.4 meets the delivery period / point for the Goods / the Services against each item in IT Equipment LOT-II Section 10;
- 8.9.5 Prices shall be quoted in Pak Rupees.
- 8.9.6 offers fixed price financial bid for the Goods / the Services against each item in IT Equipment LOT-II, whereby no optional offer / bid or price is allowed;
- 8.9.7 is accompanied by the required **Bid Security @ 2% of estimated price (Pak Rupees. 1,435,000)** in the shape of **CDR/Pay Order/DD** in favor of "**Ombudsman Punjab**" as part of technical bid envelope against IT Equipment LOT-II Items;
- 8.9.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document Checklist for Bidder Section 11;
- 8.9.9 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation.
- 8.9.10 Bidder must prepare its Technical & Financial Bids in light of given prescribed proforma's (Annexure-A (Form of Technical Bid), Annexure-B (Form of Financial Bid))
- 8.9.11 Your **Bids (Technical & Financial)** must be typed or written in indelible ink and shall be signed stamped by you or your authorized representative. Without a signature & stamp in your Form of Bids (Technical & Financial), your Bids will not be considered further.
- 8.9.12 Your Bids (Technical & Financial) should be submitted as per the following instructions and in accordance with the attached **Form of Bids (Annex-A & B)**. The attached Terms and Conditions of **Supply of IT Equipment LOT-II Items** are an integral part of the Contract, so each bidder must carefully read before preparing and submission of bids in the office of Ombudsman (Mohtasib) Punjab.



9 TERMS AND CONDITIONS FOR THE SUPPLY OF IT EQUIPMENT

- 9.1 The scope of work includes the supply of all the IT Equipment LOT-II Items.
- 9.2 The Office of the Ombudsman (Mohtasib) Punjab reserves the right to accept or reject all the bids at any time before the acceptance of any Bid. The reasons of rejection shall be communicated to the bidders upon request as per Rule 35 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017).
- 9.3 Bids must be completed in all requisite respects giving necessary details specifications and requirements of the bidding document.
- 9.4 Bidder must be quoted the bids (Technical & Financial) for all the prescribed items as mentioned in IT Equipment LOT-II Items. While the bidder who does not comply or fulfill with all items in IT Equipment LOT-II they considered to be ineligible for evaluation.
- 9.5 The bidders will provide only one option for each item in IT Equipment LOT-II. Bids with multiple options will be disqualified.
- 9.6 The **deadline for receipt** is: **27.04.2018 at 10.30 am.**
- 9.7 Bidder must specify the Tender Name/Number on their quoted Technical & Financial Bids Envelopes for which they are applying.
- 9.8 As per Rule. 27 of Punjab Procurement Rules, 2014 (Amended upto 30-11-2017) **Earnest Money @ 2% of estimated price (Pak Rupees. 1,435,000)** must be deposited with the bids in the form of Pay order/DD/CDR in the name of **“Ombudsman Punjab”** and must enclosed with Form of Bid (Technical).
- 9.9 Sealed bids (**Single Stage-Two Envelopes as per Rule 38 (2a) Punjab Procurement Rules 2014** (Amended upto 30-11-2017) must be submitted to the Office of the Ombudsman (Mohtasib) Punjab on or before the specified time mentioned in tender document. The bids will be opened, in the presence of the bidders or their authorized representatives, on the dates and times mentioned on this tender document. Late, incomplete or telegraphic / electronic bids will not be accepted.
- 9.10 The Technical Committee of Ombudsman (Mohtasib) Punjab would analyze the bidder’s technical bids on the basis of Lean Quality based Method as mentioned above in **Section 8 Evaluation of Bids.**
- 9.11 If bidders technical bid does not comply with one or more items as acquired in Supply of IT Equipment LOT-II Items & Schedule of Technical Specification of IT Equipment LOT-II Items, then their technical bids will be considered to be rejected & ineligible for financial evaluation.



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Phone: 042-99211503, 99210961

9.12 The Purchase Committee will take decision on the recommendations of Technical Committee and evaluate the qualified bidders on the basis of Least Cost Method for the Supply of IT Equipment LOT-II Items. The lowest total cost of Supply of IT Equipment LOT-II Items considers as financial evaluation criteria.

9.13 The Office of the Ombudsman (Mohtasib) Punjab reserves the right to increase or decrease the quantity of any item mentioned in the Supply of IT Equipment LOT-II Items in the tender document at any time.

