

NATIONAL ASSEMBLY SECRETARIAT

(Telecasting Branch)

TENDER NOTICE

F.No.1(1)/2024-TCU

Islamabad, the 1st January, 2025

Subject:- **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF PROFESSIONAL TELECASTING SYSTEM INSTALLED IN NATIONAL ASSEMBLY HALL.**

Reputable firms having experience of maintaining the Professional Telecasting/ Broadcasting, equipment registered with Income Tax/GST are invited to submit their sealed bids for the comprehensive maintenance of Professional Telecasting System installed in the National Assembly Hall, on single-stage, two envelope procedure.

2. Detailed tender document can be obtained from National Assembly Secretariat during office hours on written request within ten days after publication of tender. (Contact Ph. 9203050 and 9103278).


3. Tenders should reach to the undersigned up to Monday, 20th January, 2025, until 11:00 am and will be opened on the same day at 11:30 am in presence of authorized representatives of the firms.

4. The initial maintenance contract will be for a period of one year. However, it is also possible that the National Assembly Secretariat may renew/extend the contract with mutual consent on the basis of satisfactory services for another one year as per Public Procurement Rules, 2004.

5. Bank draft of **Rs. 100,000/-** as an earnest money/bid security in the name of Deputy Director (Telecasting), National Assembly Secretariat, Islamabad should be enclosed with the Technical Proposal.

6. The earnest money/bid security of successful bidder will be returned to the firm after the expiry of the contract period.

7. National Assembly Secretariat reserves the right to accept or reject any or all the bids as per provisions of PPRA rules.



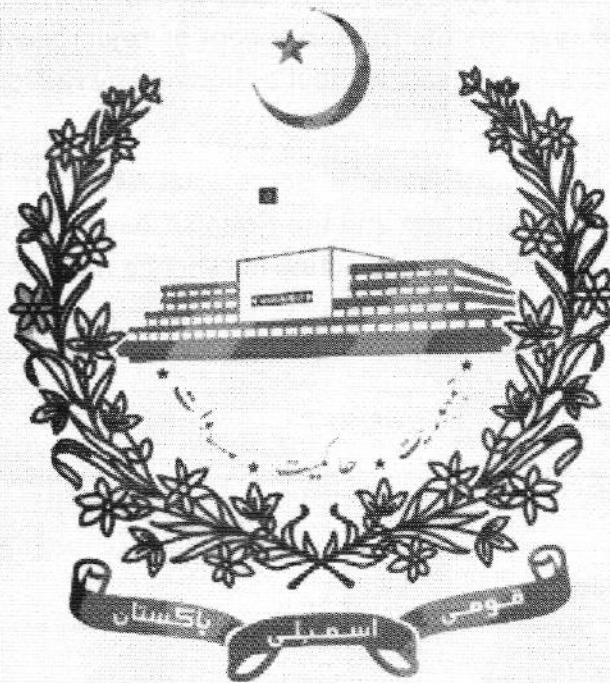
(ENGR. FAHD FAROOQ QADRI)
Deputy Director (Telecasting)
051.9103278

2/ Nas 31-2024

Serial No. _____

1st January 2025

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF PROFESSIONAL TELECASTING SYSTEM



TENDER DOCUMENT

**NATIONAL ASSEMBLY SECRETARIAT
ISLAMABAD**

2025

To,

The Deputy Director (Telecasting),
National Assembly Secretariat,
ISLAMABAD

Respected Sir,

We, the undersigned, offer to provide our services for Comprehensive Annual Maintenance Contract of Professional Telecasting System (PTS) installed at the National Assembly Secretariat, Islamabad, as a Bid, sealed in an envelope.

2. Mr. _____ son of _____ holding CNIC No. _____, Cell No. _____ has been authorized to attend the Bid Meetings on behalf of our organization.

