



## Invitation to Bids (ITB)

### ITB No. 343

#### IT Equipment

**Release Date:** September 14, 2021

**For:** TDEA-EPWRR

**Contractor:** Trust for Democratic Education and Accountability (TDEA)

**Funded by:** German Embassy

#### **1.0. Introduction**

The Trust for Democratic Education and Accountability (TDEA) was established in October 2008, registered under the Trust Act 1882. TDEA strives to strengthen public accountability by enhancing the capabilities of individuals to work for civil liberties, improved governance, democracy, and peace in Pakistan.

#### **2.0. Instructions to Offerors**

**I. Offer Deadline:** Sealed quotations must be received not later than **5:00 P.M. (PST) on September 30, 2021** by post/courier or by hand. All offers must be sent to the following address:

**Procurement Unit  
TDEA-FAFEN  
Building No. 1, Street No. 5 (of Jasmine Road)  
G-7/2, Islamabad.**

Please mark **ITB No. 343** on the sealed envelopes.

**Please note, it is mandatory to fill and submit section 4.0, 5.0 with your quotation.**

For any queries, please email to: [imraan.ashraf@tdea.pk](mailto:imraan.ashraf@tdea.pk)

**II. Performance Bond.** Selected bidder(s) is required to submit 10% of the total value of Purchase Order (PO) in shape of either Bank Draft or Pay Order in favor of "Trust for Democratic Education and Accountability (TDEA)".

Performance Bond in shape of Pay Order/Bank Draft is a mandatory requirement in order to ensure faithful compliance of terms & conditions of the Purchase Order (PO). PO will be issued subject to submission of Performance Bond. In case the bidder fails to comply and defaults on its commitments made through the offer, the performance bond amount shall be forfeited.

#### **Return of Performance Bond.**

Performance Bond of the successful bidder(s) will be returned after 90 days following the issuance of Goods Receiving Note (GRN).

**III. Specifications:** Section 3 contains the technical specifications/requirements.

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- IV. Quotations:** Prices must be quoted on a lump-sum basis of each item in Pak Rupees (including: insurance, inspections, transportation, taxes, etc). Offers must remain valid for 60 days after the offer deadline.
- V. Negotiations:** Best-offer quotations will be entertained. The awards will be made solely on the basis of the original quotations. TDEA, however, reserves the right to conduct negotiations and/or request clarifications prior to awarding the contract.
- VI. Evaluation and Award:** Each item will be evaluated separately. The award will be made to the best offeror whose offer follows the ITB instructions, meets the requirements, and most suitable. Only those offers will be considered, which meet or exceed the given requirements. The following criteria will be used in terms of weightage:

- 1. Timeline 25 Points:** TDEA expects the goods/services to be delivered by 30 November 2021 or earlier. Delivery time must be given in specific number of days rather than range. Higher end of the range will be considered, in case a range for delivery time is given.
- 2. Experience 25 Points:** TDEA expects the vendor to have an adequate number of years of experience in supplying relevant goods. Weightage in terms of experience will be assigned as follows:

Each supply having worth of PKR 05Million or above will get 05 points. These supplies should be related to servers, desktops, laptops, printers, scanners and cameras.

- 3. Price 50 Points:** TDEA expects the price(s) to be cost effective and reasonable as per current market rates. Bid(s) should be:
  - in Pak Rupees;
  - inclusive of all taxes, duties, levies, insurance (if necessary), and freight, etc.

**Disqualification:**

Offers will be rejected if:-

- a) Offer received after the appointed/fixed date and time.
- b) Validity of offer is not quoted as required in quotation/documents.
- c) A vendor quotes more than one brand/options against each item.
- d) Multiple rates/items are quoted against one item.
- e) Any deviation from the General/Special /Technical Instructions.
- f) Offers are found conditional or incomplete in any respect.
- g) Offers (Commercial/technical) containing non-initialed/unauthenticated amendments/ corrections/overwriting.
- h) If the offer(s) is found to be based on cartel action in connivance with other sources/participants of the tender.
- i) Quotation(s) without authorization letter/certificate of partnership/dealer/distributor/supplier for the item/brand being quoted by a vendor
- j) Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
- k) Firms with previous pending/outstanding projects/business and unsatisfactory performance with TDEA may not be considered for award of any further business.
- l) Cost is quoted in other than Pakistani rupees.

