

GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)
GEOLOGICAL SURVEY OF PAKISTAN
LAHORE



Tender Documents

(Single Stage Two Envelope procedure on FOR Lahore basis)

For

**PURCHASE OF HARDWARE AND STORE ITEMS (LAPTOP, TABLET,
PRINTER & PORTABLE HARD DRIVES)**

(FY 2023-24)

**Chairman Purchase Committee
Geological Survey of Pakistan**

Trade Center Near Expo Center, Johar Town, Lahore.

Ph. 042-99232931, 042-99232932, Fax. 042-99232940

Tender Notice

INVITATION TO BID

Government of Pakistan Geological Survey of Pakistan, Lahore

Sealed Tenders are invited from the GST, Income Tax registered firms/suppliers who are on the active taxpayer list of the Federal Board of Revenue for the supply of the following Hardware and Store items to equip the Geological Survey of Pakistan on FOR basis (as per specifications).

Sr. No.	Items	Details
1	Hardware and Store items	Laptop, Tablet, Printer & Portable hard drives

Conditions & Regulations:

- The last date of receipt of bids is 09-05-2024, till 11:30 hours. Bid must accompany bid Security of amount 2% of the total quoted cost in the shape of a pay order/CDR in favor of Director General, Geological Survey of Pakistan.
- Tender documents/RFPs containing bidding procedure, terms & conditions and items specifications can be obtained during office hours (08:30 to 16:30 hours) from Office of the Chairman Purchase Committee, Geological Survey of Pakistan, Trade Center-II, near Expo Centre, Johar Town, Lahore.
- The tender notice is also available on www.gsp.gov.pk and PPRA website www.ppra.org.pk.
- The Bids must reach the following address on or before 09-05-2024 by 11:30 hours.
- Technical Bids/proposals will be opened on the same date at 12:30 hours in the presence of bidders or their authorized representatives.

ASIF HANIF
Sr. Chemist / Chairman Purchase Committee
Geological Survey of Pakistan
Trade Centre near Expo Centre, Lahore.
Phone. +92-42-99232931,042-99232932 Fax. 042-99232940

List of Mandatory Documents for Eligibility

Sr.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 3 years of Relevant Experience	Valid certification from concerned regulator/ authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status and vendor number	
4	The bidder should have a fully operational office/ Head office in major cities of Pakistan (Preferably Lahore)	
5	Affidavit of the correctness of information that the firm is neither blacklisted nor involved in any active litigation in Pakistan	
6	Proof of similar completed projects for the last 3 years	Completion Certificates
7	Bidder has technical capabilities to provide support services /assistance during active period of Contract (one year)	Team List with relevant training/certification
8	Pay Order/Call Deposit Receipt/ Bank Draft for Bid Security of 2% bid price	
9	Performance Guarantee equal to 10% of contract value in form of Bank Guarantee for one year from any scheduled bank of Pakistan within 15 days of supply	-
10	Copy of CNIC of authorized representative	-

Technical Evaluation, Procedure and Criteria

- (i) Bidding company/firm may participate in whole tender items or a single item.

(ii) Procedure for opening of Bids

Single stage – Two envelopes, procedure would be adopted for opening of bids. The procedure and terms are as follows:

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal.
- b) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened in the presence of representatives of qualified bidders.
- d) The Technical Proposals shall be evaluated for compliance with technical requirement of this document, without reference to the price and proposal may be rejected which does not conform to the specified requirements as listed in said Sections.
- e) The Financial Proposal of bids found technically non-responsive or unqualified shall be returned un-opened to the respective bidders.
- f) The envelope marked as “FINANCIAL PROPOSAL” shall be opened in front of Procurement Committee members and the representatives of qualified bidders after the technical evaluation.
- g) The financial proposals will be evaluated and amount totals will be checked/verified for correctness.
- h) The place of delivery will be the office of Geological Survey of Pakistan, Trade Center II, M.A.Johar Town, Lahore.

(iii) Technical evaluation

There would be a two-stage evaluation; a preliminary mandatory evaluation of technical bids will be done as per information tabulated above in the “list of mandatory documents”. Detailed technical evaluation of those firms would be performed which would qualify the above tabulated mandatory evaluation criteria. Based on the detailed evaluation, a further short listing will be done. These short-listed firms may be asked to give presentation/demo of their equipment/ solution as requested by the Purchaser if required. The technical evaluation would be performed by the Technical Evaluation Committee. Rating for technical evaluation will be as per following criteria:

Technical Criteria: Minimum 65% (65/100)