3. We understand that National Assembly Secretariat is not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

4. The decision of National Assembly Secretariat shall be final and cannot be challenged on any ground at any forum and the National Assembly Secretariat will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name:	
Designation:	
Signature:	
Stamp:	

(TO BE PROVIDED BY THE BIDDER ON ITS LETTERHEAD)

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MAINTENANCE PROPOSAL GUIDELINES & REQUIREMENTS

National Assembly Secretariat installed a Professional Telecasting System for Recording & Broadcasting of the National Assembly proceedings. This system comprises on five Professional Robotic Cameras (3CCD) along with complete Multi Camera Production Accessories. The National Assembly Secretariat invites technically and financially capable firms having more than 03 years Support & Services experience for the comprehensive maintenance of Telecasting Equipment, including Post-Production and NLE Editing Suites. Beside this the firm must have designed and installed at least one project of digital video archive solution. The interested firms have to submit a proposal for comprehensive maintenance contract. Equipment detail is listed at Annexure "A" of this document. The technical and financial terms and conditions of Annual Maintenance Contract and side lines for the bidders are as follows:-

A. GENERAL

1. The vendors are required to submit their sealed bids for the comprehensive maintenance of Professional Telecasting System installed in the National Assembly Hall, on single-stage, two envelope procedure.
2. The National Assembly Secretariat, Islamabad expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. Moreover, attach required supporting documents according to the requirement.
3. It is of utmost importance to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write, 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
4. The last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is on or before **Monday, 20th January 2025 by 11:00 a.m.** in the Office of the Director (Telecasting), National Assembly Secretariat, Islamabad. The technical proposals will be opened on the same day at 11:30 a.m. in the presence of representatives who may want to attend. Date and time of opening of financial proposals of technically qualified bids will be communicated after technical evaluation.

B. TECHNICAL

1. The firm should have at least 03 years' experience in supply and maintenance of the Professional Telecasting System (Sony DVCAM) in respect of Professional Robotic Video Cameras, VTR's Video Switcher, Audio Console, CCU, and other integrated accessories. (Documentary proof required).
2. The firm must have qualified and experienced Technical Staff, i.e., 02 Engineers (Qualification: DAE Diploma) having Broadcast Systems experience of 03 years and 02 TV Technicians having 03 years' experience in the relevant field, and well-established Technical Services facility (workshop) in Islamabad/Rawalpindi (Documentary proof required) to provide technical support and look after Telecasting System Operations in the Control Room. The firm should have experience of troubleshooting of the installed Telecasting Equipment.
3. The firm must provide an affidavit for the provision of components/parts/equipment of the installed system as mentioned in the Annexure "A". Moreover, in case of any fault in equipment or part(s) which are identified and reported as defective (Camera, VTR, Video Switcher, Audio Console, Monitors, Audio & Video distribution Amplifiers etc.) the firm must repair or replace the faulty equipment or parts immediately.
4. The replacement of equipment or parts must be of the same specification, brand and in case these are not available than replacement must be with the compatible ones.
5. A firm black listed by any Government Agency/Department will not be eligible to participate in this tender.

C. FINANCIAL

1) Comprehensive Maintenance:

The National Assembly Secretariat requires a comprehensive support and services plan for the Professional Telecasting System. Equipment list is Annexed. The maintenance charges quoted should include the provision for:

- (a) All maintenance calls (Breakdown repair maintenance and services including parts).
- (b) Quarterly Preventive Maintenance of all equipment.
- (c) Replacement of all faulty Parts, Cables, Connectors and other Components etc. and provision of equivalent machines as backup, in case of original machine cannot be repaired immediately.
- (d) Qualified/Trained Engineer will be stationed at National Assembly Secretariat during session period or as and when required during off session.

(e) The contractor will also provide maintenance and repair services on weekends/holidays in case of emergency or when needed.

2) Price Quotation:

Rates should be quoted for complete Professional Telecasting System (PTS) mentioned at Annexure "A".

