

**INSPECTORATE GENERAL OF PRISONS
KHYBER PAKHTUNKHWA, PESHAWAR**



BID SOLICITATION DOCUMENTS

For

PROCUREMENT OF IT EQUIPMENTS/ ITEMS TO BE PURCHASED UNDER THE SCHEME “VIDEO CONFERENCING AND VIDEO LINKING FACILITIES FOR PRISONS AND ANTI-TERRORISM COURTS” ADP No. 785/ 220197.

Procurement Ref: No.	:	Video-Linking/ATCs/Vol-II
Last Date/Time for Submission	:	28.11.2024, 10:00 AM
Date of Opening	:	28.11.2024, 11:00 AM
Pre-Bid Meeting	:	21.11.2024, 11:00 AM at the office of the Director (IT), Peshawar High Court Peshawar.
Venue	:	Conference Room, Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar.

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1: GENERAL CONDITIONS FOR BIDDING

1.1: Clarification of Bidding Documents

A prospective bidder requiring any clarification(s) in respect of the Bidding Document(s) under the scheme “VIDEO CONFERENCING AND VIDEO LINKING FACILITIES FOR PRISONS AND ANTI-TERRORISM COURTS”, may contact the Planning & Monitoring Cell, Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar by email (prisonsig@gmail.com), fax (9213445), Phone: 091-9210627.

1.2: Amendment of Bidding Documents

(a) At any time prior to the deadline for submission of bids, the Chairman Procurement Committee / competent authority of Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar may, for any reason modify the Bidding Documents by issuing an addendum / corrigendum.

(b) Any addendum / corrigendum thus issued shall be the part of the Bidding Document and shall be made available online on the official websites of KP-PPRA.

(c) The Chairman Procurement Committee / competent authority Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar may at its discretion extend the deadline for the submission of bids and addendum/corrigendum to this effect shall be issued in the newspaper as well as official websites of the Inspectorate General of Prisons Khyber Pakhtunkhwa and KP-PPRA at least five days prior to the bid opening date.

1.3: Eligible Bidders

Eligibility of Bidders shall be evaluated as per the Mandatory requirement mentioned in the financial Evaluation Criteria.

1.4: Documents Comprising the Bid

The bid shall comprise of the following documents:

(a) The Tender shall be filed in / accompanied by the prescribed Forms, Schedules, Charts, Drawing, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

(b) The Financial Proposal shall comprise the following:

1. Financial Proposal Form
2. Price Schedule
3. Bid Security (Earnest Money), as per provisions of the clause Bid Security of this Document

(c) Any other document mentioned in the evaluation criteria.

1.5: Sufficiency of bid

Each bidder shall satisfy himself before Bidding as to the correctness of his bid and of the prices entered for the proper execution of the bid.

1.6: Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Inspectorate General of Prisons Khyber Pakhtunkhwa, will in no case be responsible or liable for those cost, regardless of the conduct or outcome of the bidding process.

1.7: Earnest money / Bid Security

a) Each Bidder shall furnish the required Earnest Money / Bid Security as part of the financial bid envelop in the form of call deposit Receipt, in favor of the IG (Prisons), Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar. The Earnest Money / Bid Security shall be valid for a period as specified in the Bidding Data Sheet.

b) Any bid not accompanied by Earnest Money / Bid Security shall be rejected by the Procurement Committee treating it as non-responsive.

c) The Tenderer shall furnish the tender security for a sum of 2% of the bid cost.

d) The Earnest Money / Bid Security Of an unsuccessful Bidder will be returned to him after the award of the contract to any successful bidder.

e) The Earnest Money/Bid security of the successful Bidder(s) may be forfeited, if he withdraws his bid during the period of bid validity or does not accept the correction of his bid Price in pursuance of section 3 (3.15).

f) Who repudiates the contract or fails to furnish performance security in accordance with section 6.3

1.8: The Goods

(a) The Goods delivered should be new and in no case used or refurbished.

(b) The Goods should be arranged through legal channels and all duties/taxes (if any) levied by the Government should be paid by the Bidder.

(c) If the concerned officers of the procurement Committee reject any Good during its opening/installation due to any justifiable reason, then the successful Bidder will be bound to replace it.

1.9: Dispute Resolution

Grievance Redressal Mechanism.—(1) Any bidder aggrieved by any act of the procuring entity may follow the two tier grievance redressal mechanism in the following manner:

(a) file a complaint in writing to the head of procuring entity in accordance with prescribed procedure; and

(b) file an appeal to the Authority against the decision of the procuring entity within fifteen days in accordance with the prescribed procedure.

(2) The decision of the Authority on appeal shall be final.

(3) [Unless and until the two tier grievance redressal mechanism, provided in sub-section (1), is exhausted, no Court or any other authority shall take cognizance of the same and grant any injunction.”.]

1.10: Rejection of Bids

Bid may be rejected if:

a) Eligibility criteria are not met as per section 1.3 or are rejected as per evaluation criteria.

b) Bid is submitted without the required Earnest Money/Bid Security.

c) Bid is received after the specified date and time as per the Bidding Data Form.

d) Specifications and other requirements are not properly adhered to or manufacturer’s brochure shows specifications different from those given in the tender.

e) If the bidder has no Sales Tax Registration, NTN and vendor Number.

f) Any other major discrepancy found in the proposal.

2: SUBMISSION OF BID

(Instructions to Bidders)

2.1 The Bidder is expected to follow all instructions and specifications in the bidding document.

2.2 Failure to furnish all information required in the bidding document or to submit a bid not substantially responsive to the bidding document will be at Bidder’s risk and may result in the rejection of bid

2.3 Bids will be evaluated item-wise.

2.4 The bid shall remain valid for the period stipulated in the Bidding Data Sheet.

2.5 The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the Bidder to act for and on behalf of the Bidder.

2.6 Business Stamp shall be affixed on every page of the bid or shall be initialed by the person submitting the bid

2.7 A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

2.8 The bid shall be delivered in person or sent by registered mail at the address given in the bidding Data Sheet not later than the time and date stipulated therein.

2.9 The bid should be addressed to the IG (Prisons), Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar. The name and address of the Bidder should also be available on the inner and outer envelopes to enable the bid to be returned unopened in case it is declared "Late"

2.10 A bid submitted through fax or e-mail shall not be considered.

2.11 Any bid received after the deadline will be returned unopened to the bidder.

2.12 The Bidder may modify or withdraw his bid after the bid's submission, provide that written notice of the modification, including substitution or withdrawal of the bid, is received by the office of the IG (Prisons), Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar, prior to the deadline prescribed for submission of bids.

