

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

TENDER DOCUMENT P-09/2024

PROCUREMENT OF LAPTOPS

September 2024



Online (e-bid) shall be submitted only at e-PAK Acquisition & Disposal System (EPADS), on or before 11:00 AM, 15th October 2024.

Incase of any query, please contact Phone: (+92) 51-9259353

Or visit

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

Email: at procurement@pral.com.pk

Website: pral.com.pk



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1) Invitation to Bid:

Pakistan Revenue Automation (Private) Limited (acronym – PRAL). PRAL is a private limited Company registered under section 32 of the companies ordinance, 1984 (XLVII of 1984). PRAL is working with federal and provincial tax and revenue agencies to provide wide variety of tax and revenue collection automation solutions, since its incorporation in June, 1994. Online (e-bids/proposals) are invited from bidders for the **Procurement of Laptops**. All interested and eligible bidders are requested to go through the tender document and provide relevant required information and supporting documents mentioned in this document.

2) Instructions to Bidders:

The selection of a company/firm will be based on the **Quality and Cost Method**, through **Single Stage Two Envelope** bidding procedure. The Bidder is expected to examine all instruction forms, terms and Conditions of the bidding documents. Failure to furnish all information required by the bidding documents and/or to submit a bid not substantially responsive to the bidding documents will be at the bidder's risk, which may result in rejection of bid.

- 2.1 The PDF copy of the Technical and financial proposal/bid along with the bid security shall only be submitted online on EPADS no hardcopy shall be entertained.
- 2.2 In the first instance, the "Technical bid/Proposal" shall be opened for technical evaluation and the "Financial Proposal" shall remain unopened in the system.
- 2.3 PRAL shall evaluate the Technical Proposal in a manner prescribed in section-8 given in the document, without reference to the price and condition PRAL shall reject any proposal which does not conform to specified requirements.
- 2.4 During the technical evaluation, no amendments in the technical proposal shall be permitted.
- 2.5 After evaluation of the technical proposals, PRAL shall open the financial proposals of the technically responsive bids online, and shall communicate the date, time & venue through system in advance, within the bid validity period.
- 2.6 The financial bids whose technical bids declared non-responsive, shall not be opened.
- 2.7 The Technical and Financial Proposal will be evaluated based on PRAL's evaluation criteria as provided in section-08 and 09 of this document.
- 2.8 The bid shall remain valid for the period of 90 days from the date of bid opening.
- 2.9 This document has different sections carrying information of eligibility, technical evaluation criteria, Scope of work and conditions of tender etc. to assist the potential bidders to develop their technical proposals.
- 2.10 Minimum passing marks are 65 in technical evaluation, along with a compulsion to obtain full marks in Serial # 3 & 4 of Annexure-D shall be considered as technically qualified.
- 2.11 PRAL reserves the right to request submission of additional information from the bidders to clarify/further understand aspects of technical proposal, if required. PRAL also reserves the right to verify any information provided by the bidder.
- 2.12 PRAL has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- 2.13 PRAL reserves the right to award or not to award the contract and bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No bid shall be accepted in hardcopy.



- 2.14 Bidders to strictly ensure that their bid documents are submitted before the closing time and date of the tender, else the system will not accept the bids after the closing time.
- 2.15 Questions about the bidding document can be made only in writing through EPADS or Email: at procurement@pral.com.pk and must be asked on or before COB October 04, 2024.
- 2.16 Although adequate thought has been given in the drafting of this document, errors such as typos may occur for which PRAL will not be responsible.
- 2.17 Companies/Firms cannot apply by forming a consortium (both local or international firms/Companies).
- 2.18 In case the bid opening day falls on a public holiday, the next working day shall be considered as the opening day for the same.
- 2.19 In case of any disruption/failure in submitting the bid on EPADS, PRAL shall not be held liable, since the EPADS is owned and operated by PPRA.
- 2.20 In case of any disruption observed on the day of bid opening due to any reason related to server/internet connectivity, the next working day shall be considered as the opening day for the same.
- 2.21 The bidding documents should be signed, stamped and readable.
- 2.22 The financial bid/proposal should not be disclosed in the technical proposal/bid, else the bid shall be disqualified.
- 2.23 The Procuring Agency, at its discretion, may extend "Deadline for Submission of Bids". In such case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 2.24 The bidder should be a registered supplier on the e-Pak Acquisition & Disposal System (EPADS) to participate in the subject tender. To register electronically suppliers can visit <https://eprocure.gov.pk/#/supplier/registration>.
- 2.25 The scanned copy of the Bid Security to be uploaded along with the online bid and the hardcopy of the bid security and original copy of the Affidavit shall only be submitted at below mentioned address on or before 11:00 AM 15th October-2024.