Sr.	Criteria	Marks
1	Relevant Experience	
(i)	Relevant experience in providing items of similar nature for clients in public and private Sector for each project. (Provide copies of Purchase Orders for Proof, 10 marks for each purchase order minimum amounting 2 million) (Maximum limit 30 Marks)	40
(ii)	Manufacturer Authorization/Dealership Certificate (10 Marks)	
2	Technical Resource (Technical/ Managerial)	
(i)	Staff strength 05 and above employees: 20 Marks Staff strength less than 05 employees: 10 marks	30
(ii)	Technical Manager's Experience: (Maximum 10 Marks) Relevant Experience five (05) years or above of successfully managing and implementing similar nature projects (10 marks) Relevant Experience less than five (05) years of successfully managing and implementing similar nature projects (5 marks)	
3	Working Capital of last three years <ul style="list-style-type: none"> • 2.1 < Turnover < 3 Million / F.Y (7 Marks) • 3.1 < Turnover < 4 Million / F.Y (8.5 Marks) • 4.1 Million < Turnover / F.Y (10 marks) (Third Party generated verifiable audit reports or Bank statement for last three financial years to be provided)	30
Total		100

(iv) Financial Bid Evaluation

Financial bids will be opened for only those bidders who meet the minimum technical qualification criteria i.e. 65%.

(v) Final Evaluation

The lowest financial bid of the technically compliant bid will be selected for award of the purchase/supply order, after fulfilling contractual obligations.

Detail of Financial Instruments	
i	Bid must accompany bid Security of amount 2% of the total quoted cost in the form of Pay Order/Call Deposit Receipt/ Bank Draft of bearing No. _____ dated _____ of Bank _____ is attached in original with financial bid envelop.
ii	Validity of Bid is for <u>45 DAYS</u>
iii	Name of Bidder CNIC of authorized person Address of bidder Title of Bank Account: Bank Account No. Name of Bank
iv	Payment will be made through cheque in Pak Rupees on completion of 100% supply as per approved quality standards/ specification etc.

Technical specifications for the purchase of Laptop, Printer & Portable hard drives

Sr#	Items	Quantity	Minimum Specifications Required	Specification Being Offered
01	Laptops (Branded)	7	Type: Laptop PCs	
			Processor: Core i7, 13 th Generation, 2.1 GHz base frequency up to 5.0 GHz, 16 Cores, 24 CPU Threads, 30MB Cache	
			Storage: 512 GB M.2 NVMe. SSD	
			Memory: 16 GB DDR5	
			O.S.: Windows 11 Pro 64 bit with original key.	
			Graphics: Dedicated 8GB NVIDIA	
			LED: 16" WQXGA	
			HDMI: 1xHDMI, supports up to 8K	
			Camera: FHD 1080p	
			Keyboard: Num Pad & Back Lit	
			Connectivity: WIFI 6 and Bluetooth	
			USB ports: 3x USB-A 3.2 Gen 1, 2x USB-C 3.2 Gen 2	
Warranty: One (1) year local warranty from the date of delivery.				

Sr#	Items	Quantity	Minimum Specifications Required	Specification Being Offered
02	Laptops (Branded)	7	Type: Laptop PCs	
			Processor: Core i7, 13 th Generation, 2.1 GHz base frequency up to 5.00GHz, 10 Cores, 12 Threads, 12MB Cache	
			Storage: 512 GB M.2 NVMe. SSD	
			Memory: 16GB DDR4	
			Graphics: 2GB	

			O.S.: Windows 11 Pro 64 bit with original key.	
			LED: 15.6" FHD	
			Keyboard: Num Pad & Back Lit	
			Connectivity: WIFI and Bluetooth	
			Warranty: One (1) year local warranty from the date of delivery.	

03	Printer (Color)	2	Minimum Specifications Required	
			Functions: Print, wireless	
			Display: LED	
			Print speed color: up to 4 ppm minimum	
			Print speed black: up to 18 ppm minimum	
			First page out (ready): color: As fast as 25.3 sec	
			First page out (ready): Black: As fast as 12.4 sec	
			Resolution: 600 x 600 dpi	
			Duty cycle: Up to 20,000 pages per month	
			Print technology: Laser	
			Media sizes supported: A4; A5; A6; B5, Letter	
			Memory: 64 MB	
			Connectivity, standard: Hi-Speed USB 2.0 port, Fast Ethernet 10/100Base-TX network port, Wireless 802.11 b/g/n	
			Paper handling input: Up to 150 sheets	
			Paper handling output: Up to 50 sheets	
Duplex Printing: Manual				
Number of print cartridges: 2x4 (1 each black, cyan, magenta, yellow)				
Warranty: One (1) year local warranty from the date of installation				