9.14 Further, the Firm/Supplier will have to ensure that **Mandatory Attributes:**

- ✓ bares National Sales Tax number (STN) and National Tax Number (NTN);
- ✓ There is sufficient outlets/availability of the spares parts in Lahore, Pakistan.
- ✓ has a registered/incorporated authorized company/firm/supplier in Pakistan with relevant business experience of last three (3) year as on, for IT Equipment;
- ✓ Channel/Original Product Certificate for each item must be enclosed.
- ✓ has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- ✓ In addition to the quoted price, the evaluated price shall include sales tax or any other tax or duty as per applicable rules in Pakistan.

9.15 The Firm/Supplier will provide an undertaking to supply, install and commission the IT Equipment LOT-II items preferably ex-stock or within **6 Weeks** (max) from the date of issue of the Purchase Order. Partial deliveries will be accepted in the shape of ex-stock.

9.16 VALIDITY OF THE OFFER:

Your Bids prices should be valid for a period of 08 (Weeks) from the deadline for receipt of bids indicated in Paragraph 8.6 of this Request for Bid.

- If you withdraw your bids during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Firms/Suppliers for a period of two years.



- Further information can be obtained from:

Ms. Sidra Arshad,

Procurement Officer O/O Ombudsman (Mohtasib) Punjab,

Telephone: 042-99212503 Fax: 042-99213432 E-mail: sidraarshad22omb@gmail.com

9.17 All deductible Taxes will be deducted as per government rules.

9.18 No advance payment will be released.

9.19 The bid must also be accompanied with the followings **mandatory points**:

An itemized bid mentioning the unit price and total price for the items as per given specifications in this document.

- i. Brochure and complete brand/specification portfolio of each quoted items (Color Copy).
- ii. Warranty & Service Details complete in all respect/
- iii. A certificate that the equipment is brand new, as per required specifications, non-refurbished/grey or altered in any way and is imported through proper channel.

9.20 A Technical Committee of the Office of the Ombudsman Punjab will inspect the equipment's on receipt of the store. The firm/supplier must remove the discrepancies found by the Technical Committee as per specifications.

9.21 Payment will be made through cheque by the **A.G. Punjab/District Accounts Office Sargodha**, after the issuance of NOC by the Technical Committee.

9.22 AWARD OF CONTRACT:

The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical specification and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply. (Legal Affidavit of Cost Rs. 100 or above)

9.23 ISSUANCE OF PURCHASE ORDER:

The bidder whose Bid has been accepted will be notified of the award of contract through the Purchase Order issued by the Purchaser after the Award of Contract (Contract Agreement).

9.24 LETTER OF ACCEPTANCE:

The bidder (Firm/Supplier) must issue/submit the Letter of Acceptance on their letter head against the Purchase Order which issued by the Office of Ombudsman (Mohtasib) Punjab within Two (2) days.



9.25 MODE OF PAYMENT:

The Firm/Supplier will be eligible for Payment as per mentioned Terms & Conditions in Purchase Order.

9.26 PERFORMANCE GUARANTEE:

Performance Guarantee of 5% shall be deposited by the successful bidder and retained by the Office of the Ombudsman (Mohtasib) Punjab for a period of one year. It will be forfeited in case of failure to comply with the terms & conditions for the supply of the IT Equipment LOT-II Items. A successful bidder must submit their Performance Guarantee at the time of submission of Invoice & Delivery challan against Supply of IT Equipment LOT-II Items.

Important Note: Performance guarantee is an essential pre-requisite before claiming payments.

9.27 In case of noncompliance of delivery schedule a penalty will be imposed @ **0.02% of total amount per day.**

9.28 **Maximum of 07 days' downtime** for any or all components to be repaired or replaced should be done within the specified time.

9.29 TRANSPARENT PROCUREMENT:

Under Punjab Procurement Rules, 2014 (Amended upto 30-11-2017) bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Procuring Agency will reject a proposal for award, and will impose sanctions on parties involved, if it comes to know that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

9.30 Successful bidder (Firm/Company/Supplier) must accept all the clauses of **SCHEDULE OF SUPPLY OF IT EQUIPMENT LOT-II ITEMS** which is enclosed in this tender document.

9.31 GRIEVANCE REDRESSAL COMMITTEE:

In case of any dispute, the bidder must be submitted his written grievance in the Grievance Redressal Committee (GRC) as notified by the procuring agency.

