

Tender No. 5-27/21-IT (Vol-I)

INVITATION TO BID

**PROCUREMENT OF IT EQUIPMENT FOR FAB HQS
ISLAMABAD**

1. Frequency Allocation Board, Islamabad, a public sector organization, invites sealed bids for procurement of **IT equipment** from the original manufacturers, authorized distributors, / suppliers having at least five years of experience in the relevant field. Firms must have active registrations with both Income Tax and Sales Tax Departments.

2. The Bidding shall be conducted under the "Single Stage, One Envelope" method laid down in PPRA Rules 2004. The Bid document, contains detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, guarantee, etc., are available for the interested bidders at FAB HQs, Plot No. 112, Sector H-10/4, Islamabad. The cost of bidding document is 500 rupees which is non-refundable. The bid document can also be downloaded from the website of PPRA, www.ppra.org.pk, free of cost

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach FAB Headquarters, Plot No. 112, Sector H-10/4, Islamabad, on or before, **the 24th June 2024** by 1100 hrs. The bids shall be opened promptly at 11:30 a.m. on the same day, in the presence of the representatives who choose to attend. This advertisement is also available on the PPRA website, www.fab.gov.pk .

4. The Frequency Allocation Board reserves the rights to accept or reject any or all proposals as per PPRA Rules.

Director (Admin)

Frequency Allocation Board, Headquarters

Plot No. 112, Sector H-10/4, Islamabad.

Ph. No. (+92-51) 9257721, 9257747

Email : info@fab.gov.pk , Website : www.fab.gov.pk

FREQUENCY ALLOCATION BOARD (FAB)

TENDER DOCUMENT

PROCUREMENT OF IT EQUIPMENT FOR FAB HEADQUARTERS, ISLAMABAD

FAB

FAB Headquarters, Plot No. 112, Sector H-10/4, Kahayan-e-Jouhar, Islamabad.
Phone No. 051-9257747, 9257721 Ext (163)

INVITATION TO THE BIDDERS

1. INTRODUCTION

- 1.1 Frequency Allocation Board (FAB)** an autonomous body established under Pakistan Telecommunication (Re-organization) Act, 1996 (PTRA) has the exclusive authority to allocate and assign portions of radio frequency spectrum to all wireless users in Pakistan. Efficient and effective radio frequency spectrum allocation and assignment is ensured through spectrum planning, management and monitoring in line with Radio Regulations of International Telecommunication Union (ITU). Frequency Allocation Board (hereinafter referred to as “the Purchaser”).
- 1.2** FAB desires to seek bids from well reputed, experienced firms / Companies to provide **IT Equipment** for FAB HQs, Islamabad, details as provided in Tender Document (**Annex-A**).

2. INSTRUCTIONS TO BIDDERS

- 2.1** Bidders must ensure that they have submitted all mandatory documents indicated in heading no.5 of the Bidding Document without fail.
- 2.2** All suppliers / authorized dealers / distributors / manufacturers having legal presence in Pakistan and registered with Federal Board of Revenue (FBR) for income tax and sales tax purposes are invited to submit their bids / proposals.
- 2.3** This Invitation to Bid is open to prospective bidders in Pakistan.
- 2.4** Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.
- 2.5** All terms not otherwise defined or provided herein shall have the same meaning ascribed to them in PPRA Rules 2004 (as amended from time to time).

3. GENERAL TERMS & CONDITIONS OF THE TENDER

- 3.1 Source of Funds:** The Frequency Allocation Board is a self-funded organization and will make payment from its own resources.
- 3.2 Bidding Method:** “Single Stage-One Envelope” method will be adopted for bidding process as PPRA Rules, 2004. “The bid shall comprise one single envelope containing separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