2.13 No bid shall be modified after the deadline for submission of bids.

2.14 No bid shall be withdrawn in the interval between the dead line for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval shall result in the forfeiture of the bid security.

2.15 The prices shall be fixed and must be inclusive of all relevant taxes. If a tax is not mentioned, then the offered price will be considered as inclusive of all prevailing/applicable taxes.

2.16 If these instructions to Bidders are not fully complied by the bidder, the bid shall be rejected.

2.17 Bids will be opened in the presence of bidders / Suppliers or their Representative **who choose to be present** in the office of Chairman Procurement Committee/Conference Room of Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar on closing date & time as mentioned in the Tender Notice and Bid Data Sheet.

2.18 The Chairman Procurement Committee / Competent authority Inspector General of Prisons Khyber Pakhtunkhwa, Peshawar may at its discretion extend the deadline for the submission of bids and addendum/corrigendum to this effect shall be issued in the newspaper as well as official websites of the Inspectorate General of Prisons Khyber Pakhtunkhwa and KP-PPRA at least five days prior to the bid opening date.

2.19 All applicable taxes shall be deducted as per Pakistani Laws of the Land.

2.20 All items shall be supplied as per supply order/contract.

2.21 The successful bidders will execute an agreement with the Chairman Procurement Committee / Competent Authority on a stamp paper duly attested by Oath Commissioners / Notary Public to the effect that the Firm will supply the required items with in the stipulated time without cost escalation.

2.22 The Chairman Procurement Committee / Competent Authority has the right to cancel the contract partially or entirely, during the current financial year, if the supply is found substandard, short in quantity or in case of failure to supply the same in time and as a consequence the performance guarantee will be forfeited and such firm will be declared black listed.

2.23 Submission of any false statement or concealment of material facts shall render the bidder disqualified.

2.24 KP-PPRA rules and regulations will be followed during all the process of tender/bid.

2.25 The office of the Chairman Procurement Committee/Competent Authority of Inspector General of Prisons Kyber Pakhtunkhwa reserves the right to accept or reject any or all the bids/proposals with proper reason(s) as per KP-PPRA rules and bidder/Supplier will not claim for any compensation of any nature whatsoever.

2.26 The sealed bid/proposal complete in all respect should reach the Office of the IG (Prisons), Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar on or before the Date & Time mentioned in the Tender Notice and Bid Data Sheet. The bid will be opened on the same day at time mentioned in the Tender Documents and Bid Data Sheet in the presence of bidders or their authorized representatives.

2.27 The Successful Supplier/bidder will provide warranty as specified by them in the specifications of quoted items for the replacement or repair of the procured goods falling in the warranty period.

2.28 Payments will be made to the contractor/bidder on completion of supply within the stipulated period, amicably agreed upon by the parties, in the contract agreement, after submission of physical verification / inspection report by the procurement committee and approved by the Competent Authority.

2.29 All the bidders should tag the bidding documents as per criteria defined in the Tender document.

2.30 Pre-bid meeting/conference may be held as per rule 37(10) of KP-PPRA Rules 2014 on **19.03.2024**.

3. BID OPENING, CLARIFICATION AND EVALUATION/BIDDING PROCEDURE

3.1 The bids will be opened in the presence of the Bidders or their representatives who chose to attend at time, date and location stipulated in the bidding Data sheet and Tender Notice.

3.2 Bidders or representatives of the Bidders who chose to attend shall sign the attendance sheet.

3.3 The Bidder's name, bid prices, the presence or absence of the BID Security, and such other details as the Chairman of the Procurement Committee at its discretion may consider appropriate, will be announced at the time of bid opening.

3.4 A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document.

3.5 A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the Bidder by correction of the non-conformity for present procurement.

3.6 The Procurement Committee of Inspectorate General of Prisons Khyber Pakhtunkhwa will evaluate and compare the bids which have been determined to be substantially responsive.

3.7 The Chairman of the Procurement Committee shall announce the result of the bid evaluation at least ten (10) days prior to the award of contract.

3.8 The Chairman Procurement Committee may waive off any minor informality or nonconformity in a bid which does not constitute a material deviation, provide such a waiver does not prejudice or affect the relative ranking of any Bidder.

3.9 The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

3.10 In exceptional circumstances, the Chairman Procurement Committee may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder accepting the request to extend the validity of bid will not be required nor permitted to modify the bid and in such case his bid security shall not be forfeited.

3.11 Proposal will be opened on the tender opening date as specified in the Bidding Data Sheet.

3.12 Bids will be opened at the time and date as mentioned in the Bidding Data Sheet and Tender Notice.

3.13 To assist in the examination, evaluation and comparison of bids, the Chairman Procurement may, at its discretion, ask the Bidder for a clarification of its bid (in case of any ambiguity / error). The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

3.14 The bids will be evaluated as per specifications laid down for each Goods / Services proposed for purchase. The bids which do not conform to the prescribed specifications and terms & conditions of tender, will not be accepted. Goods must be of good quality.

3.15 If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures, the amount in word shall be prevailed and the amount in figures shall be corrected.

3.16 In case of the same rate being offered by two or more Bidders, the deciding factor will be the marks obtained in the financial proposal.

3.17 The cost of bid should be inclusive of supply and warranty of the Good. No separate cost shall be entertained for such work.

3.18 The bidder should quote one price for each item. Two or more prices for one item will be treated as non-responsive so far as it relates to that quoted item.

3.19 The price quoted shall be Delivered Duty Paid (inclusive of all applicable taxes & transportation charges, if any) price only

3.20 The bidders cannot bid for partial quantities of an item

3.21 The bidders may bid for any or all items as specified in the Schedule of Requirement Form.

3.22 Any bid found as conditional or in any manner whatsoever ambiguous will be treated as non-responsive and will be rejected.

3.23 The Bidding Procedure

The bidding procedure is governed by rule 06 Para (2) (b) KP-PPRA Rules, 2014. Bidders are advised also to refer to the Bid Data Sheet (BDS) to confirm the Bidding procedure applicable in the present bidding process.