**PROCUREMENT OFFICER
OMBUDSMAN (MOHTASIB) PUNJAB**



ANNEXURE-A (FORM OF TECHNICAL BID)

FORM OF BID (TECHNICAL)-SUPPLY OF IT EQUIPMENT LOT-II ITEMS (to be filled by Supplier using his/her covering letter head)

To

Secretary (Ombudsman),
Office of the Ombudsman (Mohtasib) Punjab,
Prof Ashfaq Ali Khan Road, Lahore.

We offer to execute the **Supply of Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** POMB/SGH/TD/ITE/17-18/01/LOT-II in accordance with the Conditions of Contract accompanying this tender document. We propose to complete the delivery of Goods **Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Technical Specifications of IT Equipment LOT-II Items:

Item No.	Description of Item	Quantity	Technical Specifications	Delivery Period (Days)	Warranty
1					
2					
3					

IT Equipment Parts & Service

Tools and Accessories }

Manuals }

Maintenance Requirements }

} Specify, if applicable.

We hereby confirm that this Technical Bid complies with the Validity of the Offer and Warranty conditions imposed by the Request for Bid document and agree with each clause of Tender Bidding Document of Supply of IT Equipment LOT-II Items, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for tender document.

Authorized Signature: _____ Name and Title of Signatory _____

Name of Supplier: _____ Address : _____

Phone Number : _____ Fax Number, if any _____

Email: _____

***Mandatory Note: Each Page of Technical Bid Form must be signed and stamped by the Company/Firm/Supplier.**



ANNEXURE-B (FORM OF FINANCIAL BID)

FORM OF BID (FINANCIAL)-SUPPLY OF IT EQUIPMENT LOT-II ITEMS (to be filled by Supplier using his/her covering letter head)

To

Secretary (Ombudsman),
Office of the Ombudsman (Mohtasib) Punjab,
Prof Ashfaq Ali Khan Road, Lahore.

We offer to execute the **Supply of Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** POMB/SGH/TD/ITE/17-18/01/LOT-II in accordance with the Conditions of Contract accompanying this tender document for the Contract Price of _____ PKR. We propose to complete the delivery of Goods **Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Financial Bid of IT Equipment LOT-II Items:

Item No.	Description of Item	Quantity (A)	Unit Price (B)	GST 17% C= (B x 17%)	Total Unit Price with GST D= (B+C)	Gross Total Price E= (A x D)
1						
2						
3						

TOTAL PRICE OF FINANCIAL BID of Supply of IT Equipment LOT-II Items:

LOT	Total Bid Price in Figures	Total Bid Price in Words
1		

We hereby confirm that this Financial Bid complies with required terms & conditions and each clause of Tender Document of Supply of IT Equipment LOT-II Items.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number : _____ Fax Number, if any _____

Email: _____

***Mandatory Notes: *Each Page of Financial Bid Form must be signed and stamped by the Company/Firm/Supplier.**

****GST @ Rs. 500 charged on Item No. 01 & 02 in reference to enclosed Annexure-C.**



ANNEXURE-C (GST EXEMPTION ON MOBILES/SMARTPHONES)

GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE, ECONOMIC AFFAIRS,
STATISTICS AND REVENUE
(REVENUE DIVISION)

Islamabad, the 30th May, 2013

NOTIFICATION (SALES TAX)

S.R.O. 460(I)/2013.— In exercise of the powers conferred by clause (b) of sub-section (2) and sub-section (6) of section 3, clause (b) of sub-section (1) of section 8, clause (a) of sub-section (2) of section 13 and section 71 of the Sales Tax Act, 1990, and in supersession of its Notification No. S.R.O. 280(I)/2013, dated the 4th April, 2013, the Federal Government is pleased to direct that sales tax shall be charged on the import and supply of the goods specified in column (1) of the Table below, at the rates specified in columns (2) and (3) thereof, subject to the conditions, restrictions, mode and manner as prescribed after the Table below, namely:-