- 3.3 Company / Firm Profile:** Company / Firm / Sole Proprietor Profile along with relevant documents be attached with this document.
- 3.4 Validity Period:** Bids must remain valid for **(120 Days)** from the date of opening of bids / financial proposals.
- 3.5 Delivery of IT Equipment:** The IT Equipment should be delivered by the supplier at Frequency Allocation Board, Headquarters, Plot No. 112, Sector H-10/4, Islamabad as per purchase order.
- 3.6 Time for Completion:** The supplier should deliver and configure the required IT Equipment as per demand within 4 x weeks from the date of issuance of supply / work order and submit bill along with all relevant documents.
- 3.7 Delayed Delivery:** 0.5% penalty of the total amount will be imposed per week subject to a maximum of 10% in case the company / firm fails to deliver within the delivery / execution period.
- 3.8 Inspection:** Physical inspection will be carried out by FAB Technical Committee (if required) as per purchase order. Ordered IT equipment is subject to final inspection at the time of delivery.
- 3.9 Quantity Delivered:** Competent Authority reserves the right to increase / decrease the quantity required.
- 3.10 Condition of Goods:** All substances must meet in all respects with the specifications & conditions of the supply order and must be brand new & confirm to the best industrial quality standards.
- 3.11 Rejection / Rights reserved by FAB:** FAB 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, if all the IT Equipment not in accordance with our specification (**Annex-A**).
- 3.12 Bid Security:** The bidder shall furnish a bid security / earnest money @ 5% in the form of a Bank / Demand Draft, Pay Order in favour of the **Frequency Allocation Board**. Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the FAB as non-responsive.
- 3.13 Performance Guarantee:** The successful bidder shall furnish performance guarantee @ 5% of the total bid price valid for the warranty period, as per clause the performance guarantee shall be in the form of a bank guarantee issued by a scheduled Pakistani Bank.
- 3.14 Warranty:** The warranty of the IT Equipment as per **Annex-A** should be 12 x months from the date of delivery of IT Equipment and shall accordance with specifications by the Original Equipment Company. In case of warranty claim supplier must have to provide the item of same specification, during rectification / replacement period. The firm must specifically mention the above warranty on its invoices / delivery challans.

- 3.15 Form of Contract:** The contract agreement will be signed between FAB and the successful bidder as per specimen attached at **Annex-B**.
- 3.16 Price / Rate:** Price / rate must be quoted should include all government taxes and against each item as per specimen at (**Annex-A**) and no column may be left blank. All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during contract and under no circumstance shall any supplier/bidder be entitled to claim enhanced rates for any item in this contract.
- 3.17 Language of Documents:** Bid document and related correspondence are in the English language. The bid document should have a covering letter on printed letterhead of the firm. All pages of the bid shall be signed / initiated and shall bear official seal of the person(s) authorized to sign / endorse.
- 3.18 Resolution of Differences:** In case of any difference or dispute arises between the parties, the same shall be dealt with as provided in dispute resolution clause (4).
- 3.19 Mistakes in Calculation:** The bidder / supplier will be liable for any mistakes in calculation of price / rate / amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
- 3.20 Financial Proposal:** Financial Proposal shall be read / filled carefully, the page must be signed by the bidder and is to be submitted with the envelope containing the Financial Proposal as per specimen at **Annex-C**.
- 3.21 Clarifications of Tendering Documents:** A prospective bidder requiring any clarification(s) may notify to FAB in writing. The FAB will respond to any request for clarification, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids.
- 3.22 Deadline for submission of bids:** Bids should be submitted in sealed envelopes containing necessary information regarding tender notice message **“DO NOT OPEN BEFORE THE 1130 hours on 24th June, 2024**. The Opened, e-mailed or faxed bids will not be accepted.
- 3.23 Opening of Bids:** All submitted bids shall be opened on **24th June, 2024** at **1130 hours** in the presence of company’s representatives who choose to be present.
- 3.24 Force Majeure:** (a) The firm shall not be liable for liquidated damages, forfeiture of its Performance Guarantee, termination for default, if and to the extent of his failure / delay in performance / discharge of obligations is the result of an event of Force Majeure.
- (b) If a Force Majeure situation arises, the Firm shall by written notice served on the FAB, indicate such condition and the cause thereof. Unless otherwise directed by the FAB in writing, the firm shall continue to perform under the purchase / work order as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

3.25 Award of Contract: FAB will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered a bid that is **Most Advantageous Bidder** to FAB, provided that such Bidder has been determined to be eligible and the offered IT Equipment meet the Technical requirements as provided in **Annex-A**.

3.26 Responsiveness of Bids

- (a) The valid bid security is submitted.
- (b) The bid is valid till required period.
- (c) The bid prices are firm during its validity and inclusive of all applicable taxes, duties etc.
- (d) Compliance to all important terms and conditions of Tender Notice and tender document as per specified formats.
- (e) The bidder is eligible for tendering and possesses the requisite experience.
- (f) The bid does not deviate from basic requirements.