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### **Qualifications & References**

Prospective vendors must provide the following information as required for qualification process:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Copy of tax returns documents of last three years
  - Nature and number of years in business
  
2. References: Contact information of at least three references from completed projects along with a brief description of their implementation. TDEA reserves the right to request and check additional references.
  
3. Prospective vendors must be legally registered under Pakistani laws, possessing relevant license(s), permit(s) and government approvals necessary for performance of the work.

TDEA may (a) reject any or all bids, (b) accept other than the lowest cost bid, (c) accept more than one bid, (d) accept alternate bids, (e) accept part of the bid instead of whole and/or (f) waive informalities and minor irregularities in bids received.

**VII. Terms and Conditions:** Issuance of this ITB does not in any way obligate TDEA to award a purchase order, nor does it commit TDEA to pay for costs incurred in the preparation and submission of a proposal. This solicitation is subject to TDEA's standard terms and conditions. Any resultant award or lease will be governed by these terms and conditions.

**VIII. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the contractor shall submit an original invoice to the TDEA office, located in Islamabad for payment. The invoice shall be sent to the following address: Procurement Unit, TDEA, Building No. 1, Street No. 5 (off Jasmine Road) G-7/2, Islamabad.

**IX. Delivery:** The delivery terms require to deliver the items ordered within the mentioned date(s) at TDEA, Building No. 1, Street No. 5 (off Jasmine Road) G-7/2, Islamabad. The delivery time given in an offer in response to this ITB, must be upheld in the performance of any resulting contract.

**X. Warranty:** Warranty service and repair is required for all commodities under this ITB, if applicable. It is the responsibility of the vendors to arrange service and repair of equipment delivered under warranty period upon TDEA request. It is very important that these commodities be serviced with a well-established and capable local technology service provider. The technology service provider/local agent must be an official service provider, authorized dealer, or certified service provider or reseller of the brand offered.

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the company:

1. Company's legal name, NTN number, invoice date, and invoice number.
2. Deliverable(s)' number, description of approved deliverable(s), and corresponding fixed price(s).
3. Bank account information to which payment shall be sent and method of payment.



TDEA will pay the Company invoice within fifteen (15) business days through crossed cheque after

- a) TDEA's approval of the Company's deliverables.
- b) TDEA's receipt of the Company's invoice.
- c) Written Acceptance of Goods, Services and Works, based on full compliance with ITB requirements

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, and Withholding Tax will be deducted from the total amount.

### **3.0 Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are split into individual technical specifications.

For each technical specification and requirement line item listed hereunder:

S. No.	Equipment Description	Qty Required	
1	<b>LASER PRINTER</b>	25 / 38	
	<b>Specifications:</b>		
	Functions		Print
	Print technology		Laser/LED
	Print Speed		22 ppm or above
	First Page Out		8.5 sec (from ready mode) or less
	Print quality		1200 x 1200 dpi or above
	Duty Cycle		80,000 or above pages/month
	Memory		256 MB or higher
	Interface		High speed USB
	Make/OEM		UK, USA, Japan, Europe
Warranty	3 Years		
<b>Note:</b> List of consumables along with the yield as per ISO standards, total consumables required to print 10,000 prints as per ISO standards.			
2	<b>PERSONAL COMPUTER</b>	25 / 38	
	<b>Specifications:</b>		
	Product form factor/		All-in-One
	Processor		Should be 9th Generation or Higher
	Number of Cores		4 (Quad-Core)
	OS		MS Windows 10 Pro x 64
	Resolution		19.5" FHD (1920x 1080) LED
	System Graphics		Integrated Intel HD Graphics
	Memory (RAM)		4 GB DDR4 RAM or higher
	Storage		500 GB SSD
	Network Card		10/100/1000 Mbps Gigabit Ethernet/ WIFI
	USB Ports		06 (or more) USB 3.0 Supported
	Power Supply		Up to 180W
Keyboard	Standard		
Mouse	Standard Optical		
Warranty	3 Years		