The bidding procedure prescribed in the Bid Data Sheet is explained below:

- i) Single stage, Two Envelops Procedure.
- ii) Bid shall comprise a single package containing separate envelopes. Each envelope shall contain separately the Financial proposal and Technical Proposal:
- iii) The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion;
- iv) The bids shall be opened on the bid closing date as per KP-PPRA Rules.
- v) The Financial Proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the successful (Technically qualified) bidders in advance;

A. Mandatory requirement:

S#	Requirement	Response (Yes/No)	Documentary Proof/page No.
1	Minimum 3 years' service/experience of the firm.	Yes/No	Documented Proof (previous supply orders, work / performance completion certificates etc.)
2	Brief Company profile	Yes/No	Company Profile
3	Active Income Taxpayer Status	Yes/No	Registration Certificates
4	Active Sales Taxpayer Status	Yes/No	Registration Certificates
5	Undertaking on legal valid and attested stamp paper of Rs: 100 duly attested by Oath Commissioner / notary Public that the firm is not blacklisted by any of Provincial or Federal Government Departments, Agencies, Organizations or autonomous bodies or Private Sector Organizations anywhere in Pakistan.	Yes/No	Undertakings
6	A Certificate must be attached showing that the equipment/supplies quoted by the firm are imported through legal channel/(s) and no grey channeled/smuggled/refurbished product is quoted.	Yes/No	Undertakings
7	The Bidder shall have registered business for the last three years.	Yes/No	Documentary Proof (Reg. with SECP & PEC as per law)
8	Verifiable dealership or verifiable authorization certificate from an authorized dealer for this assignment / bidding process	Yes/No	To be Verified through email or official letter. Firms must verify their verifications when contacted for the purpose within 02 week time.
9	Bid security amounting to 2 percent of the total bid cost to be placed in the financial proposal or bid.	Yes/No	Undertaking
10	Firm/ Company must have Regional Office at Peshawar.	Yes/No	Office Complete verifiable address with contact details.

B. Non-Mandatory / Scoring Requirement/Criteria

S#	Criteria List	Description	Max Marks	Response of Bidder w.r.t Criteria	Documentary Proof/Page No.
1	Firm's years of service	Minimum 3 years (Mandatory) 2 Marks for each year beyond 3 years up to maximum 10 marks	10	To be examine from the bid(s) submitted by the bidder(s).	<ul style="list-style-type: none"> Firm Registration with the Security & Exchange Commission of Pakistan (SECP) & Pakistan Engineering Council (PEC) as per Law.
2	Company Office	Company having Peshawar office will get 4 Marks and 2 Marks each for every support office in other cities of Khyber Pakhtunkhwa while 1 mark each for every support office in the Country.	10	Yes/No	<ul style="list-style-type: none"> Office Complete verifiable addresses with contact details.
3	Technical Specifications	Compliance with tenders required specifications.	40	Yes/No	<ul style="list-style-type: none"> To be examine from the bid(s) submitted by the bidder(s).
		Supported/ attached with Company Brochures of quoted models.	05		
		Two Marks for each one year additional warranty up to maximum 5 marks.	05		
		Total	50		
4	Financial Capabilities	At least 50 million average annual turnover. 2 Marks for each one million annual turnover beyond 50 million annual turnover up to maximum 10 marks.	10	Yes/No	<ul style="list-style-type: none"> Bank statements and Audit reports as a proof.
		Minimum 03 work orders Preferably in government organizations. 2 Marks for each work order beyond 3 work orders up to maximum 10 marks.	10	Yes/No	<ul style="list-style-type: none"> Supply Orders/ Completion Certificates from the Departments.
		Total	20		
5	List of Managerial staff	1 Mark for Each staff member maximum up to 5 marks.	05	No of Staff	<ul style="list-style-type: none"> Appointment orders/ Contract Agreements of the employees/ staff. CVs of the employees.
	List of Technical staff certified/ DAE/B.Tech/ Engineer	1 Mark for Each staff member maximum up to 5 marks.	05		
	Total	10			
Total Marks			100	-	-

The contract shall be awarded to the best evaluated bid, whereas, best evaluated bid as defined under section (2)(1)(c)-(i) of the KP-PPRA Act, 2012.

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

Financial Proposal Evaluation

1. Technically qualified/successful bidder(s)/Tenderer (s) shall be called for opening of the financial proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue that will be communicated to

the bidders. The technically Eligible/Successful Bidder(s) Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

2. Financial Proposal evaluation will be conducted under the KP-PPRA Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc.
3. In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
4. In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

The bidders achieving a minimum of **60** marks (i.e. 60%) out of **100** marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the **Procuring Entity**. The Financial Bids of Technically disqualified bidders will be returned un-opened to the respective Bidders.

The **Procuring Entity** will award the contract to the technically qualified bidder who has offered the **best evaluated responsive bid in terms of section 2(1)(c)(i) of KP-PPRA Act, 2012** against the items. For determination of best evaluated bid, the ratio of 70:30 i.e 70% for technical and 30% for Financial Proposal will be followed.

Best Evaluated Bid

The bidders obtaining at least 60% score in technical bid will be considered as qualified. Financial bids of technically qualified bidders will be opened in the presence of the representatives of the firms who wish to attend the tender opening.

Total Score of a Bid = (Score obtained in the technical bid) x 70% + (Score obtained on financial bids as at a,b,c below.

*The financial score is calculated as under

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C and so on

- a. Financial scoring of the lowest bidder will be = 30
- b. Financial scoring of the second bidder will be = $(A/B)*30$
- c. Financial scoring of the third bidder will be = $(A/C)*30$

The highest ranked bid as per above mentioned formula will be considered as best evaluated bid.

4: TIME FOR COMPLETION OF CONTRACT AND WARRANTY

(Instructions to Bidders)

4.1 Supply of IT Equipments and Services

- a) IT Equipments/ Services shall be delivered / supplied to the Selected Prisons of Khyber Pakhtunkhwa and Anti-Terrorism Courts (within the specified time as mentioned in the bidding Data Form at the cost of the successful Bidder.

4.2 Warranty

- a) A comprehensive local on-site warranty period for the Goods supplied must be mentioned. The period of warranty shall be specified in the Specifications of the quoted items with minimum 01 year warranty period.
- b) The warranty period will start from the date of inspection / testing of the Goods in presence of the Bidder and the Procurement Committee.
- c) If any fault / defect occurs in the goods during the warranty period, it will be replaced by the Bidder at his own risk and cost.
- d) The Bidder shall provide the services of maintenance within 72 hours after filling of a complaint by the Additional Inspector General of Prisons Khyber Pakhtunkhwa, (with in the warranty period without any service charges).