04	Printer (Black & White)	8	Minimum Specifications Required	
			Functions: Print, wireless	
			Print speed black: 20 ppm minimum	
			First page out (ready): Black: As fast as 6.6 sec	
			Resolution (black): 1200 x 1200 dpi	
			Duty cycle: Up to 10,000 pages per month	
			Print technology: Laser	
			Media sizes supported: Letter; Legal; A4	
			Memory: 64 MB	
			Connectivity, standard: Hi-Speed USB 2.0 port, Built in Wireless 802.11 b/g/n	
			Paper handling input: 150-sheet input tray	
			Paper handling output: 100-sheet input tray	
			Duplex Printing: Manual	
Number of print cartridges: 2 black				
Warranty: One (1) year local warranty from the date of installation				
04	Portable Hard Drive	15	USB Type: Micro USB to USB Type A Connection interface: USB 3.1 Gen 1 Storage Capacity: 2 TB 2.5" HDD Warranty: 1-year local warranty	

SCHEDULE OF PRICES

Item No.	Description	Quantity	Unit Rate (Rs)	GST on Unit price	Unit Rate (Rs) with GST	Total Amount (Rs)
1.						
			Total (to be carried to Summary of Bid Price)			

Timeline for Delivery of Goods:

Successful bidder will deliver the goods within **15 Days** of the issuance of purchase order.

Terms & conditions: - *(On official letterhead of the bidder)*

Sealed bids (as per prescribed bid forms) addressed to the Chairman Purchase Committee, Geological Survey of Pakistan, Lahore will be received till 09-05-2024, 1130 hours and will be opened at 1230 hours on same date in the presence of all bidders or their authorized representative who may choose to attend.

1. Warranty period of all items should not less than 1 year and successful bidder must provide one year after sales service. Warranty period starts after the successful supply and inspection of equipment.
2. Bids should accompany a pay order as bid security for an amount equal to 2% of the bid price in the name of Director General, Geological Survey of Pakistan. Failure to furnish the same shall lead to disqualification of the bid.
3. Performance Guarantee for an amount equal to 10% of the total price of the contract value must be submitted within 15 days. Performance guarantee will remain valid till the expiry date of warranty.
4. Income tax/GST (if admissible) will be charged as per prevailing laws of the Government of Pakistan from bidders.
5. Bids should be free from cutting/overwriting. The bid amount should be written both in figure as well as in words which must be clear and legible. Failure to do so shall lead to disqualification of the bid.
6. Bid have a minimum validity period of 45 days from the last date for submission of the Tender.
7. The quoted rates once offered by the bidder will not be changed during the contract and Dollar to Pak rupee rate fluctuation will not affect the BID price.
8. The successful bidders shall be required to supply items within **Fifteen (15) days** from the date of issuance of supply order.
9. The Competent Authority/Purchase Committee reserves the right to accept or reject any or all bids by assigning proper reasons before submission and after opening of bids.
10. The Bidders are required to quote their Full Name, Contact number, Address and National Identity Card number.
11. At the time of supply, below par specification goods will result in cancellation of bid & forfeiture of bid security.
12. The purchase committee may decrease or increase the number of items if required.
13. Conditional/Incomplete bids shall not be accepted.
14. **DELIVERY:**

The material strictly in accordance with the specification must be delivered through Delivery Challan in triplicate at the place and within the given time.
15. **INSPECTION:** All items of this order will be subject to acceptance/rejection by the Inspection Committee/3rd Party Inspector (if required), who will give its decision after 10 working days of supply of items.
16. **LIQUIDATED DAMAGES (LDs):**
 - a. If the supplier/contractor fails to deliver any or all of the goods/services within the time period(s) i.e., 15 days specified in the Tender document and PO, the Procuring agency shall, without prejudice to other remedies under the PO, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the PO price per week or part thereof for first **two weeks**, 1.00% per week for next **two weeks** and 1.5% per week exceeding **four weeks up** to maximum extent of 6% of the PO value.

b. Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Procuring agency reserves the right to cancel Purchase order/contract and to forfeit the bid security and/or performance Guarantee (if applicable) after intimating the supplier for such cancellation/forfeiture.

17. **GOVERNING LAW:** This Tender document and any matter relating thereto shall be governed by the prevailing laws of Govt. of Pakistan and PPRA rule 2004.
18. **WARRANTIES:** Supplier/Seller warrants that all goods, material, equipment or services furnished herein above will conform strictly to the Procuring agency's specifications.
19. **TITLE:** Supplier/seller warrants that the goods, material, equipment shall be delivered free from any and all security interests, liens, encumbrances and claims of any nature.
20. **COMPLIANCE WITH LAWS:** Supplier/seller agrees to indemnify the Purchase for any loss, damage or cost suffered by the Procuring agency as a consequence of the Supplier/seller's failure, deliberate or otherwise, to comply with any applicable laws, rules, regulations or orders/directives of any public sector entity and/or Government.
21. **ARBITRATION:** Any dispute, difference or question arising out of or in respect of this Tender document shall be settled by arbitration in accordance with the Grievances redressal committee.

