Tender Document
Tender No. 112082021-1

PROCUREMENT OF HARDWARE / IT EQUIPMENT FOR VARIOUS PROJECTS (IT OPERATIONS - II)

Punjab Information Technology Board (PITB)
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IMPORTANT NOTE:
Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014
This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. INVITATION TO BID

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(2), this Tender is being placed online at websites of the Purchaser and PPRA, as well as being advertised in print media.

The tender document is available in the office of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore & the same may be obtained subject to the payment of cost of printing and provision of the document which is Rs. 1,000/-. Tender Document is also available at www.pitb.gov.pk and www.ppra.punjab.gov.pk and may be downloaded free of cost.

All prospective bidders are required to collect a Challan Form from the Procurement Assistant, PITB at above given address; to submit an amount of Rs. 1,000/- in PITB's account. The deposit slip / Challan Form must accompany respective bid.

1.3 Type of Open Competitive Bidding

As per Rule 38(2)(a), Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

(i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
(ii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
(iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
(iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
(v) During the technical evaluation no amendments in the technical proposal shall be permitted;
(vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
(vii) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency; and
(viii) The lowest evaluated bidder shall be awarded the contract.

2. BIDDING DETAILS (INSTRUCTIONS TO BIDDERS)

All bids must be accompanied by Bid Security (Earnest Money), as part of Financial Bid and as per provisions of the clause "Bid Security" of this document in favor of **"Punjab Information Technology Board"**. The complete bids as per required under this tender document, must be delivered into the Tender Box, placed at reception of Punjab Information Technology Board, Lahore, not later than **1200 hours** on last date of submission of bids i.e., **30 August, 2021,** late bids shall not be considered. The Technical bids shall be publicly opened in the Committee Room of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at **1230 hours** on **30 August, 2021**. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of Hardware / IT Equipment must be received in writing to the Purchaser till **13 August, 2021.** Any query received after said date may not be entertained. All queries shall be responded to within due time. PITB will host a pre-bid meeting at **1100 hours** on **16 August, 2021,** at PITB premises (13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore).

The bidder shall submit bids which comply with the Bidding Document. **Alternative bids and options shall not be considered**. The attention of bidders is drawn to the provisions of this tender document Clause regarding **"Determination of Responsiveness of Bid" and "Rejection / Acceptance of the Tender"** for making their bids substantially responsive to the requirements of the Bidding Document.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Irtisam Ur Rehman
Email: irtisam.rehman@pitb.gov.pk
13th floor Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.

Syeda Fatima Agha
Email: fatima.agha@pitb.gov.pk
13th floor Arfa Software Technology Park, 346-B, Ferozepur
Road, Lahore, Pakistan.

Secondary Contact

M. Shaukat Qureshi
Joint Director (Development & Procurement)
Email: muhammad.qureshi@pitb.gov.pk
13th Floor, Arfa Software Technology Park, 346-B,
Ferozepur Road, Lahore, Pakistan.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3. Definitions

In this document, unless there is anything repugnant in the subject or context:

3.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

3.2 “Availability and Reliability” means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

3.3 "Client" means the Project lead of technical wing of the Purchaser for whose’ particular project the Goods / Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.

3.4 “Bidder” means the interested Firm/Company/Supplier/Distributors that may provide or provides the Hardware / IT Equipment etc., and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.

3.5 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

3.6 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

3.7 "Contractor / Vendor" means the Bidder whose bid has been accepted and awarded Letter of Intent for a specific item followed by the signing of Contract.

3.8 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.9 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.

3.10 "Day" means calendar day.

3.11 "Force majeure shall mean any event, act or other circumstances not being an event, act or circumstances under the control of the purchaser or of the contractor. Non-availability of materials/supplies or of import license or of export permit shall not constitute Force majeure.

3.12 "Goods" means hardware, equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract against each relevant Lot.

3.13 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

3.14 "Prescribed" means prescribed in the Tender Document.

3.15 "Purchaser" means the Punjab Information Technology Board (PITB) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.

3.16 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

3.17 "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

3.18 “Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

3.19 "Works" means work to be done by the Contractor under the Contract.

3.20 “Eligible” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. Headings and Titles

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. Notice

5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate,

order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:

5.1.1 in writing;
5.1.2 issued within reasonable time;
5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. Tender Scope

6.1 Punjab Information Technology Board (PITB), (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for Supply of Hardware / IT Equipment "(hereinafter referred to as "the Goods") including installation, configuration, deployment, commissioning, testing, after-sale support, of said Goods (hereinafter referred to as "the Services") for various projects of PITB (IT Operations - II).

6.2 The Hardware / IT Equipment etc. will be delivered and deployed at various locations in Pakistan, **OR** Punjab Information Technology Board, Lahore, as specified by the Purchaser at the time of delivery. Detail requirements and specifications are attached at **Annexure-A.**

7. Tender Eligibility/Qualification Criteria

7.1 Eligible Bidder is a Bidder who:

7.1.1 Has a registered / incorporated company / firm in Pakistan with relevant business experience of **last one (01) year for Lot No. 05, and last three (03) years for all the remaining Lots**;
7.1.2 Has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
7.1.3 Authorization Certificate / document from the principal / manufacturer for the following;

- **Lot No. 01 and Lot No. 02 (Required only for Laptops and Desktops)**
- **Lot No. 03**
- **Lot No. 04 (Items 1 & 2)**
- **Lot No. 07 (Item 1)**
- **Lot No. 08 (Item 2 & 4)**
- **Lot No. 09**
- **Lot No. 10**

7.1.4 Authorization Certificate / document from the principal / manufacturer/Authorized dealer (in case of dealer, authorization document from principal to dealer and certificate from dealer to the bidder is required) for **Lot No. 06, Lot No. 07 (Item No. 2);**
7.1.5 Has submitted bid for complete Lot(s) and relevant bid security against each Lot separately; Non-compliance of the same shall cause rejection of the bid;
7.1.6 Has not been blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan (Submission of undertaking), for each Lot; Blacklisting status of bidders, as publicized on PPRA's website, on the day of Bid Opening, will be considered final for the determination of eligibility;
7.1.7 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
7.1.8 Goods and Services can only be supplied / sourced / routed from "origin" in "eligible" member countries.

a. Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
b. "Origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.

8. Tender Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. Joint Venture / Consortium

Joint ventures / Consortiums are not eligible for this tender.

