

## TENDER NOTICE

Bids are invited from authorized distributors/suppliers registered with Income Tax and Sales Tax Department for **SUPPLY AND INSTALLATION OF DIGITAL SIGNAGE SOLUTION AT MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES.** under provision of development project "Strengthening of Ministry of Planning, Development and Reform in IT" during financial year 2023-24.

2. Bidding document, which are containing details of items to be purchased, terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, are available for interested bidders at the following address. The bidding document can be downloaded from web address [www.pc.gov.pk](http://www.pc.gov.pk)

3. Bids prepared in accordance with instructions in the bidding document must reach at following address on or before **10-10-2023 upto 02:00 p.m.** Bids will be opened on the same day **at 02:30 p.m.** in presence of bidders or their authorized representatives. The advertisement along with bidding document is also available on PPRA web address [www.ppra.org.pk](http://www.ppra.org.pk)

### Project Director

"Strengthening of Ministry of Planning, Development & Reform in IT"  
Ministry of Planning, Development and Special Initiatives IT Wing, Ground Floor, 'P'-Block,  
Pak Secretariat, Islamabad  
Tel: 051-9210970

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Government of Pakistan  
Ministry of Planning Development & Special Initiatives  
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**Government of Pakistan  
Ministry of Planning Development & Special Initiatives**

**INVITATION FOR BIDS  
FOR SUPPLY AND INSTALLATION OF DIGITAL  
SIGNAGE SOLUTION AT MINISTRY OF PLANNING,  
DEVELOPMENT & SPECIAL INITIATIVES**

Tender No. 5(28)/IT/PC/2022-23

September, 2023

**PSDP Project “Strengthening of Ministry of Planning,  
Development and Reform in IT”**

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**General Terms & Conditions**

**1. Schedule of Requirements and Delivery Timeframe**

1.1 Supply of following items at Government Office in Ministry of Planning Development & Special Initiatives, Islamabad.

S.NO.	SCHEDULE OF REQUIREMENTS		TIMEFRAME / PERIOD OF SUPPLY/DELIVERY
	HARDWARE / MISCELLANEOUS ITEMS	QUANTITY	
1	i. 4K 65" Smart (LED Screen) (Digital Signage System/Devices) Branded of professional repute.	02	Ten (10) to Twelve (12) weeks from the date of issuance of purchase order.
	ii. Centralized Signage Software for Content Management. (Branded of professional repute.) One window solution with same OEM, Display, Multimedia Player/Signage and content management software	01	
	iii. (12 Port Network Switch) Layer-1	02	
	iv. Complete Installation, testing, commissioning & training of System.	01 Job	

**2. Mandatory Eligibility Criteria**

Technical proposal must contain following documents. Preliminary scrutiny (initial Screening) of technical bids will be done on the basis of following parameters which are pre-requisites, non-compliance of any of the following clause shall disqualify the bidder/Responding Organizations (ROs).

**(Technical Proposal must contain following document)**

- 2.1 Company Profile / Brochures.
- 2.2 Bidder must have valid NTN / ATL & GST. (Copies of valid NTN/ATL and Income / Sales Tax registration certificates).
- 2.3 Evidence of company's registration or incorporation. (Copy required)
- 2.4 Client List, Equipment Brochure/Data Sheet and other relevant documents.
- 2.5 Bidder should have service/support mechanism (Provide list of technical staff)
- 2.6 Bidder is responsible for delivery, installation, configuration, commissioning and after sale support within 24 hours accordingly, their presence at Islamabad / Rawalpindi (Evidence mention regarding office presence in Islamabad or Rawalpindi (i.e. Telephone Landline numbers, Office Address).
- 2.7 Proof of minimum 05 Years of experience of Supplying IT Equipment in Government departments accordingly, bidder must have experience of completing at least 02 (two) similar nature assignments, involving supply / installation and commissioning of equipment to Government/Semi Government/Autonomous Bodies/Multinational Companies of good repute. (Must provide copies of purchase/ work orders).



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- 2.8 The bidder must be valid **Authorized Partner/Dealership/Authorized Re-seller** for past 02 years at least for the quoted items (Certificate must be attached).
- 2.9 Affidavit (on Rs 50 stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof.
- 2.10 Affidavit (on Rs 50 stamp paper) that the bidder / company will fully compliance with the technical specifications as mentioned in tender documents (**Annex-II**). Equipment quoted must be of good market repute and must not be refurbished/used.
- 2.11 Financial soundness of the company (Minimum 10 Million credit amount), according, provide last one year of bank statements or bank letter confirming the minimum 10 million credit amount or above.
- 2.12 Satisfactory performance certificates from clients must be attached (**Minimum 02 Nos.**).
- 2.13 Copy of Bid Bond (Earnest Money) has to be attached with the technical bid. (Hide the amount when attached with Technical Bid). Original Bank Draft is to be attached with the financial bid.
- 2.14 Onsite delivery, installation, configuration, commissioning & relevant services to be provided by the bidder and cost must be included in the bid price.
- 2.15 The bidder must provide reliability, warranty and after sale support (within 24 hrs) certificate regarding quoted items.

**Note:** All documents should be properly signed and stamped. Documentary proof for all above requirements is a mandatory requirement, non-compliance shall lead to disqualification.

**EVALUATION CRITERIA**

The work will be awarded to the lowest quoted bidder who fulfils the above Mandatory Eligibility Criteria and the quoted equipment/items must compliance with the specifications as mentioned in the tender document.

**3 Preparation of Bids**

- 3.1. As per PPRA rules, Single Stage -Two envelope procedure will be used for the said procurement.
- 3.2. The bids shall be submitted in a sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened.
- 3.3. **Technical Proposal:** Envelope for Technical Proposal shall be marked "**TECHNICAL PROPOSAL**" clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies and two (02) soft copies (USB) of the technical proposal (each being physically separated, sealed and labelled as "Technical Proposal"). Each envelope should contain similar supporting documents.
- 3.4. **Financial Proposal:** Envelope for Financial Proposal shall be marked "**FINANCIAL PROPOSAL**" clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies of Financial Proposals sealed and marked separately.
- 3.5. The Unit price quoted by the bidder shall be: inclusive of all duties, taxes &levies. The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed and to make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan

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