3.27 Terms of Payment:

- (a) The payment shall be made in lump sum after the submission of the satisfactory report/inspection certificate by the FAB Delivery Inspection Committee subject to conditions 3.7 and 3.8
- (b) Relevant payment of each supply order shall be payable to the supplier/bidder upon successful delivery of item(s) as per supply order which should be proved by Acceptance Certificate(s) issued by FAB.
- (c) All the payments shall be made through crossed cheque in the PAK Rupees.
- (d) Performance Guarantee shall be released after the expiry of warranty period.
- (e) The rates will be inclusive of all taxes including GST.
- (f) Government taxes will be deducted at source at the time of payment.
- (g) Payment shall be made to the bidder upon submission of invoice within two weeks.

3.28 Other: PPRA Rules will be followed for all other terms and conditions not specified / mentioned / ambiguous in this tender document. Kindly read PPRA Rules available on www.ppra.gov.pk for further details.

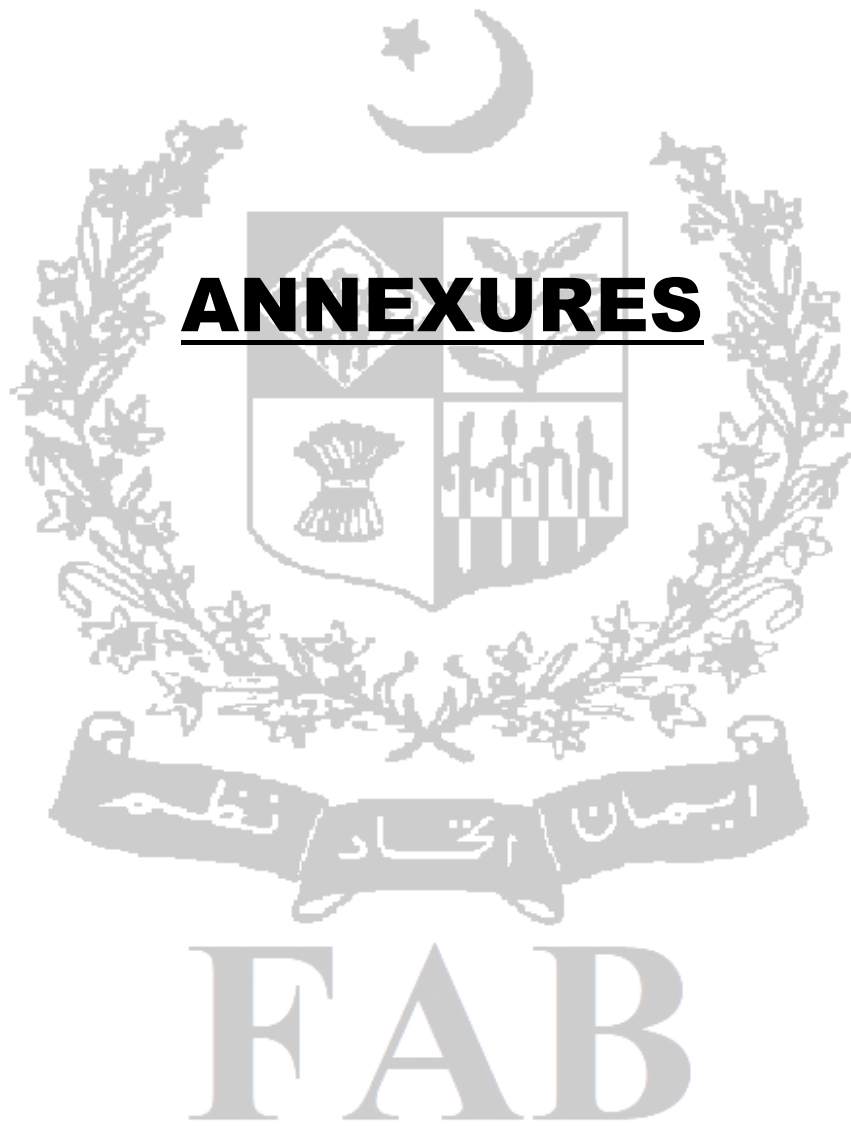
4 DISPUTE RESOLUTION

4.1 In the event any dispute arises with respect to the bidding and procurement process, the Purchaser, upon written request of the bidder, shall constitute a Grievance Redressal Committee (the "Committee") comprising of odd number of officers, with necessary powers and authorizations, to address the complaints of bidder that may occur prior to the entry into force of the Contract.