5: PROCESS TO BE CONFIDENTIAL

(Instructions to Bidders)

- 5.1 No Bidder shall contact procurement committee on any matter relating to his bid from the time of the bid opening to the time the bid evaluation result is announced. The evaluation result shall be announced at least ten (10) days prior to Award of Contract.
- 5.2 Any effort by a Bidder to influence any officer of the procurement committee in the bid evaluation, bid comparison or contract award decisions may result in the rejection of his bid.
- 5.3 Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result. However, a mere fact of lodging a complaint shall not warrant suspension of the procurement process.

6: AWARD OF CONTRACT

6.1 Award of Contract Criteria

- a) The CONTRACT shall be awarded to the Bidder(s) whose bid has been determined to be **the best evaluated responsive bid in terms of section 2(1)(c)(i) of KP-PPRA Act, 2012.**
- b) The Chairman Procurement Committee, Additional Inspectoral General of Prisons Khyber Pakhtunkhwa reserves the right to :-
 - i. Increase or decrease the quantity of the Goods without any change in the unit price or other terms and conditions, by mentioning cogent reason.
 - ii. Accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or with obligation to inform the affected Bidders of the grounds for the action of the Procurement Committee.
 - iii. Notice of the rejection of bids shall be given to the Bidders.

- c) The Chairman Procurement Committee observes the highest standard of ethics during the procurement and will reject a bid at any stage if it determines that the bidder recommended for award has engaged in any corrupt or fraudulent practices in competing for the contract in question.
- d) Bids will be awarded according to following criteria:
- At first step, eligible bidder(s)/tenderer(s) as per clause **3.23** (Eligibility Criteria) of this tender document fulfilling the qualification may be qualified. For Bidding Procedure, the clause, **the figure 3.23** of the Bidding Procedure may kindly be referred.

6.2 Notification of Award

Prior to expiry of the period of bid validity, the Chairman Procurement Committee, Inspectorate General of Prisons Khyber Pakhtunkhwa, will notify the successful Bidder in writing that his bid has been accepted.

6.3 Performance Guarantee

The successful Bidder shall be bound to furnish a performance guarantee @ 10 Percent as provided in the Bidding Data sheet.

6.4 Payment and Currency

Payment shall be made in Pak. Rupees after successful installation of the Goods.

6.5 Taxes

All applicable taxes shall be deducted at source as per Government Rules.

6.6 Signing of the Contract Form

The Chairman Procurement Committee will notify the successful Bidder that their bid has been accepted, and will send the Bidder the Contract Form provided in the Bidding Document incorporating all agreements between the parties.

The successful Bidder shall sign and date the Contract Form on the Stamp Paper duly attested by Oath Commissioner / Notary Public and return it to the IG (Prisons), Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar, within three (3) days of the receipt of the said Contract Form.

TENDER NOTICE

Sealed Tenders are invited for the supply of the following IT Equipments/ items to be purchased under the project titled “Video Conferencing and Video Linking Facilities For Prisons And Anti-Terrorism Courts” from well reputed Firms on “**Single Stage - Two Envelope Bidding Procedure**”.

S#	ITEMS DESCRIPTION	Qty.
LOT # 01 IT HARDWARE		
01.	Computer System (Desktops)	35
02.	LED 32"	12
03.	Camera with Full HD	29
04.	Headset	12
05.	Video Display Splitter	16
06.	Cable Accessories	40
07.	LED 21”	44
08.	LED 40”	11
09.	Gooseneck Mic	22
10.	Amp/Sound Mixer	11
11.	30W Speaker	22
12.	Video Display Splitter	11
13.	Printers	13
14.	Scanners	13
LOT # 02 NETWORKING & INSTALLATION		
01.	Fibre Optic (Peshawar Jail to High Court)	2
02.	IP Phone 8-channel	20
03.	Provision of connectivity	5
04.	SD-WAN connectivity and security suite	19
05.	Non-Managable Switches (8-port)	9
06.	Managable Switches (16-port)	1
07.	Managable Switches (24-port 2SFP+)	1
08.	Cable Roll (Cat 6) (Networking)	5
09.	Network Accessories	25
10.	Provision of Connectivity	12 Cabins
11.	Computer Server (Tower)	09
12.	Networking	
13.	Network Switch (24-Port)	1
14.	Network Switch (16 Port)	2
15.	Network Switch (8 Port)	6
16.	Licenses/Solutions	25
LOT # 03 ELECTRIFICATION & CIVIL WORK		
01.	Solarization	17
02.	Sound Proofing, Electrical & Civil work	12 Cabins

S#	ITEMS DESCRIPTION	Qty.
03.	9U Rack	11
04.	Rack	9

Terms & Conditions:

1. The sealed bids (both Technical and Financial) should reach the office of the undersigned before or on **28.11.2024** up to **10:00 AM** from the date of publication of this Tender Notice, which will be opened on the same date at **11:00 AM** in the presence of the representatives of the firms, who choose to be present.
2. The prospective Bidders shall attend a **Pre-bid Meeting** to be held on **21.11.2024** at **11:00 AM at the office of the Director (IT), Peshawar High Court Peshawar.**
3. The bidder should be a Company distributor/ authorized by the distributor for the IT Equipments/ items quoted by him in the Tender Documents and having distribution Certificate of the Company/ firm or authorization Certificate of the Company distributor.
4. The origin/ brand of the quoted IT equipments/ items should be at least equivalent to that of the Germany, Japan, Taiwan, South Korean and USA.
5. The Competent Authority reserves the rights to increase or decrease the quantity of the advertised items/ equipments.
6. Each bidder is required to submit bid security at the rate of 2% of the total bid in the shape of CDR in the name of Additional Inspector General, Inspectorate General of Prisons Khyber Pakhtunkhwa. The bid security shall be kept in financial proposal. In the technical proposal an affidavit shall be kept stating that a bid security amounting to 2 % without indicating the figure in the letter, has been placed in the financial proposal or bid. Otherwise the technical proposal will be considered non-responsive and will be returned to the bidder after being examined by the Procurement Committee.
7. The Items/Equipment must have at least minimum Specifications acceptable to the Technical Committee however the higher specifications may be accepted if within the financial limit.
8. The specifications and the detailed bids solicitation documents can be downloaded from Inspectorate General of Prisons Website <http://prisons.kp.gov.pk/> and KP-PPRA Website <http://www.kppra.gov.pk/> and can also be obtained free of cost from the office of the Planning & Monitoring Cell, Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar, on any working day during office hours from the date of publication of Tender Notice in leading newspapers till closing date & time of the Tender Notice.
9. The firm/ vendor should have Tax(s) registration and valid documents of sales tax, income tax, NTN and professional tax must be attached with bidding documents.
10. All bidders must submit the relevant details of bid/proposals duly labelled by a permanent marker with the name of bidder
11. Incomplete tender shall not be entertained.
12. The firm/ vendor on the panel will be bound to supply the items as per schedule in the Tender documents and supply order.
13. While submitting rates, the firm should include GST and all other applicable taxes in the offered rates.
14. The firm will be bound to replace the item(s)/equipment(s) damaged during supply
15. The Competent Authority reserves the right to increase or decrease the items before award of contract in accordance with the KP-PPRA Rules.
16. Any other condition included in KP-PPRA Rules 2014, besides the above shall also be applied on the bidders.

