

GWADAR PORT AUTHORITY



BIDDING DOCUMENTS

PROCUREMENT OF HARDWARE EQUIPMENT

SEPTEMBER 2023

TABLE OF CONTENTS

<u>Sr. No.</u>	<u>Descriptions</u>	<u>Page#</u>
1.	Tender Notice	03
2.	Eligibility Criteria for Bidders	04
3.	General Instructions	05
4.	Bid Security (Earnest Money)	05
5.	Eligibility & Qualification Criteria	05
6.	Procedure for Submission of Bids	06
7.	Warranty	06
8.	Amendment of Tender Document	06
9.	Compliance Sheet	07
10.	Terms & Conditions	07
11.	Tax Liability	08
12.	Currency and Bill Validity	08
13.	Rejection / Acceptance of the Bid	08
14.	Supply Order	09
15.	Rights Reserved	09
16.	Bill of Quantity (BOQ) (Annex "A")	10
17.	Bid Application Form (Annex "B")	11
18.	Declaration by the Bidder (Annex "C")	12



Gwadar Port Authority

Pak-China Friendship Road, Gwadar 92100

Phone:0864-210382 Fax: 0864-210075



TENDER NOTICE

Gwadar Port Authority, Ministry of Maritime Affairs, Government of Pakistan, invites sealed bids for the provision of following Hardware equipment for GPA Head Office, Gwadar, from firms / suppliers registered with BRA, Income Tax and Sales Tax departments, who are on Active Taxpayers List (ATL) of FBR:

S. No.	Description
1.	Computers, (Desktop & Laptop) Printers (Colour & Black & White), Scanner, Biometric, Handy GPS and Camera etc.

- Interested eligible bidders may purchase a complete set of tender documents having details of Specifications etc., for the Supply of Hardware equipment from the office of undersigned on submission of written application on firm's letter head against payment of Rs.2,000/- (Rupees Two Thousand) non-refundable in shape of pay order / demand draft in the name of Gwadar Port Authority.
- Tender documents can be downloaded from PPRA and GPA websites.
- Bid security of 2% of the quoted amount shall be deposited in the form of pay order/demand draft with the tender documents in favour of Gwadar Port Authority.
- The bid shall comprise a single-stage containing one envelope duly sealed and signed.
- The bids, prepared in accordance with the instructions in the bidding documents, must reach in the office of undersigned on or before 04-09-2023 at 11:00 A.M. The bids will be opened on the same day at 11:30 A.M.
- The Procuring Agency (GPA) may reject all bids or proposals without assigning any reason thereof as per PPRA Rules. .
- This advertisement is also available on PPRA and GPA websites.

Deputy Director, (Estate)
Phone # 086-4210382
E-mail: balochjurist@gmail.com

ELIGIBILITY CRITERIA FOR BIDDERS:

S#	Bidders Eligibility Factor	Requirement	Document Required
1	Registration with FBR	Mandatory	Attach Copy of FBR registration certificate
2.	Registration with BRA	----	Attach Copy of BRA registration certificate (if any)
3	Relevant Experience	For Self – experienced / old firms: 01 No. of successfully completed similar assignments in previous – year(s) (to be specified by the Procuring Agency).	Attach copies of supply Orders with relevant completion certificate or Inspection Report.
		For In-Experienced /New Firms: MoU / JV or Agreement with Firm fulfilling the above mentioned criteria.	Attach signed & stamped copy of original Agreement duly attested by Notary Public
4	Financial Capacity	Financial Capacity should be provided by the last audited report or bank statements.	Attach supporting documents / Bank Statements
5	Bid Security	Bid security must be accompanied with call deposit @2 % of the total value in the shape of Pay Order / Demand Draft in the name of GPA.	Must be attached with sealed bid.
6	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.	Signature & company seal on every page of the bidding document.
7	Delivery time	Must agree to serve the Contract within the stipulated time period.	Completion time must be clearly specified in the Bid.