3) Contract Period:

The initial maintenance contract will be for a period of one year. However, it is also possible that the National Assembly Secretariat may renew/extend the contract with mutual consent on the basis of satisfactory services for further one year as per PPRA rules.

4) Earnest Money/Bid Security:

Bank draft of Rs. 100,000/- for 5% as an earnest money/Bid Security in the name of Deputy Director (Telecasting), National Assembly Secretariat, Islamabad should be enclosed with the bid's documents. Without attachment of Bank draft, bid is liable to be rejected.

5) Termination of Contract:

If firm is unable to perform the satisfactory services or unable to fulfill any requirement of the contract, the National Assembly will terminate the maintenance contract with prior notice of 30 days.

6) Payment Procedure:

The payment of the Maintenance Contract will be made on quarterly basis. The payment will be subject to a certification by the Deputy Director Telecasting of the National Assembly Secretariat to the effect that the vendor has performed its services satisfactorily during the quarter.

7) Site Visit:

Although a detailed maintenance inventory list has been provided in this document, yet in order to get a clear idea about the size and scope of the Professional Telecasting System installed in the National Assembly, the maintenance firm may visit and inspect the system with prior permission from the contact person of the National Assembly Secretariat.

8) Acceptance of Bids:

This Secretariat reserves the right to accept or reject all bids in terms of PPRA Rules.

D. GUIDELINES FOR BIDS SUBMISSION

- 1) Interested firms may submit their bid documents satisfying the technical bid requirements and financial requirements in a sealed cover super scribed with **"Quotation for Comprehensive Annual Maintenance Contract for the Professional Telecasting System"** addressed to Deputy Director (Telecasting) at 11:00 A.M. on _____. Any quotation received after due date and time will not be accepted.
- 2) Bids will be opened on the same date and time before the purchase committee of National Assembly in the presence of bidders or their authorized representatives. Financial bids of only those firms shall be considered who are technically qualified.
- 3) National Assembly Secretariat, Islamabad, ensures that procurements are conducted in a fair and transparent manner. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be merged in one (01) PDF FILE for record.
- 4) The proposal must meet all requirements (comprehensive maintenance, response time, backup equipment list, repair or replace clause etc.) defined in this document, stating clearly the acceptance of National Assembly requirements. Any extra services offered by the firm in addition to the Secretariat's requirements should be highlighted. Such services would enhance overall rating of the firm, and will be dealt according to PPRA rules.
- 5) The proposal must contain relevant details (e.g. names of institution/organization under maintenance contract of same nature of project in Islamabad with names and telephone numbers of contact persons) to enable the National Assembly Secretariat to evaluate the firm according to criteria given in this document.
- 6) Procurement Committee shall examine the bids to confirm that all required documents (soft & hard copies) and specifications/technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the bid shall be rejected.
- 7) Further, National Assembly Secretariat, Islamabad shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.
 - a) A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
 - b) The Procurement Committee of the Procuring Agency will evaluate the submitted bids.

- c) The Submitted bids and proposals will be examined in detail whether the bidder complies with the technical specifications as provided in this tender document and meets all the requirements. For this purpose, the bidder's data will be compared with the tender document eligibility and evaluation criteria along with visits to bidder facilities/offices for physical inspection.
- d) A firm, which is technically qualified as per technical evaluation criteria, will be eligible for opening of Financial Proposals.
- e) Non-qualified bidders' earnest money and Financial Bid will be returned without opening the Financial Proposal/Bid.