10. Examination of the Tender Document

The Bidder is expected to examine the Tender Document, including all instructions and terms and conditions.

11. Clarification of the Tender Document

The Bidder may require further information or clarification of the Tender Document, within **five (05)** calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e.g., e-mail & letter) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

12. Amendment of the Tender Document

12.1 The Purchaser 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 binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Bidders as per Rule-25(4) of Punjab Procurement Rules, 2014.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-29 of Punjab Procurement Rules, 2014.

13. Preparation / Submission of Tender

13.1 The Bidder is allowed to bid for any or all Lots separately.

13.2 The Tender and all documents relating to the Tender, exchanged between the Bidder and the Purchaser, shall be in English. Any printed literature furnished by the Bidder in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Bidder 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

13.4 The Tender shall be in two parts i.e., the technical proposal and the financial proposal. Each proposal shall be in two sets i.e., the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.

13.5 Technical Proposal shall comprise the following, **without quoting the price**:

13.5.1 Technical Proposal Form (**Annexure-B**)

13.5.2 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (**Annexure-G&H**)

13.5.3 Covering letter duly signed and stamped by authorized representative. (**Annexure-E**)

13.5.4 Authorization Certificate / document from the principal / manufacturer for the following;

- **Lot No. 01 and Lot No. 02 (Required only for Laptops and Desktops)**
- **Lot No. 03**
- **Lot No. 04 (Items 1 & 2)**
- **Lot No. 07 (Item 1)**
- **Lot No. 08 (Item 2 & 4)**
- **Lot No. 09 (Devices only)**
- **Lot No. 10**

13.5.5 Authorization Certificate / document from the principal / manufacturer/Authorized dealer (in case of dealer, authorization document from principal to dealer and certificate from dealer to the bidder is required) for **Lot No. 06, Lot No. 07 (Item No. 2);**

13.5.6 Evidence of eligibility of the Bidder and the Goods / Services.

13.5.7 Evidence of conformity of the Goods / the Services to the Tender Document

13.5.8 Undertaking and Evidence that the quoted Goods are genuine, brand new, non- refurbished, un-

altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials

13.5.9 Technical Brochures / Literature

13.5.10 Details of Warranty and After-Sale Service

13.5.11 Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.

13.5.12 Valid Registration Certificate for Income Tax & Sales Tax

13.5.13 Power of Attorney, if an authorized representative is appointed (**Annexure-F**)

13.6 The Financial Proposal shall comprise the following:

13.6.1 Financial Proposal Form **(Annexure-C)**

13.6.2 Price Schedule (**Annexure-D**)

13.6.3 Bid Security **(Earnest Money),** as per provisions of the clause Bid Security of this document.

13.7 The Bidder shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for
Tender Name. [Name of Tender]
Tender No. 112082021-1
Lot No.

[Name of the Purchaser]
[Address of the Purchaser]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.8 The Bidder shall seal the Duplicate Technical Tender in an envelope duly marked as under:

Duplicate Technical Proposal for
Tender Name. [Name of Tender]
Tender No. 112082021-1
Lot No.

[Name of the Purchaser]
[Address of the Purchaser]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.9 The Bidder shall follow the same process for the Financial Tender.

13.10 The Bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for
Tender Name. [Name of Tender]
Tender No. 112082021-1
Lot No.
Strictly Confidential

[Name of the Purchaser]
[Address of the Purchaser]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.11 The Bidder shall again seal the sealed envelopes of Duplicate Technical Proposal and the Duplicate Financial Proposal in an outer envelope, duly marking the envelope as under:

Duplicate Tender for
Tender Name. [Name of Tender]
Tender No. 112082021-1
Lot No.
Strictly Confidential

[Name of the Purchaser]
[Address of the Purchaser]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.12 The Bidder may enclose soft copies of the Technical Proposal, including all Forms, Annexes, Schedules, Documents, Brochures, Literature, etc., in the form of PDF and Scanned images, with the hard copies.

13.13 The Tender shall be dropped in the prescribed Tender Box placed at the Reception of the Purchaser's office, not later than **1200 hours** on last date of submission of bids. No late bid shall be accepted.

13.14 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, letters, forms and all relevant documents as part of the bids submitted by the Bidder.

14. Tender Price

14.1 The quoted price shall be:

14.1.1 best / final / fixed and valid until completion of all obligations under the Contract i.e., not subject to variation / escalation;

14.1.2 in Pak Rupees;

14.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.;

14.1.4 Including all charges up to the delivery point at various locations in Pakistan, **OR** Punjab Information Technology Board, Lahore, as specified by the Purchaser at the time of delivery.

14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

14.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

14.4 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item. In case of Contract of imported Equipment/Services offered Ex-Warehouse/Off-the-Shelf from within the Purchaser's country, import duties and sales and other taxes already paid shall be shown separately (if required by the Purchaser).

15. Bid Security (Earnest Money)

15.1 The bid security amount has been calculated as per provisions of Rule-27 "Bid Security" of PPRA Rules, 2014 (i.e., not exceeding five percent of the estimated cost), the Bidder shall furnish the Bid Security (Earnest Money) as under:

15.1.1 for fixed amounts as mentioned in following table against different Lots:

Lot No.	Description	Estimated Cost	Bid Security (2%)
1	Desktop Computer	114,725,000	2,294,500
2	Laptops	193,445,000	3,868,900
3	Printers	42,055,000	829,500
4	UPS	13,565,000	271,300
5	Barcode Printers/Readers/Scanners	4,060,000	81,200
6	Scanners	12,930,000	258,600
7	Tablets	112,230,000	2,244,600

Lot No.	Description	Estimated Cost	Bid Security (2%)
8	Biometric Devices	27,458,000	549,160
9	Facial Recognition Attendance Device Turnkey Solution	46,800,000	936,000
10	Palm Print Devices	64,900,000	1,298,000

15.1.2 denominated in Pak Rupees;
15.1.3 separately against each Lot given in this tender document;
15.1.4 As part of financial bid envelope;
15.1.5 in the form of Bank Guarantee / Demand Draft / Pay Order / Call Deposit Receipt in the name of the Purchaser;
15.1.6 have a minimum validity period of **one hundred and twenty (120) days** from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
15.2.1 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or
15.2.2 If the Bidder does not accept the corrections of its Total Tender Price; or
15.2.3 If the Bidder, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

15.3 The Bid security shall be returned to the technically unsuccessful bidder/s with unopened / sealed financial bid. Whereas the financially unsuccessful bidder/s will be returned the Bid Security only after the award of contract. The Bid Security shall be returned to the successful Bidder upon furnishing of the Performance Security.