1. GENERAL INSTRUCTIONS:

- i. Sealed bids are invited using “Single Stage-One Envelope” method as per PPRA Rule 36(a). The bids shall comprise single package containing one envelope duly sealed and signed.
- ii. The bidding documents are to be submitted in a sealed envelope by 04th September 2023 at 11:00 a.m. to the office of Deputy Director (Estate) Gwadar Port Authority, Gwadar.
- iii. The bids will be opened on the same day i.e. 04th September 2023 at 11:30 a.m. in presence of bidders who may wish to attend.
- iv. The bids shall have a minimum validity period of thirty (30) days from the last date for submission of the tender. GPA may solicit the Tenderer’s consent to an extension of the validity period of the tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the tender, without forfeiting the Bid Security.
- v. Where an item’s specification / detail is not mentioned, the bidder shall quote fine quality item. The items can be physically inspected by GPA Estate Department, if required.
- vi. GPA expects bidders to comply all requirements / documentary evidences thoroughly. If bidders have any questions about the requirements by Procuring Agency, please ask before bid submission, prior to meeting of compliance.

2. BID SECURITY (EARNEST MONEY):

- i. The bidder shall furnish the Bid Security (Earnest Money) as under:
 - (a) The sealed bid must be accompanied with call deposit @ 2% of the total value in the shape of pay order / demand draft in the name of Gwadar Port Authority.
 - (b) Have a minimum validity period of thirty (30) days from the last date for submission of the Tender.
- ii. The Bid Security shall be forfeited by GPA, on the occurrence of any / all of the following conditions:
 - (a) If the bidder withdraws the bid during the period of the bid validity.
 - (b) If the bidder does not accept the corrections of his Total Tender Price.

3. ELIGIBILITY & QUALIFICATION CRITERIA:

- i. The bidder must be a registered firm in Pakistan and active with relevant Tax Authorities.
- ii. Bid Security must be attached as mentioned at eligibility criteria para-6.
- iii. Bidder should not have been blacklisted (submission of undertaking on legal stamp paper is mandatory).
- iv. Bidder must have experience with supporting documents for providing similar goods / services.
- v. Financial capacity should be provided by the last audited report or bank statements.

- vi. Selection of the successful bidder shall be based on the Least-Cost Selection Method which means, the lowest bid, received from eligible Bidder.
- vii. The bids received from the eligible bidder shall be evaluated package-wise by the Departmental Tender Committee composed with specifications mentioned in the Bid.
- viii. The bids shall be evaluated on the basis of specifications, quality and competitive lowest unit price of each package.

4. PROCEDURE FOR SUBMISSION OF BIDS:

- i. Bid Documents which include terms & conditions, specifications (Annex-A, B & C) and Bid can be obtained from the office of Deputy Director (Estate) on any working day on payment of Rs.2,000/- (non-refundable) for bid as tender documents fee in the name of Gwadar Port Authority. Or Bid documents can be downloaded from PPRA & GPA web sites. The interested bidders are required to submit their bids duly completed and signed on or before 04th September 2023 at 11: a.m. the bid shall be opened by Departmental Tender Committee on the same day at 11:30 a.m. in the presence of bidders or their representatives who may wish to be present.
- ii. The Bids shall comprise a single stage containing one envelope duly sealed and signed. The envelope should be marked clearly of its purpose in bold and legible letters to avoid inconvenience.

5. WARRANTY:

- i. The bidder shall warrant each item against defects in material for a minimum of one (01) year from the date of delivery of the item(s).
- ii. The supplier will furnish a warranty certificate to the effect that the items supplied conforms exactly to the specifications laid down in the bid / contract and that in the event of the items being found defective, damaged or not conforming to specifications / particulars governing the supply, for required period which will start from the date of supply, he will be held responsible for all losses and that the defective substandard or unacceptable items shall be substituted with the acceptable items at his expenses and cost. Quality and usage warranty / guaranty of each item should be clearly mentioned.

6. AMENDMENT OF TENDER DOCUMENT:

The Procuring Agency (GPA) may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and bidding on the Bidder(s). GPA shall notify the amendment(s) in writing to the respective Tenderers as per rules.

7. COMPLIANCE SHEET.

Sr. No.	Eligibility / Qualification Criteria	Proof to be attached	
		Yes	No
1	Registration with FBR.		
2	Registration with BRA		
3	Bid Security @2% of the total value of the bid.		
4	Relevant experience (No. of supply orders with relevant completion certificate or Inspection Report.		
5	Financial Capacity (Attach supporting documents / bank statements).		
6	Agreement with all the terms & conditions (Must unconditionally agree with all the instructions, & contract agreement).		
7	Bidder should not have been blacklisted (Submission of undertaking on legal stamp paper is mandatory).		
8	Completion of Bid / proposal as per bid documents and Annex-A, B and C.		
9	Delivery Time (Must agree to serve the contract within the stipulated time period.		
10	Signature & Company seal on every page of the bidding documents.		