4.2 The Grievance Redressal procedure prescribed under Rule 48 of PPRA rules shall be followed in case of any dispute between the bidder and FAB.

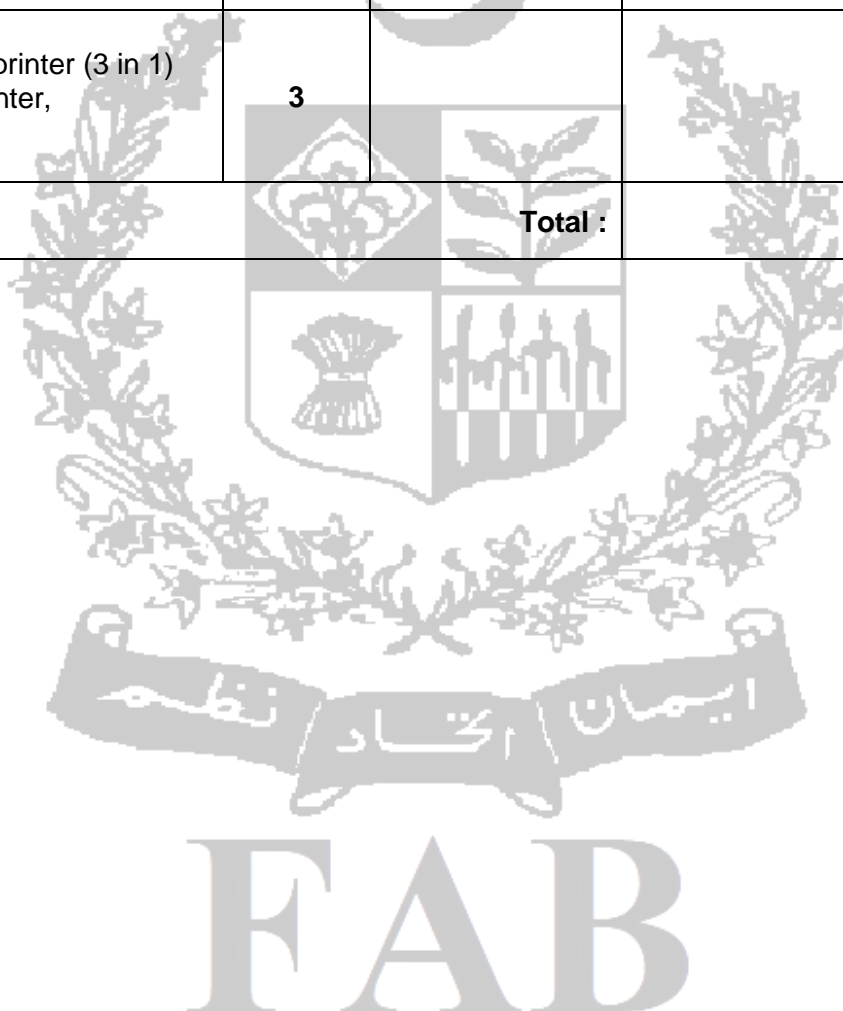
5. MANDATORY CONDITIONS FOR THE BIDDER

S. No.	Eligibility Criteria	Requirement	Attached (Yes / No)
5.1	Application letter of Intent for participation in tendering process	Mandatory	
5.2	Firms must have valid experience of 05 x years in supplying / installation of IT Equipment to public / private sector organizations.	Mandatory	
5.3	The firm must provide copy of Income Tax / Sales Tax Registration certificate along with NTN and evidence of Active Taxpayer List in FBR.	Mandatory	
5.4	The firm must provide details of sub-offices / service centers of all main cities including Islamabad and Rawalpindi with Phone Numbers / Addresses	Mandatory	
5.5	<p>i. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above duly attested by Notary Public that the firm is not black listed by any government / semi government Department as per</p> <p>ii. Affidavit on Judicial / Stamp Paper of Rs. 100/- or above, duly attested by Notary Public that the firm would supply / installation Brand New / Original IT Equipment.</p> <p>iii. Non-compliance to the same may result in immediate termination of supply / work order leading to forfeiture of earnest money / performance security and blacklisting of firm as per Specimen attached at Annex-D & E.</p>	Mandatory	
5.6	Copy of Authorized Dealership / Distributorship / Retainer-ship or Manufacturer Firm's Certificate whichever is applicable may please be attached.	Mandatory	