<b>3</b>	<b>SIGNATURE SCANNER</b>		25 / 38
	<b>Specifications:</b>		
	Form Factor	Portable Mobile Scanner	
	Document Feeding	Automatic Sheet Feeding	
	Scanning Resolution	Up to 600dpi	
	Interface	USB 2.0/3.0	
	Power supply	Through USB/AC Adapter	
	Scan Size	A4	
	Scanning Speed	Minimum 15ppm (A4)	
	Weight	Not more than 3.0 lbs	
	OS Support	Windows 10 or higher	
	Scan Type	Duplex	
	Warranty	1 Year	
Make/OEM	UK, USA, Japan, Europe		
<b>Note:</b> Vendor must specify scan speed of quoted model. "Up to" is not allowed.			
<b>4</b>	<b>FORM SCANNER</b>		25 / 38
	<b>Specifications:</b>		
	Scanner Type	Flatbed Scanner with ADF	
	Interface	USB	
	Optical Resolution	1200 dpi or above	
	BIT Depth	48 bit	
	Gray Scale Level	256	
	Duty Cycle	1000 or above pages per day	
Interface	USB		
Warranty	1 Year		
<b>5</b>	<b>LIVE FINGERPRINT SCANNER (TEN PRINT)</b>		25 / 38
	<b>Mandatory Specifications:</b>		
	1. SDK for Microsoft .Net		
	2. SDK for java		
	3. Demo applications with source code		
	4. Provide ISO 19794-2/4 format		
	5. Provide PKMAT, WSQ format and other common format like BMP, PNG, JPEG, Tiff and other		
	6. Provides segmentation of a finger in multiple fingers capturing mode		
	7. Allows specific finger skipping in multiple fingers capturing mode		
	8. Automatic capturing mode		
	9. Provides real time quality of finger prints		
	10. Provides 500dpi or above resolution		
	11. Support documents for integration and API's details.		
	12. USB interface		
	13. Built-in license or license management for bulk		
	14. Warranty: 1 Year		
	<b>For integration in web application</b>		
	15. All mandatory features		
	16. Options (Java applet, ActiveX or other) to integrate into web page.		
<b>Add on features:</b>			
17. Compatible with Linux			
18. Provide ANSI/INCITS 378/381 format			
19. Provides sequence of finger			



<b>6</b>	<b>DIGITAL CAMERA</b>		25 / 38
	<b>Specifications:</b>		
	Mega Pixel:	12 or higher	
	Support	NET support	
	Speed	High Speed USB and SDK	
	Operating environment	0 to 40°C	
	Warranty	1 Year	
	Camera Stand	Mini tripod or better, compatible with the camera	
<b>Note:</b> Vendor will provide SDK along with quoted camera for testing purpose.			

**Note:** TDEA will issue PO to selected vendor for 25 OR 38 quantity. Please submit your quotation combined or separate respectively for 25 and 38 quantities.

**4.0. Offer Summary**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

GST No: \_\_\_\_\_

NTN number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Does the business have an active bank account? (Circle one)    YES    NO



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**5.0. Letter of Submission**

*The following letter must be completed and submitted with your sealed quotation.*

**To: TDEA, Building No. 1, Street 5 (Off Jasmine Road), G-7/2, Islamabad**

**Attention:** Procurement Department

**Reference:** ITB No. - 343

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced ITB .

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced ITB . I further certify that the business named below—as well as the business’ principal officers and all commodities/services offered in response to this ITB —are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, any material or financial support to banned outfits, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.”

**The prices quoted in this offer are valid for 60 Days.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Name and title of authorized representative

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date