E. Evaluation of Technical Proposals:

The Procurement committee of the Procuring Agency shall evaluate the Technical Proposals on the basis of their responsiveness to the technical evaluation criteria specified below. A Proposal shall be rejected at this stage if it fails to provide any of the following mandatory requirements:

No.	Item	Proof	Response of bidder	
			YES	NO
1.	Copy of Valid Registrations with FBR of following: <ul style="list-style-type: none"> • General Sales Tax • National Tax Number 	Documentary Evidence.		
2.	Bank draft of Rs. 100,000/- for 5% as an earnest money/Bid Security.	Documentary Evidence.		
3.	Affidavit on Judicial Stamp Paper of Rs. 100 or above that the firm is not black listed by any Government / Semi Government Department.	Documentary Evidence.		
4.	Affidavit on Judicial Stamp Paper of Rs. 100 or above that the firm will provide the equipment /components mentioned in "Annexure A".	Documentary Evidence.		
5.	Office details at Islamabad / Rawalpindi, with Phone Numbers / Addresses.	Documentary Evidence.		
6.	Firms must have a 03 years valid experience in supply and maintenance of the Integrated Broadcast Setups.	Documentary Evidence.		
7.	Firms must attach 1 year bank statement along with Certificates from its Banker regarding maintenance of the account of the firm.	Documentary Evidence.		
8.	Undertaking that the Goods to be provided during maintenance and backup will be genuine and compatible with the existing equipment.	Documentary Evidence.		
9.	Organizational Chart of the Firm, Technical Services Facility (Workshop), Project Execution and Team: <ul style="list-style-type: none"> • 02 Engineers having DAE Diploma & 03 years of experience in Broadcast Systems. 	Documentary Evidence.		

	<ul style="list-style-type: none"> • 02 TV Technicians having 03 years of experience in the relevant field. • Technical Services facility (Workshop) in Islamabad/Rawalpindi. 			
10.	Annual turnover of last five years not less than 5 million per year.	Documentary Evidence.		
11.	Provide evidence regarding Tools, Equipment's & Workshop (Submit Detailed List)	Documentary Evidence.		

Notes:

All the technical requirements are mandatory. Non-fulfillment of any of the above requirement will lead to disqualification.

F. EVALUATION OF FINANCIAL PROPOSALS

- Financial proposal should be sealed in separate envelope.
- Yearly and Quarterly Fee (with all taxes) shall be quoted on PER YEAR basis, in Pak rupees.
- All Government taxes shall be applicable as per rules.
- Fee shall be fixed for a period of one year and cannot be changed on the basis of fluctuation/changes in dollars/political/economical other issues. However, changes in tax rate shall be adjusted as per rules.

No.	Description	Charges
1.	Annual and Quarterly Charges for the maintenance and services for the Professional Telecasting System (PTS) installed at the National Assembly Secretariat, Islamabad.	Quarterly Annually
2.	Applicable Taxes	
3.	Total Amount in PKR.	

G. AWARD CRITERIA PROCURING AGENCY'S RIGHT:

- The contract will be awarded to the most advantageous bidder in pursuance of Clause 2 (h) (i) & (ii) of PPRA Rules 2004 (as amended 2020) provided that; such bidders have been determined to be technically qualified to satisfactorily perform the contract.
- The Procuring Agency reserves the right to accept or reject any or all submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.

H. SCOPE OF WORK:

To provide services and maintenance of Professional Telecasting System (PTS) installed at the National Assembly Secretariat, Islamabad. The successful bidder shall provide following services.