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

3) Conditions for Eligibility:

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

- 3.1 Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required).
- 3.2 Have National Tax Number (NTN) and GST/ PST (if applicable) in the name of Organization (Provide a copy of registration).
- 3.3 Should be active taxpayer on the date of submitting the bid. (Status report must be provided)
- 3.4 Affidavit on stamp paper, declaring that the bidding company/Firm is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization. (Affidavit on stamp paper original signed & stamped).
- 3.5 The bidder must provide Manufacturer authorization letter & Partnership letter from the OEM (Manufacturer). (Copy of Manufacturer Authorization Letter & partnership letter is required).



If bidder fails to provide above mentioned information using “Eligibility Criteria Checklist” (Annexure B), they shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

4) Scope of the Work:

The following scope of work identifies the tasks and responsibilities that the qualifying Company/Firm shall deliver upon, by working closely with the **Human Resource & Administration Department of PRAL**:

Supply of Laptops as per below mentioned specifications.

LAPTOP SPECIFICATIONS	
(Specifications mentioned below are bare minimum acceptable specifications, bidder may bid for any improved or better specifications)	
ITEMS	DESCRIPTIONS
Processor	Intel® Core i7 1355U (up to 5.0 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 core, 12 threads)
Display	15.6” Diagonal, Full HD (1920 x 1080), IPS, Narrow Bezel, Anti-Glare 250 nits
Graphic Card	Integrated Intel® Iris X ^e Graphics
Webcam	Integrated HD 720p Webcam
RAM	32GB (2x16GB) DDR4 3200MHz
Hard Disk	1 TB PCIe NVMe SSD
Wireless Card	Wi-Fi 6 or higher (2x2) and Bluetooth 5.3 wireless card
Fingerprint Sensor	SEC Fingerprint Sensor
Speaker	Dual Stereo Speakers
Microphone	Dual Array Microphone
Wireless Mouse	Wireless Mouse Laser 3- Button from OEM or Equivalent
Keyboard	Spill Resistant Backlit Keyboard. Click pad with Multi-Touch Gesture Support
Ports	2 USB Type-A 5Gbps Signaling Rate (1 Charging, 1 Power); 1 AC power; 1 HDMI 2.1; 1 stereo Headphone / Microphone Combo Jack; 1 RJ-45; 2 USB Type-C® 10Gbps Signaling Rate (USB Power Delivery, DisplayPort™ 2.1)
Operating System (OS)	Microsoft Windows 11 Pro OEM Licensed
Warranty	01-year OEM and Local warranty
Battery & Adaptor	Long Life 3-cell Li-ion battery, 42WHR 45-Watt Smart AC Adapter
Ethernet	1G Ethernet Card
Carrying Case	Top Load Professional Bag from OEM or equivalent
Weight	1.5 kg or less

5. General or Special Conditions of Tender

The successful bidder shall agree to the following terms to provide Goods to PRAL:

- 5.1 All documents and information received by PRAL from bidders will be treated in strictest confidence.
- 5.2 All expenses related to participation in this bidding document shall be borne by the bidder.