16. Tender Validity

The Tender shall have a minimum validity period of **ninety (90) days** from the last date for submission of the Tender. The Purchaser may solicit the Bidder'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 Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

17.1 The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

18.1 Tenders (Technical Bids) shall be opened at **1230 hours** on the last date of submission of bids i.e., **30 August, 2021,** in the presence of the Bidder(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30 of PPRA Rules, 2014. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

18.2 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

18.3 No Bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

20. Determination of Responsiveness of the Bid (Tender)

20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to

the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. For each Lot a substantially responsive Tender is one which:

20.1.1 meets the eligibility criteria given herein this tender document/ the Goods / the Services against each lot;

20.1.2 meets the Technical Specifications for the Goods / the Services for each Lot;

20.1.3 meets the delivery period / point for the Goods / the Services for each Lot;

20.1.4 in compliance with the rate and limit of liquidated damages for each Lot;

20.1.5 offers fixed price quotations for the Goods / the Services for each Lot, whereby no optional offer / bid or price is allowed;

20.1.6 is accompanied by the required Bid Security as part of financial bid envelope for each Lot;

20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope;

20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;

20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.

20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation.

21. Correction of errors / Amendment of Tender

21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

21.1.1 If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

21.1.3 If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder.

21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria for each Lot will be eligible for further processing. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected. The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Category	Description	Points
Legal (Mandatory)	Valid Income Tax Registration *Registered for at least **last one (01) year for Lot No. 05, and last three (03) years for all the remaining Lots;**	Required
	Valid General Sales Tax Registration (Status = Active with FBR)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of Hardware / IT Equipment (all items) to be procured mentioned vide Annexure-A of	Required

<table>
<tr><th>Category</th><th>Description</th><th>Points</th></tr>
<tr><td></td><td>this document and product technical Brochure that should include specific make and model with clarity of offered specifications must be enclosed with the bid (where applicable)</td><td></td></tr>
<tr><td></td><td>The quoted brand must be among the top five (05) selling brands as per the latest Gartner/IDC report for;

<u>Lot No. 01 and Lot No. 02 (Required only for Laptops and Desktops)</u></td><td>Required</td></tr>
<tr><td></td><td>Authorization Certificate / document from the principal / manufacturer for the following;
Lot No. 01 and Lot No. 02 (Required only for Laptops and Desktops)
Lot No. 03
Lot No. 04 (Items 1 & 2)
Lot No. 07 (Item 1)
Lot No. 08 (Item 2 & 4)
Lot No. 09
Lot No. 10
Authorization Certificate / document from the principal / manufacturer/Authorized dealer (in case of dealer, authorization document from principal to dealer and certificate from dealer to the bidder is required) for Lot No. 06, Lot No. 07 (Item No. 2);</td><td>Required</td></tr>
<tr><td>Past Experience (Mandatory)</td><td>Worth of projects similar in nature that includes Hardware / IT Equipment etc., in last three (03) years.
(Verifiable through relevant purchase orders / contracts)

<table><tr><th>Lot No.</th><th>Amount in PKR</th></tr><tr><td>01</td><td>45 million and above</td></tr><tr><td>02</td><td>77 million and above</td></tr><tr><td>03</td><td>16 million and above</td></tr><tr><td>04</td><td>05 million and above</td></tr><tr><td>05</td><td>1.5 million and above</td></tr><tr><td>06</td><td>05 million and above</td></tr><tr><td>07</td><td>44 million and above</td></tr><tr><td>08</td><td>10 million and above</td></tr><tr><td>09</td><td>18 million and above</td></tr><tr><td>10</td><td>25 million and above</td></tr></table></td><td>Required</td></tr>
</table>

Note:

i. Verifiable documentary proof for all above requirements are required. Bids will be evaluated and awarded on the basis of these verifiable proofs. Bidder must include checklist for above requirements in their bid.

ii. The result of the technical evaluation will be announced at least **one (01) day** before the opening of financial bids. Said one day time will be given for the grievance regarding technical qualification / disqualification of the bidders. However, after lapse of given time between the declaration of technical evaluation report and opening of the financial, no grievance petition would be entertained concerning the technical qualification / disqualification of the bidder. The objection after the opening of the financial bid would remain restricted to the financial bid only.

23. FINANCIAL PROPOSAL EVALUATION

23.1 Technically qualified/successful bidder(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 indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).

23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

- 23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 23.2.2 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.;
- 23.2.3 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.

23.3 The Purchaser will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the signed contract in this regard.

24. Rejection / Acceptance of the Bid

24.1 The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser 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 Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

24.2 The Tender shall be rejected if it is:

- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
- 24.2.2 submitted in other than prescribed forms, annexes, schedules, documents / by other than specified mode; or
- 24.2.3 incomplete, conditional, alternative, late; or
- 24.2.4 Bid not submitted separately against each Lot and relevant bid security is not submitted against each Lot separately; or
- 24.2.5 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 24.2.6 the Bidder refuses to accept the corrected Total Tender Price; or
- 24.2.7 the Bidder has conflict of interest with the Purchaser; or
- 24.2.8 the Bidder tries to influence the Tender Evaluation / Contract award; or
- 24.2.9 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
- 24.2.10 the Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
- 24.2.11 the Bidder fails to meet the evaluation criteria requirements (clause-22);
- 24.2.12 the Bidder has been blacklisted by any public or private sector organization;
- 24.2.13 The Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 24.2.14 There is any discrepancy between bidding documents and bidder's proposal i.e., any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 24.2.15 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.
- 24.2.16 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.
- 24.2.17 If the rates quoted by vender are not workable or on higher side etc.

25. Award Criteria

25.1. At first step, eligible bidder(s) as per clause-7 (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria for each Lot will stand technically qualified.

25.2. At second step, technically qualified and successful bidder(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities for each Lot, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Intent Letter to the successful Bidder, at least after **ten (10) days** of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each Lot.