Planning & Monitoring Officer
Inspectorate General of Prisons Khyber Pakhtunkhwa,
Peshawar. Phone# 091-9210406

8: BID DATA SHEET

(1)	Brief description of work	Procurement of IT Equipments under the scheme “Video Conferencing and Video Linking Facilities For Prisons And Anti-Terrorism Courts”
(2)	Deadline for Submission of bid	On 28.11.2024, 10:00 AM
(3)	Address for submission and opening of bid	Office of the Planning & Monitoring Cell, Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar.
(4)	Name of Client	Office of the Inspectorate General of Prisons Khyber Pakhtunkhwa, Peshawar.
(5)	Time and date of Bid opening	28.11.2024, 11:00 AM
(6)	Validity of bid	Tender rates will be valid till 30.06.2025 . Offered rates/bids will not be changed till bid validity time, once the bids are opened.
(7)	Value of Earnest Money/Bid Security	Two percent (2%) of the quoted value in the shape of CDR. (only) from the scheduled bank.
(8)	Validity of Earnest Money/Bid Security	2% Bid Security will be returned to the successful bidder after submission of 10% Performance guarantee.
(9)	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.
(10)	Bid Currency	The bid to be quoted in Pak. Rupees and the payment shall also be made in Pak. Rupees.
(11)	Bidding Procedure	Single Stage-Two Envelope (SSTE) bidding procedure.
(12)	Timeframe for completion	The successful Bidder shall be bound to supply the IT Equipments as per supply order, within the delivery Scheduled/period after the award of contract / Purchase order.
(13)	Clarification (s) on Bidding Documents	Planning and Monitoring Cell, Inspectorate General of Prisons Khyber Pakhtunkhwa.
(14)	Performance Guarantee	Ten percent (10%) of the bid price in the form of irrevocable CDR (from Scheduled Bank), which shall be retained till the expiry of the warranty period.
(15)	Warranty period	On site comprehensive local warranty of minimum 01 year will be claimed after successful installation and commissioning of all IT Equipments (Hardwares & Software).
(16)	Language of bid	English

9. Contract Form

THIS AGREEMENT made the ____ day of _____ 22____ between *Inspectorate General of Prison Khyber Pakhtunkhwa of Pakistan* (hereinafter called “the Procuring agency”) of the one part and ----- of *Peshawar Pakistan* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Purchase of IT Equipments under the scheme “Video Conferencing and Video Linking Facilities For Prisons And Anti-Terrorism Courts” and has accepted a bid by the Supplier for the supply of those goods and services in the sum of Rs. ----- (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

For the Procuring Agency Signed, Sealed and Delivered by:	For the Supplier Signed, Sealed and Delivered by:
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10. DELIVERY SCHEDULE / SCHEDULE OF REQUIREMENT FORM

S#	ITEMS DESCRIPTION	Qty.	Delivery Schedule
LOT # 01		IT HARDWARE	
01.	Computer System (Desktops)	35	Delivery time and location shall be as per supply order and contract agreement.
02.	LED 32"	12	-do-
03.	Camera with Full HD	29	-do-
04.	Headset	12	-do-
05.	Video Display Splitter	16	-do-
06.	Cable Accessories	40	-do-
07.	LED 21"	44	-do-
08.	LED 40"	11	-do-
09.	Gooseneck Mic	22	-do-
10.	Amp/Sound Mixer	11	-do-
11.	30W Speaker	22	-do-
12.	Video Display Splitter	11	-do-
13.	Printers	13	-do-
14.	Scanners	13	-do-
LOT # 02		NETWORKING & INSTALLATION	
01.	Fibre Optic (Peshawar Jail to High Court)	2	Delivery time and location shall be as per supply order and contract agreement.
02.	IP Phone 8-channel	20	-do-
03.	Provision of connectivity	5	-do-
04.	SD-WAN connectivity and security suite	19	-do-
05.	Non-Managable Switches (8-port)	9	-do-
06.	Managable Switches (16-port)	1	-do-
07.	Managable Switches (24-port 2SFP+)	1	-do-
08.	Cable Roll (Cat 6) (Networking)	5	-do-
09.	Network Accessories	25	-do-
10.	Provision of Connectivity	12 Cabins	-do-
11.	Computer Server (Tower)	09	-do-
12.	Networking		
13.	Network Switch (24-Port)	1	-do-
14.	Network Switch (16 Port)	2	-do-
15.	Network Switch (8 Port)	6	-do-
16.	Licenses/Solutions	25	-do-
LOT # 03		ELECTRIFICATION & CIVIL WORK	
01.	Solarization	17	Delivery time and location shall be as per supply order and contract agreement
02.	Sound Proofing, Electrical & Civil work	12 Cabins	-do-
03.	9U Rack	11	-do-

S#	ITEMS DESCRIPTION	Qty.	Delivery Schedule
04.	Rack	9	-do-

11: SPECIFICATIONS OF THE EQUIPMENT TO BE PROCURED

(The quoted items must have followed minimum specifications)