6. Form of Contract:

- 6.1 The successful bidder shall sign and execute the standard contract/PO of PRAL including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- 6.2 Successful bidder will sign a contract/PO and will provide the goods as per the timelines specified in the scope of work after issuance of the Purchase/Service Order.
- 6.3 The duration of the contract shall be one (01) year.
- 6.4 In case of any dispute regarding Goods the decision of the PRAL shall be final & binding.
- 6.5 The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PRAL shall upon request communicate to any bidder the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- 6.6 All taxes will be deducted in accordance with the applicable laws.
- 6.7 The bid shall remain valid for the period of 90 days from the date of bid opening.
- 6.8 In case the selected bidder fails to deliver Goods as per the agreed timelines, bid security of the bidder will be forfeited, and the contract/PO may be terminated/cancelled.

7. Delivery Timelines

Timelines for the delivery of Laptops will be 08 weeks after issuance of Purchase/service Order, and the duration of the contract shall be 01 year till the completion of warranty period.

8. Technical Evaluation Criteria

This document is governed by the procedure approved by PRAL management. The technical proposal of eligible organizations will be evaluated against the requirements specified in the "Annexure-D".

9. Financial Evaluation Criteria

The financial proposals of only eligible & technically responsive bidders will be opened in the presence of all the bidders who participated in the tender. All technically qualified bids shall be opened by the evaluation committee publicly online in the presence of the bidders or their representatives who may choose to be present at the time and place announced prior to the bidding. The chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount if any and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F**".

10. Performance Security

- a) The successful bidder will be required to furnish performance security/guarantee equivalent to 08% of the award value of contract issued by a scheduled bank operating in Pakistan acceptable to PRAL, within twenty working days from the receipt of notice of successful bidder or the time as may be extended by PRAL. If the successful bidder fails to deposit performance guarantee within the time stated above, PRAL reserves the right to cancel the notice for award of agreement and the bid security shall be forfeited.
- b) The performance guarantee/security will be returned after completion of warranty period.
- c) In case the bidder fails to provide the Performance Guarantee, the said amount shall be retained by PRAL, till the completion of the warranty period.



11. Submission of Bids (Technical and Financial Proposal): -

The complete bid containing the Technical and Financial proposals along with Bid Security shall only be submitted online in PDF format on EPADS, no hardcopy shall be entertained. Only the original copy of the bid security and Affidavit shall be submitted in hardcopy at the address given in the bidding document on or before 11:00 AM 15th October 2024. Technical proposals will be opened online on the same day i.e., 11:30 AM 15th October 2024 at PRAL Head Office Islamabad in the presence of bidder's representatives who wish to attend it. The bidder who fails to submit the hardcopy of bid security on or before the closing date & time on the given address shall be disqualified from the bidding process. The Bid Security of the disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security amounting to rupees 210,000/-PKR in the form of pay order or demand draft favoring Pakistan Revenue Automation Pvt Ltd shall be submitted along with the bid. The Bid Security should be valid for a period not less than 6 months.

- a. Any bid not secured by "Bid Security" shall be considered as rejected
- b. if "Bid Security" is found less than Rs. 210,000/-, the bid shall be considered as rejected at any stage.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.



Annexures

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Other	
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
8	Address of organization	



Annex – B (Eligibility Criteria Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of the bidding firm/company's registration/incorporation	Copy of certificate of incorporation/company registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization	Copy of registration	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be active taxpayer on the date of submitting the bid.	Status report must be provided	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization.	Affidavit on stamp paper original signed & stamped	<input type="checkbox"/>	<input type="checkbox"/>
5	The bidder must provide Manufacturer authorization letter & Partnership letter from the OEM (Manufacturer).	Copy of Manufacturer Authorization Letter & partnership letter is required	<input type="checkbox"/>	<input type="checkbox"/>



Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information of the Clients	Response (Please provide exact information with Clients organization name, location/s and duration) Provide data in sequence given below
1	Details of the Clients to whom Similar nature of Goods are provided	
	Name of Clients Organization(s) along with the following details:	i.
	I. Company Name	ii.
	II. Addresses, email address, Phone #, website	
III. Contact person		iii.
IV. Start and end dates of Services (For example – Jan 2009 to July 2021)		



Annex – D (Technical Evaluation Criteria)