27. Performance Security

27.1 The successful Bidder/The Contractor for each Lot shall furnish Performance Security as under:

27.1.1 within **twenty-eight (28) days** of the receipt of the Intent Letter from the Purchaser;

27.1.2 Lot-wise performance security (Separate for each Lot, if the bidder is successful for more than one Lot) would be submitted by the Bidder;

27.1.3 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document, whereas, if the individual contract amount is < PKR 3 million, performance securities in the shape of demand draft / pay order may be accepted along with undertaking regarding its renewal by the Contractor before expiry, for required time period as per signed Contract;

27.1.4 for a sum equivalent to **10%** of the contract value;

27.1.5 denominated in Pak Rupees;

27.1.6 have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.

27.1.7 If the Contractor fails / delays provision of Performance Security within **twenty-eight (28) days** of the receipt of the Letter of Intent from the Purchaser, a sum of money **@0.25%** of the total Performance Security, for every day beyond **twenty-eight (28) days** of the receipt of the Letter of Intent from the Purchaser, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.

28. Redressal of grievances by the procuring agency

28.1 The Purchaser has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

28.2 Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than **ten (10) days** after the announcement of the bid evaluation report.

28.3 The committee shall investigate and decide upon the complaint within **fifteen (15) days** of the receipt of the complaint.

28.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

28.5 Any bidder not satisfied with the decision of the committee of the Purchaser may lodge an appeal in the relevant court of jurisdiction.

General Conditions of Draft Contract

29. Contract

The Purchaser shall send the Contract provided in the Tender Document, to the successful Bidder along with the Letter of Intent (LOI). Within **twenty-eight (28) days** from the issuance of Letter of Intent, the successful Bidder must sign the Contract.

30. Contract Duration

The Contract duration shall be for the period of **one (01) year**, starting from the date of issuance of Letter of Intent, (LOI), delivery, installation & commissioning of all Hardware / IT Equipment, till end of warranty period. **For Lot No. 09**, the contract with successful bidder shall be a Framework Contract. Framework Contract duration shall initially be for **one (01) year,** starting from the date of issuance of Letter of Intent, and extendable for another **two (02) years**. Extension of contract shall be based on provisioning of satisfactory services / goods by the service provider / contractor, needs, requirements and approved budgetary provisions of the Purchaser.

31. Contract Documents and Information

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

32. Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

33. Standards

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

34. Patent Right

The Contractor shall indemnify and hold the Purchaser harmless against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods / the Service or any part thereof.

35. Execution Schedule

The Contractor shall deliver Hardware / IT Equipment **within sixteen (16) weeks**, starting from the date of issuance of Letter of Intent (LOI)**. For Lot No. 09**, phased approach will be followed according to which the first phase shall comprise of 15 hospitals (Tentative) across Punjab, and then rest of locations shall be covered in next phase as per instructions and approval from SHC&ME, and PITB.

36. Packing

The Contractor shall provide such packing of the Goods as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation at all points in storage / transit. The Contractor shall arrange and pay for the packing of the Goods to the place of destination, as specified in the Contract, and the cost thereof shall be included in the Contract Price.

37. Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed by Income Tax and Sales Tax Department, Government of Pakistan.

38. Contract Cost

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

39. Delivery

39.1 Partial delivery of items will be allowed to the Contractor.

39.2 The Contractor shall indicate his delivery approach clearly specifying the requirements for packing, shipping and unpacking of deliverable hardware with any associated/relevant software and its documentation. The approach shall address shipment of deliverables to the various designated (installation) sites. The approach

shall also specify any special shipping constraints such as custom requirements, security requirements, access arrangement or loading dock requirements. The Contractor shall deliver the Goods at various locations in Pakistan, **OR** Punjab Information Technology Board, Lahore, as specified by the Purchaser at the time of delivery.

39.3 The Goods shall remain at the risk and under the physical custody of the Contractor until the delivery, testing and taking over of the Goods is completed.

39.4 The Contractor shall ensure that the Goods delivered (in parts or full), or any portion thereof, as the case may be, shall be complete for their intended purposes, and to enable the testing and training to proceed without interruption. If it shall appear to the Client that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Contractor at the expense of the Contractor to dispatch the missing items of the Goods or suitable replacements thereof to the site of delivery by the fastest available means including air freight.

39.5 In any circumstances changing of brand will not be acceptable. However, higher/latest model of the same brand can be delivered after approval of the purchaser.

40. Safety

40.1 The Contractor shall be responsible for the embedding of safety features in the inherent design of the equipment, for elimination of identified hazards, including but not limited to high voltage, electromagnetic radiation, sharp points and edges, etc., and reduction of associated risk to personnel and equipment.

40.2 The Contractor shall be responsible for the addition of bilingual warnings and caution notices, where hazards cannot be eliminated or risks cannot be reduced.

40.3 The Contractor shall be responsible for the protection of the power sources, controls, and critical components of the redundant systems and subsystems by shielding or physical separation when possible.

41. Spare Parts and Support

41.1 The Contractor shall ensure that the Goods provided by the Contractor, under the Contract are standard and of exact nature, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

41.2 The Contractor shall further ensure that the Goods provided by the Contractor, under the Contract shall have no defect, arising from design, materials, installation, configuration, or from any act or omission of the Contractor that may develop under normal use of the provided Goods.

41.3 The Contractor shall maintain sufficient backup stock of spare parts and tools locally at sites, for the maintenance of the supplied Goods, during the warranty period. **For Lot No. 09**, the Contractor will ensure device spare parts to be available for at least three (03) years.

42. Inspection and Testing

42.1 The Client shall inspect and test the Goods supplied, the Services provided or the Works carried out, under the Contract, to verify their conformity to the Technical Specifications.

42.2 The inspections and tests shall be conducted at the premises of the Contractor OR at the final destination. Where conducted at the premises of the Contractor, the Contractor shall provide all-reasonable facilities and assistance.

42.3 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 Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three (03) working days, free of cost to the Purchaser.

42.4 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.

42.5 Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

43. Taking-Over Certificate

43.1 The Contractor shall, by written notice served on the Client with a copy to the Purchaser, apply for a Taking-Over Certificate.

43.2 The Client shall, within **seven (07) days** of receipt of Contractor's application, either issue the Taking-Over Certificate to the Contractor with a copy to the Purchaser, stating the date of successful inspection / testing of the Goods or any portion thereof, for their intended purposes; or reject the application giving the reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued.

43.3 Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

44. Warranty

44.1 The Contractor shall warrant to the Purchaser that the Goods supplied by the Contractor, 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.