S#	ITEMS DESCRIPTION	SPECIFICATIONS	Qty.
LOT # 01			
IT HARDWARE			
01.	Computer System (Desktops)	(a) 11 th Gen or higher processor with Intel Core i5 Processor 6-core, 12 MB Cache, 3.1GHz to 4.4 GHz with Windows 10 Pro 64-bit (b) 500GB SSD PCIe NVMe (c) RAM = 8GB DDR4 or higher (d) With accessories (Cables, Keyboard & Mouse)	35
02.	LED 32"	(a) HDMI ports & USB Ports (b) Built in Sound Facility With rotating base	12
03.	Camera with Full HD	(a) Full HD 1080p video calling (up to 1920 x 1080 pixels); (b) video calling (up to 1280 x 720 pixels) with supported clients; H.264 video compression; 90° field of view; Zoom to 4X in 1080p; (c) Rightlight 2 Technology for clarity in various lighting environments, even low light; Optional Camera Settings application for control of pan, tilt, and zoom; (d) Autofocus; External privacy shutter; 2 omni-directional mics; Hi-speed USB 2.0 certified (USB 3.0 ready); Tripod-ready universal clip fits laptops, LCD, or CRT monitors; (e) Auto Frame Speaker, Minimum 2 built-in microphones, mechanically adjustable tilt, Anti-flicker compensation, Multi color LED, (f) Automatic exposure and white balance, Lens Focal Length 2.29mm, 5x electronic zoom, Vertical tilt adjustable via mount. (g) Software Support for Dual View/Multi-Streaming	29
04.	Headset	(a) Microphone (Tx) ; Type: Bi-directional ECM; Frequency response: 100 Hz - 10 KHZ; Sensitivity: Type: -45 dB +/- 3 Db; Distortion: <10% @ 1kHz, 15dBPa (MRP) input; Operating voltage: 1.4 - 5.0V DC (b) Speakers (Rx) ; Frequency response: 50 Hz - 10 kHz (Diffuse field); Sensitivity: 90dB ±3 dB at 1KHz, Input 0.56V/10 mm free field; Distortion: < 4% @ 1kHz, 0dBm0, 1kHz; Compliant to EN60950-1	12
05.	Video Display Splitter	(a) HDMI Splitter 1X4 (b) 4 Ports minimum, Supports 4K Resolution	16
06.	Cable Accessories	VGA, Sound Cables/Extenders etc	40
07.	LED 21"	(a) HDMI ports & USB Ports (b) Built in Sound Facility (c) With rotating base	44
08.	LED 40"	(a) HDMI ports & USB Ports (b) Built in Sound Facility (c) With Base & Wall Mounting facility	11
09.	Gooseneck Mic	(a) Technical Specifications: (b) Capule type Condenser (c) Frequency response 30Hz-20kHz (d) Polar Pattern Uni-Directional (e) Output Impedence (Ohm) 75-Balanced (f) Sensitivity(±2dB) -45dB (g) Power Supply Phantom 48V (h) Connection Interface XLR 3-PIN (i) N.W. 1.1kg (j) Mic Length 455mm (k) Indicator Base indicator & Mic LED (l) Base Dimension 115 x 138 x 40mm	22
10.	Amp/Sound Mixer	a) Powered Mixer b) Minimum Four (4) Channel c) Phantom Powered	11
11.	30W Speaker	(a) Good Amplification factor (b) Minimum noise distortion factor	22
12.	Video Display Splitter	(a) HDMI Splitter 1 in 4 out Full Ultra HD 1080P/4K/2K 1X4 Port Box Hub with US Adapter v1.4 Powered Certified for 3D Support	11

S#	ITEMS DESCRIPTION	SPECIFICATIONS	Qty.
13.	Printers	(a) Laser Printer 35-38 PPM (b) Memory 1 GB (c) USB 2.0 x1 (Host), USB 2.0 x1 (Device) High-Speed, 10/100/1000Base-T Ethernet (Network), Wi-Fi 802.11b/g/n, Wi-Fi® Direct Connection (d) Monthly Duty 80000 Pages (e) 35ppm Ppm @ 200 & 300 dpi (color),gray Scale,B/W (f) 50 g/m2-209 g/m2 (g) 50 Pages of 80 Gsm (h) Connectivity2.0 (i) USA/Europe or Japan	13
14.	Scanners	(a) Scanner Type ADF (b) PPM 35 to 40ppm @ 200 and 300 dpi in color,gray Scale,B/W (c) Paper Thickness 50 g/m2-209 g/m2 (d) Feeder 50 Pages of 80 Gsm (e) Connectivity 2.0, 3.0 Support (f) Country Of Origin USA/Europe or Japan	13
LOT # 02 NETWORKING & INSTALLATION			
01.	Fibre Optic (Peshawar Jail to High Court)	800 Meter Fibre Deployment (4-Core)	2
02.	IP Phone 8-channel	For privileged communication	20
03.	Provision of connectivity	Fibre Optic along with Installation, testing, and commissioning with cabling network (If already not available/On site) (Indoor)	5
04.	SD-WAN connectivity and security suite	SD WAN Device	19
05.	Non-Managable Switches (8-port)	8-port non-manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	9
06.	Managable Switches (16-port)	16-port manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	1
07.	Managable Switches (24-port 2SFP+)	24-port manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	1
08.	Cable Roll (Cat 6) (Networking)	Pure copper UTP cat-6 cable	5
09.	Network Accessories	(Faceplate, Backbox, IOs, Ducking, RJ-45 Connectors, Patch Cords etc) (Installation, Testing, Commissioning)	25
10.	Provision of Connectivity	Optic Fiber Cable alongwith Installation, testing, and commissioning with cabling network (On site) (Indoor networking)	12 Cabins
11.	Computer Server (Tower)	(a) Intel Xeon 3.6Ghz up to 4.6Ghz 8MB Cache Quad 4-Core Processor or higher (b) 4X4 TB SAS/SSD (PCIeNVMe) (c) RAM = 32GB DDR4 or higher [registered ECC] (d) Internal RAID Controller (e) Gold Power Supply (f) 22" LED FHD (g) With accessories (Cables, Keyboard& Mouse)	09
12.	Networking	Next generation Fire wall (NGFW) for PHC	
13.	Network Switch (24-Port)	24-port manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	1
14.	Network Switch (16 Port)	16-port manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	2
15.	Network Switch (8 Port)	8-port non-manageable switch {10/100/1000 Mbps} Segments voice, data, and video traffic using VLANs and prioritize video and voice with the QoS settings	6
16.	Licenses/Solutions	➤ Audio/Video Users Licenses ➤ Support for SIP H.323	25