No.	Required Specifications	Nature
1.	Preventive Maintenance At least, one time maintenance and servicing of Professional Telecasting System (PTS) along-with its allied equipment and accessories installed in the Telecasting Control Room on monthly basis.	Mandatory
2.	Receiving & Resolving Complaints Receive and resolve complaints of Professional Telecasting System (PTS), its equipment/accessories installed and submit report to Assistant Director (Telecasting) & Telecasting Branch of National Assembly Secretariat on the same day or NBD through job cards/forms.	Mandatory
3.	Response Time Response time shall be 2 hrs. Complaint Resolution time depends upon the type of complaint.	Mandatory
4.	Repairing & Trouble Shooting The successful bidder shall be responsible for repair /troubleshoot of any mentioned equipment (free of any cost), if the same is repairable, otherwise new/updated item must be purchased directly from the market and installation of the same shall be the responsibility of bidder (free of any cost).	Mandatory
5.	Backup Equipment In case of failure of any of the mentioned equipment, the provision and installation of backup equipment shall be the responsibility of successful bidder. The bidder shall provide BACKUP item for the faulty item till it is repaired by the bidder (free of any cost). In case a new item is to be purchased to replace the faulty item then no extra amount shall be charged by the bidder for the BACKUP item. Bidder shall be bound to submit report of faulty item and backup on monthly basis to the Assistant Director (Telecasting) and Telecasting Branch.	Mandatory
8.	Equipment required for the purpose of service/maintenance The equipment required for the purpose of services/maintenance (like tools, ladder, testing meters, cables etc.) shall be the responsibility of the bidder. Successful bidder shall submit a complete updated list of such items to the Assistant Director (Telecasting) and Telecasting Branch.	Mandatory
9.	Monthly Meeting for evaluating and implementation Monthly meeting of focal person(s) of the successful bidder and Telecasting branch shall be conducted in last week of each month for discussing the progress of Maintenance and Service of the Professional Telecasting System (PTS) during the month and resolving issues (if any) in an amicable manner.	Mandatory
10.	Quarterly and Yearly Fee Bidders are bound to quote Quarterly and yearly fee for the purpose of maintenance and services of all the Professional Telecasting System (PTS). Quarterly and yearly fee should be inclusive of all applicable taxes.	Mandatory

I. TERMS & CONDITIONS:

- 1) Single Stage-Two Envelope method will be adopted for bidding procedure as per PPRA rules 2004.
- 2) Company Profile along with relevant documents shall be attached with this document.
- 3) Firm failing in fulfillment of any of the mandatory terms shall not be considered.
- 4) The rates quoted shall remain valid for a period of two years. Unless terminated earlier, upon expiry, consent of the parties in writing. However, if none of the parties have served to the other, a termination notices prior to the expiry of the contract term, then the agreement shall automatically be renewed for a further period of twenty-four months from the date of expiry of previous contract.
- 5) Bid(s) shall be in Pak rupees only and inclusive of all rental, software etc.
- 6) The bidder should quote its rates clearly, in the Financial Proposal in both figures and words.
- 7) No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- 8) Regular quarterly charges will be paid on provision of invoice after each quarter.
- 9) No transportation charges will be paid for any of the services.
- 10) The contract shall be terminated in case of violation of terms and conditions by the contractors.
- 11) All bids must be accompanied by a Bank draft of Rs. 100,000/- as an earnest money/Bid Security. The bid security of unsuccessful bidder will be released by National Assembly Secretariat after award of work or after expiry of bid validity period as per rules whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 10% of contract price.
- 12) In case of any difference or dispute arises between the parties, the same shall be dealt with as per PPRA rules.
- 13) All rules, regulations and policies will be governed in accordance to the PPRA.
- 14) National Assembly Secretariat reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by PPRA Rules 2004.
- 15) The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation.

- 16) All Government taxes (including Income tax, stamp duty, General Sales Tax/ Service Tax etc.), levies and charges will be charged as per applicable rates/Work Order. All taxes shall be deducted by the National Assembly Secretariat and its decision shall be final.
- 17) The contractor shall pay all the cost for preparation of legal documents of contract.
- 18) PPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ambiguous in this tender document. Kindly read PPRA Rules for further details.
- 19) Bidder is wholly responsible for the maintenance/services of the equipment/ devices/accessories associated with Professional Telecasting System (PTS) at the National Assembly Secretariat and the cost will be borne by the bidder.
- 20) If the equipment needs removal from the location/premises for repair, the firm shall provide, without any additional charges, alternate equipment to ensure continued operations of the system.
- 21) Bidder shall be bound to submit quarterly bill to National Assembly Secretariat on time. Telecasting branch shall scrutinize the bill and forward the same to Budget Branch for payment.
- 22) Bidder should have active vendor I.D at the time of submission of bill.
- 23) Bidder shall be bound to submit all required documents along with bill.
- 24) Bidder shall provide Undertaking on simple paper to provide 1 X Resident engineer (Graduate) and 1x technician (Diploma holder) provided to NAS during NAS duty hours. CVs shall be provided to the NAS by successful bidder.
- 25) That upon successful completion of one-year Agreement, the contract may be renewed for further period of one-year subject to satisfactory performance and mutual agreement of both parties.