44.2 The Contractor shall further warrant that the Goods/Services supplied by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods/Services.

44.3 The Contractor shall provide **Manufacturer's standard warranty / support for minimum one (01) year for all Lots** (hereinafter referred as Warranty Period) after the issue of Taking-over Certificate in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include:

44.3.1 Free, on-site repair / replacement of defective / damaged parts and labor, within **one (01) week** of intimation in Lahore and **two (02) weeks** outside Lahore.

44.3.2 On site Replacement of such defective / damaged Goods will be provided, if repair of such Goods involves a duration exceeding **one (01) week** for Lahore and **two (02) weeks** outside Lahore.

44.4 **For Lot No. 09**, the Contractor shall provide warranty for hardware as well as for its all parts (except intentional damage etc). The hardware & services shall be maintained by contractor during the support and maintenance period which is for **one (01) year** extendable for another **two (02) years**. Extension of contract shall be based on provisioning of satisfactory services / goods by the service provider / contractor, needs, requirements and approved budgetary provisions of the Purchaser. The support and maintenance will be governed by Service Level Agreement (SLA).

44.5 The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site.

44.6 The Client shall, by written notice served on the Contractor with a copy to the Purchaser, promptly indicate any claim(s) arising under the warranty.

44.7 The Contractor 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.

44.8 The end user licenses, end user warranties and end user contracting support services shall be in the name of Purchaser, for the Goods supplied, the Services provided and the Works done, under the Contract.

45. Ownership of Goods and Replaced Components

Goods to be supplied to the Purchaser, pursuant to the Contract, shall become the property of the Purchaser when the Goods are taken over by the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

46. Payment

46.1 Partial payments against partial delivery of items, will be allowed to the Contractor.

46.2 The Contractor shall provide all necessary supporting documents along with invoice.

46.3 The Contractor shall submit an Application for Payment, to the Purchaser. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.

46.4 The Purchaser shall get verified the details of Goods/Services delivered against the invoice from the concerned Technical Team of PITB and Payment shall be made on partial or complete delivery of Hardware, as the case may be, and after issuance of satisfactory certificate by concerned technical team of PITB, as per details given in relevant Letter of Intent.

46.5 The Purchaser shall pay the amount verified within **thirty (30) days**. Payment shall not be made in advance. The Purchaser shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through treasury cheque.

46.6 **For Lot No. 09**, Payments against Support & Maintenance will be made on monthly basis. Support & Maintenance payment for hardware & software and Data SIMs (charges) period will start after the installation of devices.

46.7 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

46.8 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Intent Letter till termination of the signed contract in this regard.

47. Price

The Contractor shall not charge prices for the Goods supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

48. Contract Amendment

48.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.

48.2 The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor with a copy to the Client.

48.3 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

48.4 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

49. Assignment / Subcontract

49.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

49.2 The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

50. Extensions in time for performance of obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser with a copy to the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

51. Liquidated Damages

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price against undelivered portion, as liquidated damages, a sum of money **@0.25%** of the Contract Price which is attributable to such part of the Goods / the Services / the Works, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, **10%** of the Contract Price.

52. Penalty Charges on Late Submission of Performance Security

If the Contractor fails / delays provision of Performance Security within **twenty-eight (28) days** of the receipt of the Letter of Intent from the Purchaser, a sum of money **@0.25%** of the total Performance Security, for every day beyond **twenty-eight (28) days** of the receipt of the Letter of Intent from the Purchaser, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.

53. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, for a stated period, for future tenders in public sector, as per provision of Punjab Procurement Rules, 2014 and PITB Procurement Regulations and Guidelines.

54. Forfeiture of Performance Security

54.1 The Performance Security shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:

54.1.1 If the Contractor commits a default under the Contract;

54.1.2 If the Contractor fails to fulfill any of the obligations under the Contract;

54.1.3 If the Contractor violates any of the terms and conditions of the Contract.

54.2 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

54.3 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

55. Termination for Default

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

56. Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

57. Termination for Convenience

57.1 Any of the parties may, at any time, by written notice served on the other party with a copy to the Client, terminate the Contract, in whole or in part, for its convenience, without any compensation to the other party.

57.2 The Goods and the Services, which are, complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Goods / Services, the Purchaser may elect:

57.2.1 to have any portion thereof completed and delivered; and/or

57.2.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed Goods, Services, Works and materials / parts previously procured by the Contractor for the purpose of the Contract.

58. Force Majeure

58.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

58.2 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

58.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform 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.

58.4 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.

58.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

59. Dispute Resolution

59.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

59.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

60. Statutes and Regulations

60.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

60.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

60.3 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

61. The Client

61.1 The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.

61.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.

61.3 The Client shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

62. Authorized Representative

62.1 The Purchaser, the Client or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.

62.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser, the Client or the Contractor.

62.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.

62.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the principal.

62.5 Notwithstanding Clause 62.2, any failure of the Authorized Representative to disapprove any Goods or Services or Works shall not prejudice the right of the Client to disapprove such Goods or Services or Works and to give instructions for the rectification thereof.

62.6 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Purchaser / the Client who shall confirm, reverse or vary such decision or instruction.

63. Waiver

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

64. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals for each appropriate unit of the supplied Goods and other information pertaining to the performance of the Goods, in hard copy format, in soft copy format and in the form of on-line help, before the Goods are taken over by the Purchaser.

65. Special Stipulations for Lot No. 09

For ease of Reference, certain special stipulations are as under:	
Placement Report	Phase 1: To be submitted by Contractor within 06 weeks from Issuance of LOA, pertaining to suitable location for placement of biometric devices within facilities Phase 2: To be submitted by Contractor within 06 weeks from Issuance of PO, pertaining to suitable location for placement of biometric devices within facilities
Delivery of Hardware	Phase 1: Within 12 weeks from the issuance of LOA Phase 2: Within 8-10 weeks from Issuance of PO
Implementation of Backend System	Phase 1: Within 12 weeks from issuance of LOA (first LOA), development & deployment of web portals, software etc. Phase 2: With 8-10 weeks from issuance of PO
Installation of Devices	Phase:1 Within 12 weeks from the issuance of LOA Phase 2: Within 8-10 weeks from Issuance of PO
Training & Partial Enrollment of Staff	Phase:1 Within 12 weeks from the issuance of LOA Phase 2: Within 8-10 weeks from Issuance of PO Partial enrollment of staff will be done at each site at the time of deployment of device, as a purpose of hands-on training to focal person from each site.