TABLE

(1) Description / Categories	(2) Rate on import	(3) Rate on supply (to be collected at the time of sale or activation of SIM card)
A. <u>Low Priced Mobile Phones or Satellite Phones</u> i. All cameras: 2.0 mega-pixels or less ii. Screen size: 2.6 inches or less iii. Key pad	Rs. 150	Rs. 250
B. <u>Medium Priced Mobile Phones or Satellite Phones</u> i. One or two cameras: between 2.1 to 10 mega-pixels ii. Screen size: between 2.6 inches and 4.2 inches iii. Micro-processor: less than 2 GHZ	Rs. 250	Rs. 250
C. <u>Smart Cellular Phones or Satellite Phones</u> i. One or two cameras: 10 mega-pixels and above ii. Touch Screen: size 4.2 inches and above iii. 4GB or higher Basic Memory iv. Operating system of the type iOS, Android V2.3, Android Gingerbread or higher, Windows 8 or Blackberry RIM v. Micro-processor: 2GHZ or higher, dual core or quad core	Rs. 500	Rs. 250

CONDITIONS, RESTRICTIONS, MODE AND MANNER

- (i) The sales tax on supplies of cellular mobile phones shall be charged, collected and paid by the cellular company operators on every new sale or activation of SIM card.



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- (ii) The cellular company operators shall, if not already registered, obtain registration under the Sales Tax Act, 1990.
- (iii) No SIM card shall be sold or activated by a cellular company operator without charging and collecting the sales tax as specified in the Table.
- (iv) The liability to charge, collect and pay the prescribed amount of sales tax shall be on the cellular company operator who shall deposit same through a monthly tax return in terms of section 26 of the Sales Tax Act, 1990, and rules made thereunder.
- (v) The cellular company operator shall maintain proper records of all SIM cards sold or activated for a period of three years, and such records shall be produced for inspection, audit or verification, as and when required, by an authorized officer of Inland Revenue.
- (vi) No adjustment of input tax shall be admissible to the cellular company operator or the buyer against the sales tax chargeable and payable under this notification.

Explanation .-

For the purposes of this notification, 'new activation' shall mean a new connection or number given by the cellular company operator but does not include a change in number given to a customer due to change in package or his location in Pakistan.

[C.No. 3(6)ST-L&P/08]


(Mohammad Raza Baqir)
Additional Secretary



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GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE, ECONOMIC AFFAIRS,
STATISTICS AND REVENUE
(REVENUE DIVISION)

Islamabad, the 26th August, 2013


NOTIFICATION
(SALES TAX)

740
S.R.O. (I)/2013.— In exercise of the powers conferred by clause (b) of sub-section (2) and sub-section (6) of section 3, clause (b) of sub-section (1) of section 8, clause (a) of sub-section (2) of section 13 and section 71 of the Sales Tax Act, 1990, the Federal Government is pleased to direct that the following amendments shall be made in its Notification No. S.R.O. 460(I)/2013, dated the 30th May, 2013, namely:-

In the aforesaid Notification, in the Table, in column (1), —

- (1) in category B, in clause ii, for the figure "4.2", the figure "5" shall be substituted; and
- (2) in category C, in clause ii, for the figure "4.2", the figure "5" shall be substituted.

[C.No. 3(6)ST-L&P/08]


(Shahid Hussain Asad)
Additional Secretary



10. SCHEDULE OF SUPPLY OF IT EQUIPMENT LOT-II ITEMS

Item No.	Description of IT Equipment LOT-II Items	Quantity (Qty)	Delivery Schedule (Duration)	Location	Required Arrival Date of IT Equipment LOT-II Items
1	Portable Mobile Set	27	30 Days (Max)	Prof Ashfaq Ali Khan Road, Lahore	Within 30 Days after signing the Contract
2	Portable Android/iOS Tablet/Smartphone	05	30 Days (Max)	Prof Ashfaq Ali Khan Road, Lahore	Within 30 Days after signing the Contract

- 10.1 Fixed Price:** The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during contract performance.
- 10.2 Delivery Schedule:** The delivery should be completed as per above schedule at the office of the ombudsman Punjab which information may provide to the successful bidder at the time of purchase order.
- 10.3 Insurance:** The goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the IT Equipment LOT-II Items (Item No. 1 to 2) on “All risks” basis.
- 10.4 Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan & Govt of Punjab.
- 10.5 Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the Rule 68 of Punjab Procurement Rules 2014 (Amended upto 30-11-2017). In case of dispute, the bidder must be submitted his written grievance in Grievance Redressal Committee (GRC) as notified by the procuring agency.
- 10.6 Delivery and Documents:** Upon delivery, the Supplier shall provide the following documents to the Purchaser:
- Stamped & Signed Copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount;
 - Delivery Challan & GST & NTN Certificate.