ANNEX-A

IT EQUIPMENT SPECIFICATIONS					
Sr. #	Name of the Machine and Model / Specification	Quantity Required	Quoted Item's Brand Name (if applicable)	Rate per Unit (including taxes)	Total Amount (Rs.)
1.	Laptop Core i7 10 th Gen Display 15.6" 500 GB SSD (NVME) 16 GB RAM Licensed Windows 11 Pro Licensed MS Office 2021	2			
2.	Printer HP LaserJet printer (3 in 1) (Scanner, Printer, Photocopier)	3			
Total :					



FORM OF CONTRACT FOR PROCURMENT OF IT EQUIPMENT

This AGREEMENT made this day of 2024, by and between the **Frequency Allocation Board (FAB)**, of the one Part

And M/s, located at, hereinafter called the "**Supplier**" which expression shall include their successors, legal representatives of the second part.

Whereas the **FAB** requires supply of and whereas the **Contractor** has agreed to supply, the said items valued at Rs. and words (.....) as per Purchase Order, subject to the terms and conditions set forth, hereinafter, which have been accepted by the **Supplier**.

Now this Agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the **Conditions of Contract** hereinafter referred to.
2. The following documents which, for the purpose of identification, have been signed by on behalf of the **Supplier**, and by Director (Administration) on behalf of the **FAB**, all of (name and designation of the authorized (person)

Which shall be deemed to form and be read and construed as a part of this **Agreement** viz.

- a) Conditions of Contract;
 - b) Supplier's Offer including the relevant correspondence prior to signing of this Agreement with all Annexures duly filled in.
 - c) The specifications of the items; and
 - d) Bill of Quantity with prices.
3. In consideration of the payment to be made to the Supplier, the **Supplier** hereby **covenants** with the **FAB** to supply & deliver all items in conformity in all respects of the Contract on quarterly basis, as mentioned in Purchase Orders.
 4. The **FAB** hereby **covenants to pay** the Supplier in consideration of the supply & delivery of items at the contract price subject to release of funds.

In Witness Thereof the parties have hereunto set their respective hands and seals, the day, month and year first above written.

(.....)
Director (Administration)
Frequency Allocation Board, HQs

(.....)
M/s.....
CNIC #

WITNESSES:

1. _____
(.....)
CNIC #
Frequency Allocation Board, HQs

_____ CNIC #
M/s.....

2. _____
(.....)
CNIC #
Frequency Allocation Board, HQs

_____ CNIC #
M/s.....

ANNEX-C

FORM OF FINANCIAL BID

(Amount in PKR)

Sr.	Description	Qty	Per Unit Price	Total Amount Without Tax	Tax	Total Amount With Tax
1.	Laptop Core i7 10 th Gen Display 15.6" 500 GB SSD (NVME) 16 GB RAM Licensed Windows 11 Pro Licensed MS Office 2021	02				
2.	Printer HP LaserJet printer (3 in 1) (Scanner, Printer, Photocopier)	03				

Must be filled by the Bidder under authorized signatures and seal / stamp.

Name:	
Designation:	
Signature & Stamp:	

FAB

(Must be Printed on Rs. 100/- or Above Stamp Paper)

BLACK-LISTING CERTIFICATE

CERTIFIED THAT M/s, HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN.

M/s _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

FAB

ATTESTED BY NOTARY PUBLIC

(Must be Printed on Rs. 100/- or Above Stamp Paper)

UNDERTAKING / CERTIFICATE.

IF PROVIDED IT EQUIPMENT WAS FOUND REFURBISHED, SUBSTANDARD, USED, OUTDATED OR OF POOR QUALITY, THE SUPPLY / WORK ORDER OF THE FIRM WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND WILL NOT MAKE ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE / BID SECURITY GIVEN BY THE FIRM WILL ALSO BE CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/s _____

Authorized Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

FAB

ATTESTED BY NOTARY PUBLIC