TENDER Submission

Chairman Purchase Committee,
Geological Survey of Pakistan (GSP),
Trade Center near Expo Center, Lahore.

Ph. +92-42-99232931, 042-99232932

Reference your Advertisement No. PID(L) 3304 dated 24.04.2024 regarding TENDER for PURCHASE OF HARDWARE AND STORE ITEMS (LAPTOP, TABLET, PRINTER & PORTABLE HARD DRIVES)

1. We, hereby submit our bid along-with the requirements as per the TENDER document. We acknowledge that GSP is not bound to accept any proposal in this regard and reserve the right to accept or reject any offer and to annul the TENDER process and reject all proposals with/without assigning any reason or having to owe any explanation whatsoever, as per PPRA guidelines.
2. The decision of Selection / Evaluation Committee shall be final and the Committee will not be liable for any loss or damage to any party acting in reliance thereon.
3. We agree to respond to GSP requests within required time in case we qualify for the subject project as mentioned in TENDER documents.
4. We submit herewith our bid as one original.
5. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the TENDER. In case any information is found wrong, misleading or misstated in this TENDER, the same may lead to rejection of our bid and our disqualification for further proceedings in the subject procurement process.
6. We declare that our TENDER is our only and final and no unsolicited offer of any description shall be made for consideration of the GSP.

Authorized Signature:

Name and Title of Signatory:

Name & Address of Firm:

Geological Survey of Pakistan
Near Expo Centre, Johar Town, Lahore.

Attach original pay order here

(On official letterhead of the bidder)

INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Dated _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Seller/Supplier:

Signature:

[Seal]

(On official letterhead of the bidder)

FAIR PRICE CERTIFICATE

WE M/S _____ HEREBY CERTIFY THAT PRICES QUOTED BY US AGAINST GEOLOGICAL SURVEY OF PAKISTAN TENDER ENQUIRY NO. PID(L) 3304 ARE THE MOST ADVANTAGEOUS AND MOST COMPETITIVE AS GENERALLY APPLICABLE TO ALL OTHER BUYERS AND OR SOLD THROUGH OUR AGENTS AS PER PREVAILING INTERNATIONAL MARKET AS ON THE DATE OF QUOTE AND IF IT IS ESTABLISHED AT ANY STAGE THAT THESE WERE HIGHER WE SHALL BE HELD RESPONSIBLE AND AGREE TO PAY IMMEDIATELY THE DIFFERENTIAL TO GEOLOGICAL SURVEY OF PAKISTAN.

SIGNATURE AND SEAL OF THE
MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER

NOTE: FAIR PRICE CERTIFICATE WILL BE REQUIRED, IN CASE SINGLE BID IS FOUND TECHNICALLY RESPONSIVE IN THE RESPECTIVE TENDER.

(On official letter-head of the contractor) To be signed by the Chief Executive of the bidding company or a representative duly authorized by board resolution.

(On official letterhead of the bidder)

To be signed by the Chief Executive of the bidding company or a representative duly Authorized by board resolution.

INTEGRITY AND ETHICS UNDERTAKING

We hereby commit and undertake to observe the following principles during our participation in the tender process and during the contract execution:

- a) That we will not directly or through any other person or firm, offer promise or give to any of the employees of GSP involved in the tender process or execution of the contract any gain, pecuniary benefit or facilitation payment in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of contract.
- b) That we have not and will not enter with other bidders into any undisclosed agreements or understanding either formal or informal to restrict competitiveness or to cartelize in the bidding process.
- c) That we will ensure that the remuneration of agents (if engaged) is appropriate and for legitimate services only.
- d) That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of GSP.
- e) That we will not commit any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of contract.

We further understand and acknowledge that any violation or transgression of the above-mentioned principles will attract disqualification from the tender process and may also result in permanent exclusion from future contact award processes.

We also accept and undertake to respect and uphold GSP's absolute right to resort to and impose such disqualification, debarment or exclusion.

For and on behalf of: _____

(On Stamp Paper)

Mandatory for Participation in Bidding process

AFFIDAVIT

I, _____ S/o _____ aged _____ years working as Proprietor / Managing Partner / Director of M/s _____ having its registered office at _____ do hereby solemnly affirm and declare on oath asunder:

1. That I am competent to swear this affidavit being proprietor / one or the partners / Director of M/s _____
2. That M/s _____ is a proprietorship / partnership firm / company is participating in tender process conducted by GSP.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s and my I our firm/ group/ company/ sister concern/ associate company have not been blacklisted / de-listed by any Institutional agencies / Govt. Deptt/ Public Sector Undertaking.
5. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/ our firm/ company/ group/ sister concerns/ associate companies shall stand debarred from the present and future tenders of the GSP.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 5 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal) DEPONENT

(Signature & Seal of Notary)