ANNEXURE-A

TECHNICAL SPECIFICATIONS

NOTE: Duly filled technical specifications sheets with required information must be enclosed in their respective technical bids against relevant Lot(s), by the bidder(s).

LOT No. 01

DESKTOP COMPUTERS

ITEM No. 1 (A) Desktop Computer Core i5 with UPS (Quantity: 197)				
Sr. #	**Item**	**Description (Minimum Specifications)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1.	**Processor**	Intel® 10th Generation Core™ i5 2.9 GHz (Base Frequency) or higher		
2.	**Mother Board**	Intel Chipset		
3.	**Memory**	8 GB DDR-4 or higher		
4.	**Hard Disk Drive**	1 TB or higher.		
5.	**Video/Display Card**	Integrated		
6.	**Sound Card**	Integrated		
7.	**Network Adapter**	Built-in Gigabit Ethernet card (Microsoft Windows Supportive)		
8.	**LCD Display**	19.5" or higher LED Monitor.		
9.	**Integrated I/O Interfaces**	Six USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. HDMI/VGA Port		
10.	**Wireless LAN**	Wireless 802.11b/g/n or ac.		
11.	**Mouse & Key Board**	USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll.		

ITEM No. 1 (B) UPS (Quantity: 197)		
Item Description (Minimum Specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Power: 1 KVA with dry batteries		
Runtime: At least 5-6 minutes backup time or higher on 70% load		
Recharge Time: 6-8 hours recharge time		
Surge protection: Surge protection, processor control, Line Interactive Technology		
Power Factor: 0.8 Power factor		
Port: Serial/USB Port Plug and Play		
Along With Other Standard Feature		

ITEM No. 2 Desktop Computer Core i5 (Quantity: 614)				
Sr. #	**Item**	**Description (Minimum Specifications)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1.	**Processor**	Intel® 10th Generation Core™ i5 2.9 GHz (Base Frequency) or higher		
2.	**Mother Board**	Intel Chipset		
3.	**Memory**	8 GB DDR-4 or higher		
4.	**Hard Disk Drive**	1 TB or higher.		
5.	**Video/Display Card**	Integrated		
6.	**Sound Card**	Integrated		
7.	**Network Adapter**	Built-in Gigabit Ethernet card (Microsoft Windows Supportive)		
8.	**LCD Display**	19.5" or higher LED Monitor.		
9.	**Integrated I/O Interfaces**	Six USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. HDMI/VGA Port		
10.	**Wireless LAN**	Wireless 802.11b/g/n or ac.		
11.	**Mouse & Key Board**	USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll.		

ITEM No. 3 (A) Desktop Computer Core i7 with UPS (Quantity: 25)				
Sr. #	**Item**	**Description (Minimum Specifications)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1.	**Processor**	Intel® 10th Generation Core™ i7 2.9 GHz (Base Frequency) or higher		
2.	**Mother Board**	Intel Chipset		
3.	**Memory**	8 GB DDR-4 or higher		
4.	**Hard Disk Drive**	1 TB or higher.		
5.	**Video/Display Card**	Integrated		
6.	**Sound Card**	Integrated		
7.	**Network Adapter**	Built-in Gigabit Ethernet card (Microsoft Windows Supportive)		
8.	**LCD Display**	19.5" or higher LED Monitor.		
9.	**Integrated I/O Interfaces**	Six USB Ports (USB 2.0/3.0/3.1), PCI/PCIe slot etc. HDMI/VGA Port		
10.	**Wireless LAN**	Wireless 802.11b/g/n or ac.		
11.	**Mouse & Key Board**	USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll.		

ITEM No. 3 (B) UPS 650 VA (Quantity: 16)				
Sr #	**Item Description (Minimum Specification)**	**QTY**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1	Capacity: 650 VA or higher with maintenance free batteries			
2	Technology: Line Interactive			
3	Power Factor: 0.8 or higher			
4	Backup time: at least 10 minutes backup time or higher on 70% load			
5	Recharge time: Maximum 6-8 hours or less			
6	Connectivity: Serial/USB Port, with other standard features.			

ITEM No. 4 All-in-one Computer (Quantity: 12)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. OS Version: Windows		
2. Generation: Intel Core i5, i3 10 Gen		
3. Screen Size with Resolution: 21.5"		
4. Processor: 1.6 / 4.2 Ghz, i5-10210U, 6MB Cache, 4 Core, 8 Thread		
5. Hard Drive: 1TB DDR4		
6. Optical Drive: HDD		
7. Graphics Card: No Optical Drive		
8. Memory: Intel Integrated Graphics		
9. Audio: System Shared		
10. Features: 2 x integrated 3W speakers		
11. External Ports: Wifi, Bluetooth		
12. Total USB: USB 3.0, HDMI, RJ45 (LAN), Headphone/Mic combo		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM No. 5 Desktop LED 21” (Quantity: 5)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Display: 60Hz,		
2. Screen size: 21" or higher		
3. Resolution: 1366x768 resolution or higher supported.		
4. Ports: HDMI and VGA ports		
5. Along with all standard accessories and cables		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

LOT NO. 02

LAPTOPS

ITEM 1: LAPTOP Core i5 (Quantity: 207)				
Sr. #	**Item**	**Description (Minimum Specifications)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1	**Processor**	11th Generation Intel Core i5 (4.2GHz Max Turbo frequency) or higher		
2	**Chipset**	Integrated with TPM 2.0		
3	**Graphics**	Integrated		
4	**System Memory**	08GB DDR4 or higher.		
5	**Hard Disk Drive**	1TB HDD or higher		
6	**Keyboard/Touchpad**	Standard keyboard and Precision Touchpad		
7	**Display**	14”- 15.6” or higher FHD Display.		
8	**WIFI and Bluetooth**	2x2 Wireless (802.11 b/g/n or ac)		
9	**Carrying Case:**	Standard carrying case of same brand		
10	**Mouse**	Wireless Optical Mouse of same brand.		
11	**Audio**	built-in speakers		
12	**I/O Ports**	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1X HDMI/VGA port.		
13	**Battery and Adaptor**	minimum 3-4 hours battery life		
14	**Camera**	Built-in Camera		

