

BIDDING DOCUMENTS



**“PROVISION OF ONE VOIP EXCHANGE AND TWENTY VIDEO VOIP
TELEPHONES FOR NAVTTTC WITH INSTALLATION”**

NAVTTTC ISLAMABAD



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION
Plot No. 38, Kirthar Road, Sector H-9/4, Islamabad
Ph.051-9044315, Fax No.051-9206338 <http://navttc.gov.pk>



TENDER NOTICE

“PROVISION OF ONE VOIP EXCHANGE AND TWENTY VIDEO VOIP TELEPHONES FOR NAVTTC WITH INSTALLATION”

Sealed bids are invited from sole distributors, firms, contractors, suppliers, dealers registered with Sales Tax / Income Tax Departments / relevant authorities for **“Provision of One VOIP Exchange and Twenty Video VOIP Telephones for NAVTTC with Installation”**. **Single Stage – One Envelope** procedure will be adopted under the provisions of PP Rules-2004. The sealed bids complete in all respects should be submitted through EPADS and also in hard format before the cut-off date.

2. The closing time for receiving of the bids is 5th August, 2024 till 02:00 p.m. and which shall be opened publically on the same date at 02:30 p.m. in NAVTTC Headquarters, Plot No.38, Kirthar Road, Sector H-9, Islamabad

3. Tender documents, list, and detail of items/equipment with specification and detailed terms and conditions can be obtained (free of cost) from the office of Deputy Director (Procurement), NAVTTC HQs, Islamabad during office hours and also available on EPADS web portal of PPRA’s EPADS and official website of NAVTTC (<https://navttc.gov.pk>). **No bid shall be entertained if not applied through EPADS.**

4. All terms and conditions contained in the RFP / Bidding Documents shall apply.

5. NAVTTC reserves the right to accept or reject any or all bids/proposals in accordance with PPRA Rules-2004.

Deputy Director (Procurement)

GOVERNMENT OF PAKISTAN
(NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION)

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock, and services for NAVTTC, Islamabad. Interested bidders (manufacturers/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and NAVTTC's websites. Submission of bids through EPADS is a mandatory requirement and only hard copies will be submitted to the NAVTTC. The qualified bidders with the lowest evaluated bid and subject to the approval of the work plan will be awarded the contract. The detailed evaluation criteria have been prepared and attached with these instructions.

2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	National Vocational & Technical Training Commission (NAVTTC)
Last date for response submission:	5 th August, 2024 at 02:00 PM
Opening Date & Time:	5 th August, 2024 at 02:30 PM
Opening Place:	Committee Room, NAVTTC HQs, Plot # 38 Sector H-9 Kirthar Road Islamabad.
Contact Person:	Deputy Director (Procurement)
Phone:	+92 51 904 4315

3. This document contains the following: -

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items' quantity and specifications.

4. TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) The tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- ii) **Single Stage - One Envelope** Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **Rs.70,000/-** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **Deputy Director (Procurement), NAVTTC HQs, Islamabad.** Neither personal cheques nor the bids received without earnest money will be accepted.
- iii) The bid validity period is 120 days from the date of publication.
- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period. However, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- v) For each item, the manufacturer/company name/brand name must be quoted. A physical inspection may be conducted.

- vi) The offered rates should include GST/Government taxes, delivery, installation and necessary software charges etc.
- vii) The bid must indicate the sound financial status of the bidder. It should be supported by evidence, like a certificate from a reputed bank.
- viii) National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.
- ix) The bidder will have to submit an affidavit on stamp paper of **Rs.50/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of the submission of false statements, the firm shall be blacklisted and debarred from the bidding process. No case /legal proceeding is pending against the firm in any private/public sector or any court of law.
- x) If any item is found substandard, defective, and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This inter alia may range from forfeiting of bid security to blacklisting of firms for future participation in the procurement process.
- xi) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- xii) The contract will be awarded to the lowest evaluated bidder as the Most Advantageous Bid after approval/successful inspection of samples by the Tender Purchase Committee, whose decision will be treated as final.
- xiii) The result of the bid evaluation under Rule 35 of PP Rules, 2004 will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee already constituted in the NAVTTC will address the grievances.
- xiv) Bidders are requested to quote the best brands, specifications, and final prices inclusive of all taxes. The bids should be supported with all documentary evidence/proofs wherever applicable. The bid without supporting documents/evidence will be rejected.
- xv) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xvi) The interested manufacturer/authorized dealers/suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvii) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 30 days of receipt of the Supply/Work Order. In case supply/work is not carried out within the stipulated period a penalty @ 0.1% per day of the amount of pending items of supply order may be imposed and amount will be deducted from the bills of supplier.

- xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next most advantageous bid.
- xx) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firm does not supply as per the supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and the firm can be debarred from the business with the office.
- xxi) A 5% Performance Guarantee against Supply Orders of physical assets will be retained by this Commission against the Warranty Period of those items.
- xxii) The following documents must be attached with respect to each tender:

5. FINANCIAL PROPOSAL

S.No.	Description (OR EQUIVALENT)	Quantity	Quoted Price in Rs. (Inclusive of all Taxes)
1	Grandstream UCM6302 series IP PBX 2 PSTN Trunk 2 Analog Extension Line upto 500 IP Extension mobility, voice, video calling, video conferencing (SIP Trunk Supported) – OR EQUIVALENT	01	
2	Grandstream GXP2160 Reception provides an efficiency-focused endpoint with its vibrant display and intuitive BLF and speed-dial keys. Focus on handling more calls and reaching more customers by utilizing its 6 lines, 4.3” LCD screen and built-on physical 24 BLF/Speed Dial – OR EQUIVALENT	01	
3	Grandstream Video Phone GXV 3380 is a powerful High-End Smart Video Phone for Android that combines a 16 line IP phone with a multi-platform video collaboration solution – OR EQUIVALENT	20	
4	IP Pbx Exchange Installation Configuration ALL IP Phones configuration Testing commissioning charges	Job	
Total Financial Bid inclusive of all taxes			

Note:

- (i) The lowest accumulated rate of all items quoted will be the lowest evaluated rate
- (ii) In case of ancillary works, rates of PWD will be applicable