TECHNICAL EVALUATION CRITERIA				
Sr #	Descriptions	Total Points	Scoring Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Client Portfolio	15		
	Provided Similar nature of Goods to more than 15 local/international/multinational clients including public sector or private sector organizations		15	Documentary proof: (Purchase/Service order/ copies of contract with contact details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Provided Similar nature of Goods to more than 10 but less than or equal to 15 local/international/multinational clients including public sector or private sector organizations		10	
	Provided Similar nature of Goods to more than 05 but less than or equal to 10 local/international/multinational clients including public sector or private sector organizations		05	
2	Relevant Experience	15		
	Experience of more than or equal to 09 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		15	Documentary proof: (Purchase/Service order/ copies of contract with contact details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Experience of less than 09 years but more than or equal to 06 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		10	
	Experience of less than 06 years but more than or equal to 03 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		05	
3	Compliance to the Specifications of Laptop	20		
	Compliance to the Specifications mentioned in the Scope of Work		20	A written Confirmation on company's letterhead is required duly filled, signed and attached with evidence and reference documents such as brochures and data sheets of the offered



				products. If the quoted product is fully complied with the specifications mentioned in the Scope of Work, full Marks will be given, else zero (0).
4	Compliance to the delivery timelines for the Supply of Laptops	20		
	The Delivery Timeline for the Supply of Laptops is 08 weeks after issuance of Purchase Order, Bidder to share compliance		20	A written Confirmation on company's letterhead is required
5	Presence of the bidding Company/Firm in Major Cities of Pakistan for technical Support	15		
	Offices in Lahore, Karachi & Islamabad		15	Written confirmation on letterhead is required for presence of the bidding company/firm in Major Cities of Pakistan with required technical support. 05 Marks will be given for each city, else zero.
6	Financial Turnover	15		
	Annual turnover /revenue of the company is greater than or equal to 25 million (PKRs)		15	Documentary proof required (tax returns or financial audited report from registered firm/company for the year 2022-2023 or latest)
	Annual turnover /revenue of the company is less than 25 million (PKRs) but greater than or equal to 20 million (PKRs)		10	
	Annual turnover /revenue of the company is less than 20 million (PKRs) but greater than or equal to 15 million (PKRs)		05	
Total Technical Evaluation Score		100		

*Please mark/flag the supporting documents shared for technical qualification scoring.

*If the quoted item is below the required requirements/specification, the Bid shall stand non-Responsive



Annex – E (Key Management Staff of the Company)

Please provide details of Key Management Staff

Key Management Staff of Company					
Sr #	Name of Management Staff	Designation	Qualification	Area of Expertise	Number of years in company



Annex – F (Financial Proposal)

Financial Proposal Format

<u>SR #</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price per Laptop in PKR (without GST)</u>	<u>GST amount applicable per unit in PKR</u>	<u>Unit Price per Laptop in PKR (inclusive of GST)</u>	<u>Total Cost in PKR (inclusive of all applicable taxes)</u>
1	Supply of Laptops as per the specifications mentioned in the scope of work above	No	20				
<u>Total Amount in Words</u>							

Note: The quantities of Laptops may increase or decrease at the time of awarding, considering the requirement of the business.

Business Award:

The business shall be awarded to the bidder whose financial bid found lowest among the technically qualified bidders.

Note:

1. PRAL shall award the business as per the given criteria.
2. The responsibility to include all and correct taxes is that of the bidders.
3. Prices should be in Pak Rupee only.

Authorized Signatory

Name _____

Designation _____

Signature _____

Stamp _____

Date _____



Annex-G (Penalty Clauses & Payment Terms)

1. Any delay in delivery of Goods as per the time frame mentioned in the bidding document will be subject to a penalty @ 10,000/- per day, up to maximum 10% of the total tender cost/value.
2. Upon successful completion of deliverable as per below milestone, the payment shall be made within 30 days after the submission of invoice. No advance payment shall be allowed.
3. All the payment shall made in the PKR after the deduction of all applicable taxes.



Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	



Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the services for **Procurement of Laptops**, in accordance with your tender for Proposal dated [Insert Date of tender advertised]. We hereby submit our technical Proposal including the required documents.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification and forfeiting of our bid security. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,