ITEM 2: Laptop Core i7 (Quantity: 207)				
Sr. #	**Item**	**Description (Minimum Specifications)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1	**Processor**	11th Generation Intel Core i7 (4.4 GHz Max Turbo frequency) or higher		
2	**Chipset**	Integrated with TPM 2.0		
3	**Graphics**	Integrated		
4	**System Memory**	08GB DDR4 or higher.		
5	**Hard Disk Drive**	1TB HDD or higher		
6	**Keyboard/Touchpad**	Standard keyboard and Precision Touchpad		
7	**Display**	14”- 15.6” or higher FHD Display.		
8	**WIFI and Bluetooth**	2x2 Wireless (802.11 b/g/n or ac)		
9	**Carrying Case:**	Standard carrying case of same brand		
10	**Mouse**	Wireless Optical Mouse of same brand.		
11	**Audio**	built-in speakers		
12	**I/O Ports**	Audio/ Microphone Jack, 2 x USB 2.0/3.0 or more, 1X HDMI/VGA port.		
13	**Battery and Adaptor**	minimum 3-4 hours battery life		
14	**Camera**	Built-in Camera		

LOT NO. 03

PRINTERS

ITEM 1: **Category-A Printers** **(Quantity: 367)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
Print Technology: Laser		
Print Speed: 38PPM or higher (A4)		
Print Resolution: up-to 600 x 600 or higher		
Duplex Printing: Manual		
Processor: 1Ghz or higher		
Memory: 256MB or higher		
Connectivity/ Interfaces: 2 x USB ports or more (High-speed/ Host), 1 x Gigabit Ethernet		
Paper Handling: • **Size:** A4/ Legal/ Letter • **Input:** 50 sheets tray, 200 sheets tray • **Output:** 50 sheets bin		
First Page Out: 7.5 Sec or less		
OS Support: Compatible with Windows 8/ 8.1/10 and latest		
Accessories: USB Cable, Power Cable, Toner and other allied accessories		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 2: **Category-B Printers** **(Quantity: 111)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
Print Technology: Laser		
Print Speed: 38PPM or higher (A4)		
Print Resolution: up-to 1200 x 1200 or higher		
Duplex Printing: Auto		
Processor: 1.2 Ghz or higher		
Memory: 256MB or higher		
Connectivity/ Interfaces: 2 x USB ports or more (High-speed/ Host), 1 x Gigabit Ethernet		
Paper Handling: • **Size:** A4/ Legal/ Letter • **Input:** 50 sheets tray, 200 sheets tray • **Output:** 50 sheets bin		
First Page Out: 7.5 Sec or less		
OS Support: Compatible with Windows 8/ 8.1/ 10 and latest		
Accessories: USB Cable, Power Cable, Toner and other allied accessories		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 3: Category-C Printers (MFP) (Quantity: 02)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
Print Technology: Laser		
Duplex Printing: Auto		
Display: LCD/ Screen		
Processor: 600 Mhz or higher		
Memory: 256MB or higher		
Connectivity/ Interfaces: 2 x USB ports or more (High-speed/ Host), 1 x Gigabit Ethernet		
Paper Handling: • **Size:** A4/ Legal/ Letter • **Input:** 10 sheets, 200 sheets tray • **Output:** 100 sheets bin		
Print: • **Speed:** 35PPM or higher (A4, B&W) • **Resolution:** up-to 1200 x 1,200 or higher		
Scan: • **Type:** Flatbed and ADF • **Speed:** 25PPM or higher (B&W), Color 15PPM or higher • **Resolution:** 600 dpi or higher		
Copy: • **Speed:** 30CPM or higher • **Resolution:** 600 dpi or higher’		
OS Support: Compatible with Windows 8/ 8.1/ 10 and latest		
Accessories: USB Cable, Power Cable, Toner and other allied accessories		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 4: Category-D Printers (MFP) (Quantity: 12)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
Print Technology: Laser		
Display: 6” or higher Touch Color Screen		
Duplex Printing: Auto		
Processor: 1.2 Ghz or higher		
Memory: 1GB or higher		
Connectivity/ Interfaces: 2 x USB ports or more (High-speed/ Host), 1 x Gigabit Ethernet		
Paper Handling: • **Size:** A4/ Legal/ Letter • **Input:** 100 sheets tray, 500 sheets tray • **Output:** 150 sheets bin		
First Page Out: 7.5 Sec or less		
Print: • **Speed:** 42PPM or higher (A4, B&W) • **Resolution:** up-to 1200 x 1,200 or higher		
Scan: • **Type:** Flatbed and ADF • **Speed:** 40PPM or higher (B&W) • **Resolution:** 600 dpi or higher		
Copy:		

ITEM 4: Category-D Printers (MFP) (Quantity: 12)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
• **Resolution:** 600 dpi or higher' • **Resize:** 25-300% or higher		
OS Support: Compatible with Windows 8/ 8.1/ 10 and latest		
Accessories: USB Cable, Power Cable, Toner and other allied accessories		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 5: Category-E (MFP) (Quantity: 01)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specs**
Print Technology: Laser Color		
Display: 5" or higher Touch Color Screen		
Duplex Printing: Auto		
Processor: 1.2 Ghz or higher		
Memory: 1GB or higher		
Connectivity/ Interfaces: 2 x USB ports or more (High-speed/ Host), 1 x Gigabit Ethernet		
Paper Handling: • **Size Printing:** A3/ A4/ Legal/ Letter • **Input:** 100 sheets tray, 500 sheets tray, 500 sheet tray • **Output:** 200 sheets bin		
Print: • **Speed:** 55 PPM or higher (A4, B&W) • **Resolution:** up-to 1200 x 1,200 or higher		
Scan: • **Type:** Flatbed and ADF (duplex) • **Speed:** 30PPM or higher • **Resolution:** 600 dpi or higher		
Copy: • **Speed:** 30cpm or higher • **Resolution:** 600 dpi or higher' • **Resize:** 25-200% or higher		
OS Support: Compatible with Windows 8/ 8.1/ 10 and latest		
Accessories: USB Cable, Power Cable, Toner and other allied accessories		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