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- In case of Import Items, the Import Receipt Invoice & Importer Certificate along with Exemptions Certificates of Income Tax/GST will provide.
- GST Invoice Receipt in case of Ex-Stock.
- Manufacturer's or Supplier's Warranty Certificate;
- Each item of **IT Equipment LOT-II** Product Original Warranty Card.
- Certificate of Origin/Original/Channel Product;
- Delivery of Items along with their required or complimentary accessories.
- All Transportation of Goods related to delivery of Supply of IT Equipment LOT-II Items bears by Firm/Supplier.
- All other perpetual documents which required by Procuring agency at the time of payment.

10.7 Payment: As per Issued Purchase Order Terms & Conditions.

10.8 Warranty: IT Equipment (Item No. 1 & 2) offered should be covered by manufacturer's warranty regarding the Parts & Service for at least 12 months from the date of delivery to the Purchaser. Please specify warranty period and terms in detail.

10.9 Packaging and Marking Instructions: The Supplier shall provide original product packing of the Goods as required preventing their damage or deterioration during transit to their final destination.

10.10 Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within Seven (07) days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Address: _____

(to be filled by Supplier)

10.11 Force Majeure: If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform his obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

PROCUREMENT OFFICER
OMBUDSMAN (MOHTASIB) PUNJAB



11. CHECK LIST FOR BIDDERS

The provision of the following an essential prerequisite along with submission of Tenders (Technical & Financial) Bids:

<u>SR.</u> <u>#</u>	<u>DETAIL</u>	<u>YES/NO.</u>
1	Duly Signed and Stamped Tender Document Copy	
2	Duly Signed and Stamped Form of Bid (Technical) (Annexure-A)	
3	Duly Signed and Stamped Form of Bid (Financial) (Annexure-B)	
4	Duly signed and stamped Letter of Acceptance of Terms & Conditions for Supply of IT Equipment LOT-II Items Section (1 to 13). (On Letter Head)	
5	Submission of undertaking (Affidavit) on legal valid and attested stamp paper (Rs. 100 or above etc) that the firm; i) That the firm is never blacklisted on any grounds whatsoever. ii) That the firm/supplier provide channel original products with proper warranty & service under Section 10.8 of the bidding document. iii) That the firm/supplier provide Original channel product of the brand quoted as prescribed in Section 12 of the bidding document No. POMB/SGH/TD/ITE/17-18/01/LOT-II. iv) That maintenance of goods and replacement of defective parts under warranty shall be done. v) Company/Firms/supplier accept all the sections (1 to 13) of Tender Document No. POMB/SGH/TD/ITE/17-18/01/LOT-II for the IT Equipment LOT-II Items.	
6	Registered FBR NTN (National Tax Number) and GST (General Sales Tax) Certificates must be enclosed with Technical Bid. In case of Importer, the importer certificate also enclosed with Technical Bid.	
7	Enclosed color pages of Brochure/Catalog/Literature of products enclosed with (Technical Bid)	
8	Mandatory warranty of the product as per terms and conditions of the contract. (enclosed with Technical Bid)	
9	Pay order/DD/CDR required @ 2% of estimated price (Pak Rupees. 1,435,000) in favor of “Ombudsman Punjab” which must be attached with Technical Bid.	



12. SCHEDULE OF TECHNICAL SPECIFICATION OF IT EQUIPMENT LOT-II:

Item No 01	Portable Mobile Set	Qty: 27
Component	Specifications	
Brand	Huawei, Samsung or Equivalent	
OS Type	Android or Equivalent	
OS Platform	Android Nougat 7.0 or Above	
Processor	Octa Core 2.36 GHZ Cortex-A53 or Equivalent	
Network	GSM / HSPA / LTE	
Memory	4 GB	
Storage	64 GB	
Body	Front Glass Aluminum Body or High-Quality Plastic Body	
SIM	Dual SIM (Single Nano SIM) or Hybrid Dual SIM	
Display	Super AMOLED capacitive touchscreen / IPS LCD Capacitive touchscreen, 16M colors	
Display Size	5.84 Inch or Above	
Resolution	1080 x 2160 pixels or Above	
PPI	409 PPI or Above	
SD Card Slot	microSD upto 256 GB	
Camera	Primary 16 MP + 2 MP or Above	
	Secondary 16 MP or Above	
Camera Features	phase detection autofocus, LED flash, HDR	
	1080 @ 30fps	
Sound	Alert types Vibration; MP3, WAV ringtones	
	Loudspeaker Yes 3.5mm Jack Yes	
Communications	Wi-Fi 802.11 b/g/n, Wi-Fi Direct, hotspot, WIFI Direct	
	Bluetooth v4.2, A2DP, LE	
	GPS Yes, with A-GPS, GLONASS, BDS	
	microUSB v2.0 Type-C	
Advance Features	Fingerprint	