PROFESSIONAL TELECASTING SYSTEM EQUIPMENT LIST

No.	Model	Description	Qty
1.	Sony DXC-D55PL	2/3" CCD Chip (14 bit) supplied Accessories Camera head, Ex mic, view finder, Tripod adaptor	05
2.	Fujinon Lens	A 20 x 8.6 BMD-DSD 20 x Zoom	03
3.	Fujinon Lens	A 20 x 8.6 BEMD-DSD 20 x Zoom with 2x Extender	02
4.	Camera Adapter	Sony CA-50	05
5.	System Controller	Fujinon ESC-103K-04A W/PCA-3	05
6.	LMD Monitor	14" Sony LMD1530W	04
7.	SDI Converter For LMD	Sony BKM320D	04
8.	TV Monitors	Cam Preview LG 14FU7RB	06
9.	Video Switcher	Remote Panel Sony DFS800	01
10.	Video Switcher	Main Brain Sony DFS800	01
11.	Audio Console	20 Channel Sound Craft MPM 20/2	01
12.	Audio Monitors	Genelec	02
13.	Computer Mouse/LCD	A4Tech	01
14.	CCU with SDI Cards	Sony CCU-D50P	05
15.	Indoor Pan/Tilt Unit with Accessories	Fujinon CPT-70D-02A	05
16.	Operating Unit	Fujinon EOP-102J-30E W/PCA-471A-03A	05
17.	LCD (SD-SDI)	9" Sony LMD-940W	05
18.	Vector	Haris Video Tec TVM-675	01
19.	Routing Switcher	Haris RS 12 A	01
20.	Audio Delayer	B&M BD60 AV	01
21.	SPG Digital Sync Generator	Video Teck VSG-201D	02
22.	SPG Sync Changeover	Video Teck VSX-11D	01
23.	Audio	Patch Panel	03
24.	Audio Amp	Leitch ADA-16	16
25.	Rack	PSU	01
26.	SDI to Analog/S-Video Conversion	10 Bit Marshall BC-0301-10	02
27.	Analog to SDI	10 Bit Marshall BC-0301-10	02
28.	Rack Monitoring	Sony LMD Monitor Rack Mount	01
29.	Rack Monitoring	SDI Converter Sony BMK	05
30.	Rack Monitoring	12 into 1 Harris Panacea Lite	01
31.	Video Patch Panel	20 Ports Per Each Canare 20 DV	05
32.	Video Patch Panel	Unit/Bay Harris FR6822+ 6800 Plus	02
33.	Video Patch Panel	Control Unit Harris 6800+ ETH	02
34.	Video Patch Panel	PSU Harris	02
35.	Video Patch Panel	Cards Harris DAS6802+	12
36.	Video Amp	AMP Letch VDA-16	16
37.	DVD Recorder	Sony RDR GX-380	02
38.	VTR DVCAM	VTR Sony DSR-1800AP	02
39.	VTR DVCAM	SDI Card Sony DSBK-1801	02
40.	VHS Recorder	Panasonic AG-6730	01
41.	Breakout Box	Power Signal Tester	01
42.	UPS	5KVA System	01
43.	Others	Video/Audio Cables, BNC Connectors, XLR Connectors, Audio/Video Patch Cards, RC Connectors, PSUs for Equipment	