(i). Firm must score “YES” in all requirements to the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria by any bidder shall render the Firm as Ineligible.

8. TERMS & CONDITIONS:

- i. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to be designated location of Procuring Agency (Gwadar Port Authority, Gwadar).
- ii. Maximum completion time for the order is thirty (30) days from the date of Supply Order.
- iii. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of 0.1% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value (As specified in the Contract).
- iv. The Consignment, as per the Supply Order, must be accompanied by the authorized representative at the time of delivery at Gwadar Port Authority Head Office, Gwadar.
- v. Partial delivery is Not-allowed.
- vi. The Competent Authority reserves the right to change quantity of any item on the basis of requirements of the office.
- vii. Provision of partial payment does not exist in this Tender; Payment shall be made within one month from the date of successful inspection.
- viii. (a) No advance payment shall be made.

- (b) After completion of supply and satisfactory inspection by the Physical Verification Committee, payment will be released within thirty (30) days subject to provision of bill / invoice along with signed delivery challan.
- ix. Bid Security of successful bidder(s) shall be released upon successful completion of consignment.
- x. Bid Security of unsuccessful bidder(s) shall be released within thirty (30) days from the date of award of contract to the successful bidder(s).

9. TAX LIABILITY:

- i. Complete Tax liability is to be borne by the Vendor.
- ii. Quoted prices of all items shall be inclusive of all applicable (Federal, Provincial & Local) Taxes.
- iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

10. CURRENCY AND BILL VALIDITY:

- i. Tenders must be quoted in Pakistani Rupees (PKR).
- ii. Validity of the bid would be at least thirty (30) days from the date of Tender opening.

11. REJECTION / ACCEPTANCE OF THE BID:

The Procuring Agency (GPA) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The GPA 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. The bids or proposals shall be rejected if it is:

- i. Substantially non-responsive in a manner prescribed in this tender document.
- ii. Incomplete, un-sealed, un-signed, conditional, alternative, late.
- iii. Subjected to interlineations / cuttings / corrections / erasures / overwriting.
- iv. The Tenderer refuses to accept the corrected Total Tender Price.
- v. The Tenderer has conflict of interest with the Procuring Agency (GPA).
- vi. The Tenderer tries to influence the Tender evaluation / contract award.
- vii. The Tenderer engages in corrupt or fraudulent practices in competing for the contract award.
- viii. The Tenderer fails to meet the requirements of Eligibility and Qualification Criteria.
- ix. The Tenderer has been blacklisted by any public or private sector organization.
- x. There is any discrepancy or informality or irregularity in the submitted bid.
- xi. The Tenderer submits any financial condition as part of its bid which are not in conformity with tender document.
- xii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

- xiii. Incomplete documentation shall lead the Tenderer to disqualification of firm. Moreover, wrong information shall make the firm liable for debarring from this as well as future contracts in GPA even after issuance of supply order.

12. SUPPLY ORDER:

The Procuring Agency (GPA) shall issue the Supply (Purchase) Order to the successful Tenderer, at least after ten (10) days of announcement of bid evaluation reports and prior to the expiry of the original validity period of the tender.

13. RIGHTS RESERVED:

Gwadar Port Authority reserves the right to reject any or all bids as per PPRA Rules.