S#	ITEMS DESCRIPTION	SPECIFICATIONS	Qty.
LOT # 03		ELECTRIFICATION & CIVIL WORK	
01.	Solarization	<ul style="list-style-type: none"> ➤ 5 KVA Smart Solar System ➤ Aluminum L2 Standard Structure ➤ Earthing –DC ➤ Installation (Indoor –Out Door) ➤ Meter cost ➤ NEPRA License (Generation Fee) ➤ NetMetring File processing & Clearance ➤ NetMetring Service Charges ➤ Invertor & Battries (Lithium Ion) ➤ Panels Stand Structure ➤ Solar Panels- CS 450W –Mono Perc ➤ System –Smart Combo 5kW.5kWh 	17
02.	Sound Proofing, Electrical & Civil work	<ul style="list-style-type: none"> (a) Paint (b) Wood Work (c) Ceiling (d) Cabling (Power / Data) (e) Soft Civil Work 	12 Cabins
03.	9U Rack	PDU, rack mount kit, Patch Panel etc	11
04.	Rack	9U Rack with Patch Panel	9

12: GENERAL CONDITIONS OF CONTRACT

<p>1. Definitions</p>	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <p>a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the Purchaser and Supplier, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations:</p> <p>c) “The Goods” means all of the items mentioned in the Price Schedule Form which the Supplier is required to supply to the Purchaser under the Contract.</p> <p>d) “The Services” means installation and other services ancillary to supply of Goods covered under the Contract at the installation sites as mentioned in the SCC.</p> <p>e) “GCC” means the General Conditions of Contract Contained in this section</p> <p>f) “SCC” means the Special Conditions of Contract</p> <p>g) “The Purchaser” means the organization purchasing the Goods, as named in SC.</p> <p>h) “the Supplier” means the entity supplying the Goods and the services</p> <p>i) “Day” means calendar day.</p> <p>j) “The Installation site” where applicable, means the place named in SCC.</p>
<p>2. Application</p>	<p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
<p>3. source of import</p>	<p>3.1 all goods and related services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial policies of the Federal Government of Pakistan and all expenditures made under the contract shall be limited to such goods and service.</p> <p>3.2 For purposes of this clause, “origin” means the place where the goods are produced, or the place from which the related services are supplied.</p> <p>Goods are produced when, through manufacturing or processing.</p>
<p>4. Standard</p>	<p>The Goods and the Services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications</p>
<p>5. Contract Duration</p>	<p>The Contract Duration shall be for the period starting from the date of issuance of Purchase order till end of warranty / support period</p>
<p>6. Use of Contract Document and information</p>	<p>The Supplier shall not without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance</p>
<p>7. Contract language</p>	<p>The Contract and all documents relating to the Contract, exchanged between the supplier and the Purchaser, shall be in English. The Supplier shall bear all costs of translation to English and all risks of the accuracy of such translation.</p>
<p>8. Commercial Availability</p>	<p>The Goods supplied under this Contract shall be commercially available at the time of signing of the contract. Commercial availability means that such Goods shall have been sold, installed and operationalized in more than two installations initiated under two separate contracts by manufacturer</p>
<p>9. Execution Schedule</p>	<p>The supplier shall deliver Goods/ordered equipment within the period as mentioned in Delivery schedule.</p>
<p>10. Inspections and Tests</p>	<p>10.1 The Purchaser or its representative shall have the right to</p>

	<p>inspect and and/or to test the Goods and the Services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and test the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing. In a timely manner, of the identity of any samples retained for these purposes.</p> <p>10.2 The Purchaser may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the supplier shall either replace the rejected Goods, Services or Works or make all alterations (up to the satisfaction of the Purchaser) necessary to meet the Technical Specifications, within three working days, free of cost to the Purchaser.</p> <p>10.3 The Purchaser's post-delivery right to inspect, test and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the Goods.</p> <p>10.4 Nothing in GCC Clause 10 shall in any way spare the Supplier from any warranty or other obligations under this Contract.</p>
11. Spare parts and Support	<p>11.1 The supplier shall ensure that the Goods provided under the Contract are standard and of exact Equipment / Hardware, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.</p> <p>11.2 The supplier shall maintain sufficient backup stock of spare parts and tools locally, for the maintenance of the supplied Goods, during the warranty period.</p> <p>11.3 The supplier shall ensure availability of spare parts and technical assistance for all components for the period of their warranty after the completion of final acceptance.</p> <p>11.4 The supplier shall give six months advance notice on any discontinued part(s) with a suggestion for appropriate alternatives failing which will cause forfeiture of Performance Guarantee.</p>
12. Packing	<p>The Supplier shall provide such packing of the Goods. As is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.</p>
13. Delivery and Documents	<p>13.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of requirement Form.</p> <p>13.2 For purposes of the Contract, Delivered Duty Paid (DDP) trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes.</p>
14. Transportation	<p>The Supplier is required under the Contract to transport the Goods to the office of the Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar.</p>
15. Warranty	<p>15.1 The Supplier shall warrant to the Purchaser that the Goods supplied by the Supplier, under the Contract are genuine, brand new , non-refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.</p> <p>15.2 The Supplier shall further warrant that the Goods/Services supplied by the Supplier, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods/Services.</p> <p>15.3 The Supplier shall provide local warranty for the period as mentioned in the Specification of the quoted IT equipment to be procured in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on-site repair / replacement of defective / damaged parts and</p>

	<p>labor, within 72 hours of intimation;</p> <p>15.4 On site replacement of defective / damaged Goods, if repair of such Goods involves duration exceeding</p> <p>15.5 The purchaser shall, by written notice served to the Supplier, indicate any claim(s) arising under the warranty:</p> <p>15.6 The Supplier shall, within the prescribed time period, after receipt of such notice, repair or replace the defective / damaged Goods or parts thereof on site, without any cost to the Purchaser.</p> <p>15.7 If the Supplier, having been notified, fails to remedy the defect(s) within the specified period in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other right which the Purchaser may have against the Supplier under the Contract.</p> <p>15.8 This warranty shall remain valid for a period specified in the Bidding Document after the Goods thereof as the case may be, have been delivered to and accepted.</p>
16. Payment	The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed and upon fulfillment of other obligation stipulated in the Contract. The Method of payment will be as mentioned in SCC.
17. Contract Amendments	No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Purchaser and the Supplier.
18. Delays in the Supplier's Performance	<p>18.1 Delivery of the Goods and performance of services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirement Form / Delivery Schedule.</p> <p>18.2 If at any time during performance of the Contract, the Supplier encounter conditions impeding timely execution o the Contract wholly or partly, the Supplier shall convey the Procurement Committee in writing of the fact of the delay, its likely duration and its cause(s) As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p> <p>18.3 Except as provided under GCC Clause, 22, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 18.2 without the application of liquidated damages.</p>
19. Liquidated damages	19.1 Subject to GCC Clause 22, if the Supplier fails to deliver any or all of the Good or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract deduct from the contract price a sum equivalent to 0.5 % per day of the delayed goods or un performed services until actual delivery of performance upto maximum of 15 days. In case of delay of more than 15 days P.E shall have the right to forfeit the Performance bank guarantee @ 10% and will assign the contract to the next lowest bidder.
20. Forfeiture of Performance Guarantee	<p>The Performance Guarantee shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:</p> <ul style="list-style-type: none"> • If the Supplier fails to fulfill any of the obligations under the Contract • If the supplier fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract the Purchaser may without prejudice to any other