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	Face Unlock
	accelerometer, proximity, compass
	Browser HTML5
Battery	Non-removable Li-Po 3000 mAh battery or above
Accessories	USB Cable, A/C Charger, Headphone, Good Quality Polytheen Cover
Warranty	One Year Parts & Services (Original Brand Warranty + Accidental Warranty) [M&P or Greentech or Airlink or Original Brand]

Item No 02		Portable Android/iOS Tablet/Smartphone Qty: 05	
Component	Specifications		
Brand	Samsung or Equivalent		
Model	2018		
Display Size	6.2 inches or Above		
Body & Display Water & Dust Resistant	IP68 Certified		
Resolution	1440 x 2960 pixels		
PPI	529 PPI or Above		
Multitouch	Yes		
Display Quality	Gorilla Glass 5 or Equivalent		
SIM	Hybrid Dual SIM (SIM + SD CARD/Dual SIM)		
OS Platform	Android Oreo 8.0 or Updated		
Processor	Exynos 9810 OCTA or Snapdragon 845 or Equivalent		
Memory	64GB		
RAM	6GB		
MicroSD Card	Up to 400 GB		
Camera	Primary Dual: 12 MP (f/1.5-2.4, 26mm, 1/2.55", 1.4 μm, Dual Pixel PDAF) + 12MP (f/2.4, 52mm, 1/3.6", 1 μm, AF), OIS, phase detection autofocus, 2x optical zoom, LED flash		



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	Secondary 8 MP (f/1.7, 25mm, 1/3.6", 1.22 μm), autofocus, 1440p@30fps, dual video call, Auto HDR
Video	2160@30fps, 1080p @30/60fps
Sound	Vibration, MP3, WAV Ringtones
	Stereo Speakers
	3.5 mm jack
Features	Geo-tagging, simultaneous 4K video and 9MP image recording, touch focus, face/smile detection, Auto HDR, panorama
Connectivity	WIFI 802.11 a/b/g/n/ac Dual Band Hotspot, WIFI Direct
	Bluetooth 5.0 A2DP
	GPS, NFC, USB 3.1 Type C
	Browser HTML 5
Sensors	Fingerprint
	Iris Scanner
Battery	Non-Removable Li ion 3500 mAh Battery or Above
Accessories	Always on Display Pouch, Screen Protector
	Power Adapter with USB Type C Cable, Handsfree etc & User Manuals
Warranty	One Year Parts & Services (Original Brand Warranty + Accidental Warranty) [M&P or Greentech or Airlink or Original Brand]



13. FORM OF CONTRACT

THIS AGREEMENT number POMB/SGH/TD/ITE/17-18/01/LOT-II made on ___ May 2018, between **Ombudsman (Mohtasib) Punjab**, hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for bid for the supply of IT Equipment to be supplied by Supplier, viz. Contract “**Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)**”, (hereinafter called “Contract”) and has accepted the bid by the Supplier for supply of Goods under the Contract at the sum of **PKR _____/- (In Words)** hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement as prescribed Tender No. POMB/SGH/TD/ITE/17-18/01/LOT-II , viz:
 - a) Request for Bid; Terms and Conditions of Supply, Technical Specification, Warranty (Parts & Service);
 - b) Channel Original Products;
 - c) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the **Supply of Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, **Supply of Portable Mobile Set (27 No.), Portable Android/iOS Tablet/Smartphone (05 No.)** and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS, whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan & Punjab on the date indicated above.

Signature and seal of the Purchaser:
FOR AND ON BEHALF OF

Signature and seal of the Supplier:
FOR AND ON BEHALF OF

Representative Name
Designation
O/O Ombudsman (Mohtasib) Punjab

Representative Name
Designation
Company Name

Name of Authorized Representative

Name of Authorized Representative