Bill of Quantity

DEVICE	SPECIFICATIONS	QTY	RATE	AMOUNT
DESKTOP	CI9 13900K (13TH GEN) MSI MAG Z790 TOMAHAWK WIFI DDR5 MOTHERBOARD TRANSCEND 32GB 4800MHZ DDR5 RAM X4 (128GB), SAMSUNG 980 PRO NVME SSD, SEAGATE 1TB HDD 3.5", PLAIT NVIDIA RTX 3080 12GB GRAPHICS CARD, THUNDER CPU COOLER BISE, THUNDER CASING DAZLLER TGC-711, THUNDER POWER SUPPLY TGS-850 850W, MSI OPTICS G24C4 24" LED FHD, (ONE YEAR WARRANTY)	1		
LAPTOP	CI7 12TH GEN, 16GB RAM, 512GB NVME SSD, MX570 2GB GRAPHICS CARD 15.6" FHD DISPLAY DOS (ONE YEAR WARRANTY)	1		
PRINTER (BLACK & WHITE)	REFURB SPEED B/W 28 PAGES PER MINUTE RESOLUTION 600 X 600 DPI PAPER CAPACITY DUAL 500 SHEET PAPER DRAWER VOLUME 100,000 COPIES PER MONTH TONER IMPRESSIONS B/W 11,000 IMPRESSIONS COPIER TYPE OFFICE COPIER COLOR CAPABILITY BLACK AND WHITE COPIER PROPERTIES COPIER-PRINTER-SCAN-FAX	1		
PRINTER (COLOR)	REFURB SHARP AND HIGH-QUALITY COLOUR OUTPUT WITH NEW PXP™ TONER. EXCELLENT PRODUCTIVITY AT 20/25 PPM IN BOTH COLOUR AND B/W. DUPLIXING AT SIMPLEX SPEED. EXCEPTIONALLY WIDE MEDIA HANDLING. ALL-ROUND FUNCTIONALITY: COPYING, PRINTING, SCANNING AND FAXING (OPTIONAL). UNIQUE INTERNAL FINISHER & PUNCH UNIT.	1		
SCANNER	SHEET-FEED SCANNER SCANS UP TO 40 PPM / 80 IPM KEY FEATURES OF THIS DESKTOP SCANNER: TWAIN COMPLIANT, SHEET- FEED SCAN, 2-SIDED SCANNING THAT CAPTURES BOTH SIDES AT ONCE, 50-PAGE AUTOMATIC DOCUMENT FEEDER, SCAN TO CLOUD, SCAN TO EMAIL, USB 3.0 CONNECTIVITY, AND MORE	1		
BIOMETRIC	SECUGEN XU20CL FINGERPRINT+SMART CARD ACCURATE, PATENTED OPTICAL USB FINGERPRINT SENSOR WITH 500 DPI RESOLUTION AUTO-ON™ – AUTOMATIC FINGER DETECTION TECHNOLOGY SMART CAPTURE™ – HIGH QUALITY FINGERPRINT SCANNING OF DIFFICULT FINGERS FINGERPRINT DEVICE RECOGNITION™	1		
HANDY GPS	EXTREX 32X, GPSMAP 64X WATER-RESISTANT DESIGN WITH BUTTON OPERATION AND A 2.6" SUNLIGHT-READABLE COLOR DISPLAY PRELOADED WITH TOPOACTIVE MAPS	1		
CAMERA	24.2MP APS-C CMOS SENSOR, DIGIC 7 IMAGE PROCESSOR 3" 1.04M-DOT VARI-ANGLE TOUCHSCREEN LCD FULL HD 1080P VIDEO RECORDING AT 60 FPS, 9-POINT AF SYSTEM; DUAL PIXEL CMOS AF NATIVE ISO 25600, EXTENDED TO ISO 51200, UP TO 5 FPS CONTINUOUS SHOOTING FEATURE ASSISTANT; MICROPHONE INPUT, BUILT-IN WI-FI WITH NFC AND BLUETOOTH	1		

BID APPLICATION FORM

BIDDER’S INFORMATION

Name of company: _____

Complete Postal Address: _____

Tel. No. _____ 4. E-mail address; _____

5. Fax No. _____ 6. Mobile No. _____

7. Authorized Representative’s name & Designation: _____

8. Type of Business:

(1) Sole Proprietorship

(2) Partnership

(3) Corporation (Private Ltd.)

(4) Corporation (Public Ltd.)

10. Sales Tax Registration# _____

11. Year of Establishment: _____

12. Work experience: (Please attach specimen i.e. similar Award of Contract)

a. _____

b. _____

c. _____

13. Approx. turn-over for previous three years: (In millions)

Year _____: Rs. _____ Year _____: Rs. _____ Year _____: Rs. _____

14. Certificates / Awards (if any, please attach)

15. Company Profile: (Please attach)

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & Conditions mentioned in this Bidding Document & the Rules, Regulations and Policies of the Government of Pakistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**
- b. The information provide in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible.

Name & Designation: _____

Signature: _____ Date: _____

Company Stamp, _____

Procuring Agency's Name: **GWADAR PORT AUTHORITY**

Procuring Agency's Address: **Pak-China Friendship Avenue, GPA Head Office, Gwadar.**

Procuring Agency's Phone & Fax No. **086-4210382**

Procuring Agency's Website **www.ppra.org.pk & www.gwadarport.gov.pk**