	<p>right of action / remedy it without prejudice to any other right of action / remedy it may have, forfeit Performance Guarantee of the Supplier.</p> <ul style="list-style-type: none"> • Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Guarantee amount will be forfeited and the company / firm will not be allowed to participate in future tenders as well. • If the Supplier commits a default under the Contract;
21. Termination for default	<p>21.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice to Supplier, may terminate this Contract in whole or in part:</p> <p>(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 18.2 or</p> <p>(b) If the Supplier fails to perform any other obligation(s) under the Contract</p> <p>(c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. For the purpose of this clause:</p> <p>“Corrupt and fraudulent practices” includes the offering giving receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of fact in order to influence a procurement process or the execution of a contract, collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open completion and any request for, or solicitation of anything of value by any public official in the cause of the exercise of his duty.</p> <p>21.2 in the event the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess cost for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated:</p>
22. Force Majeure	<p>22.1 The Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligation under the Contract is the result of an event of Force Majeure.</p> <p>22.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>22.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof, unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
23. Notices	<p>23.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party’s address specified in SCC and by facsimile.</p>
24. Taxes and duties	<p>Supplier shall be entirely responsible for all taxes, duties, license fees, and transportation charges etc, incurred until delivery of the contracted Goods to the Purchaser.</p>

13. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The Corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)- **The Purchaser is:** The office of the AIG (Prisons) “**VIDEO CONFERENCING AND VIDEO LINKING FACILITIES FOR PRISONS AND ANTI-TERRORISM COURTS**”, Inspectorate General of Prisons Khyber Pakhtunkhwa Peshawar.

GCC 1.1 (d) & GCC 1.1(k) –

2. Inspection and tests prior to supply of Goods and Services at final acceptance are follows:

The **Procuring Entity** or its representative shall have the right to inspect and or to test the supplies at the Conference Room of Inspectorate General of Prisons to confirm their conformity to the Contract specifications at no extra cost to the **Procuring Entity**.

3. Packing (GCC Clause 12)

GCC 12 - **Packing & Accessories:** The Bidder shall deliver the supplies at the office of the Inspectorate General of Prisons Khyber Pakhtunkhwa in scratch less condition with all the manufacturer supplied accessories.

4. Liquidated Damages: (GCC Clause 19)

GCC 13 – The 10% performance Bank Guarantee will be forfeited in case the Supplier does not replace /repair the (defective) equipment / its part during the warranty period or the Supplier fails to provide the Equipment with in the stipulated time period for delivery.

5. Payment (GCC Clause 16)

GCC 16 – The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

- a) Payment shall be made in Pak. Rupees and in the name of the firm / company a crossed cheque being issued by Accountant General office (as per practice in vogue)
- b) On Acceptance: Hundred (100) percent of the Contract Price of the supplies delivered and received shall be paid after submission of claim supported by the acceptance certificate issued by the Procurement Committee.

6. Performance Guarantee / Security (GCC Clause 20):

The amount of the Performance security, as a percentage of the Contract Price, shall be Ten (10) Percent of the Contract Price.

7. (GCC Clause 23) Notices Purchaser’s address for notice purposes:

Name of Officer	Inspector General of Prisons, Khyber Pakhtunkhwa, Peshawar.
Complete Address	Inspectorate General of Prisons, Khyber Pakhtunkhwa, Peshawar.
Phone Number:	091-9210406

Supplier’s address for notice purposes:

Name of Officer:	_____
Complete Address:	_____
Phone Number	_____

14. Financial Proposal Submission Form (Part of Financial Bid Envelope) { Location, date }

To _(Name and address of Client / Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_ This amount is inclusive of all taxes.

Our Financial proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, I.e. before the date indicated in _____ of the Proposal data Sheet.

We also declare that the Government of Pakistan / Khyber Pakhtunkhwa has not declared us for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices, We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provision of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant

Date:

15. Price Schedule/ Financial Cost Sheet

Financial Proposals should be substantially in the form of the Cost sheet along with specification of items provided below. Bidders must itemize all costs associated with providing the required deliverables and services in a tabular format similar to the following:

S#	Details of IT Equipments	Quantity	Unit price inclusive of all taxes	Total price with all taxes

Total Bid Price x (in words) Rs. _____

Date _____

Place _____

Signature of authorized person Name:

(Company Seal)

In the Capacity of

Dully authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

16. Format for Covering letter

To

(Name and address of Purchaser)

Sub: _____

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted to provide the items/ services comprise in the contract within time frame specified, stating from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of _____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_ incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company / firm meets all the criteria indicated on your tender document.

Authorized Signatures with Official Seal

17. INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- A) To be executed by an authorized representative of the bidder.
- B) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the Charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- C) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- D) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

18. Format of Power of Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorized Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information / responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts. Deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney) Date:

19. On Stamp Paper of relevant value

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this _____ Day of _____ 20 ____

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

20. 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

Contract No. _____ Dated _____ Contract Value: *[To be filled in at the time of signing of Contract]* Contract Title: _____

[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 Khyber Pakhtunkhwa (GoKP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoKP 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 GoKP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoKP 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 GoKP under any law, contract or other instrument, be voidable at the option of GoKP.

Notwithstanding any rights and remedies exercised by GoKP in this regard, [name of Supplier] agrees to indemnify GoKP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoKP in an amount equivalent to ten time 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 GoKP.

Name of Buyer:

Name of Seller/Supplier:

Signature:[Seal]

Signature:[Seal]