LOT NO. 04
UPS

ITEM 1: **UPS 1 KVA** **(Quantity: 469)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Power Rating: 1 KVA		
2. Batteries: Dry batteries		
3. Protection: Surge protection		
4. Control: Processor control		
5. Technology: Line Interactive Technology,		
6. Battery Backup: At least 5 minutes backup time or higher or higher on 70% load		
7. Power factor: 0.6 Power factor or higher		
8. Ports: Serial/USB Port, Plug and Play		
9. Recharging: 08 hours or less recharge time		
10 Accessories: other standard features		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 2: **UPS 600 VA** **(Quantity: 132)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Power Rating: 600 VA		
2. Batteries: Dry batteries		
3. Protection: Surge protection		
4. Control: Processor control		
5. Technology: Line Interactive Technology		
6. Backup: At least 5 minutes backup time or higher or higher on 70% load		
7. Power factor: 0.6 Power factor or higher		
8. Ports: Serial/USB Port, Plug and Play		
9. Recharging: 6-8 hours or less recharge time		
10 Accessories: other standard features		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 3: UPS 2 KVA **(Quantity: 2)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Power Rating: 2 KVA		
2. Batteries: Dry batteries		
3. Protection: Surge protection		
4. Control: Processor control		
5. Technology: Line Interactive Technology		
6. Battery Backup: At least 5 minutes backup time or higher or higher on 70% load		
7. Power factor: 0.7 Power factor or higher		
8. Ports: Serial/USB Port, Plug and Play		
9. Recharging: 6-8 hours or less recharge time		
10 Accessories: other standard features		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 4: UPS 3 KVA (Quantity: 31)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Power Rating: 3 KVA		
2. Batteries: Dry batteries		
3. Protection: Surge protection		
4. Control: Processor control		
5. Technology: Line Interactive Technology		
6. Battery Backup: At least 5 minutes backup time or higher on 70% load		
7. Power factor: 0.7 Power factor or higher		
8. Ports: Serial/USB Port, Plug and Play		
9. Recharging: 6-8 hours or less recharge time		
10 Accessories: other standard features		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

LOT NO. 05

Barcode Printers/Readers/Scanners

ITEM 1: BARCODE PRINTER (Quantity: 64)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Printer Type: Label Printer, Technology: Thermal **2. Resolution:** Min 200 dpi or higher, **3. Print Speed:** 4″/ sec. or higher **4. Memory:** Standard: 8 MB RAM or higher, 4 MB memory or higher, **5. Output Type:** Black & White, **6. Media Capacity:** 1 Roll, **7. Media Type:** Continuous Forms, Labels, Reflective, stickers, Roll Tags, Paper off type: Tear off / Peel off, **8. Media Sensors:** Transmissive, Reflective, **9. Connectivity:** USB, Certification's/FCC Certificate. **10. Other Requirement**: Able to print barcodes. External and Internal Roll facility, full SDKs along with necessary software shall be required.		
Note: (i) One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 2: LABEL PRINTER (Quantity: 18)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Max. print speed: 127 mm (5")/second		
Max. print width: 108 mm (4.25")		
Max. print length: 2,286 mm (90")		
Printing method: Thermal Transfer & Direct Thermal		
Ribbon capacity: 300 m long, max. OD 67 mm, 1" core (ink coated outside)		
Ribbon width: 40 mm ~ 110 mm (1.6" ~ 4.3")		
Media type: Continuous, die-cut, black mark, fan-fold, notched (outside wound)		
Standard: PCBA1: USB 2.0/ RS-232		
Software support: SAP, Oracle, WHQL 8.1, Windows, Linux, MAC X.10, Microsoft SQL Server, Bartender, Nice Label		

ITEM 3: BARCODE READER/QR CODE READER/SCANNER (Quantity: 92)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Scanner Type: Bi-Directional		
2. Light source: laser 650 mm visible laser diode or higher		
3. Scan Rate: 100 scans per second or higher		
4. Reading distance: 2.5 ~600mm or Higher		
5. Resolution: 0.10 MM (4 Mil) or higher		
6. Connectivity: wired		
7. Scan Mode: Hand held		
8. Barcode Dimension: 1D , 2D and QR Code		
9. Along With Other standard features and accessories		

ITEM 4: BARCODE SCANNER (Quantity: 4)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Light source: laser 650 nm or higher, **2. Scan Rate:** 100 scans per second or higher, **3. Reading distance:** 2.5 ~600mm (UPC/EAN) or better, **4. Scanner type:** bi-directional, resolution: 0.10 MM (4 Mil) or higher, **5. Connectivity:** scan mode: hand held with stand and other standard accessories **Note: The vendor will deposit one unit as sample at the time of bid submission**		

LOT NO. 06

SCANNERS

ITEM 1: Category A (Quantity: 7)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Document feeding: Flatbed & Automatic **Document Feeder** (ADF). **Document Size:** Legal on flatbed Scanning Resolution: 600 by 600 or higher. Scanning modes: B/W & Color. **Scanning Speed:** 12ppm (A4 size B/W) or higher. With other standard features along with USB cable. Drivers: Microsoft windows 7/8/10 and Red Hat Linux Supportive.		
NOTE: 1 Year Parts and Labor warranty for all components on site as mentioned under this document.		

ITEM 2: Category B (Quantity: 115)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Document feeding: Flatbed & ADF **2. Document Size:** A4 for Flat Bed, legal for ADF, **3**. **Scan Speed:** 20PPM or higher. (For ADF) **4. Scanning modes**: B/W, Greyscale and Color @200dpi **5. Scanning Resolution**: 1200 x 1200 dpi or higher **6. Other standard features along with USB cable** **7. Drivers:** Microsoft windows 07/08/10 Supportive NOTE: 1 Year Parts and Labor warranty for all components on site as mentioned under this document.		

ITEM 3: Category C (Quantity: 32)			
Sr #	**Item Description (Minimum Specification)**	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1	**Scanner Type:** ADF Scanner with Flatbed		
2	**Scanning Technology:** CIS/CCD or equivalent		
3	**Scan Size:** ADF: Upto Legal Flatbed: A4, legal size.		
4	**Scan Speed Color @ A4 300 dpi:** 35 PPM / 70 IPM or higher		
5	**Daily Duty Volume:** 5,000 pages per day or higher		
6	**Resolution:** 1200 x 1200 dpi or higher		
7	**Connectivity:** USB 2.0/3.0		
8	**Output Resolution:** 75/100/150/200/300/400/600 dpi		
9	**Paper feeder Capacity:** 80 sheets or higher		
10	**Output formats:** B/W, greyscale, 24 bit color		
11	**Scan File Format:** TIFF/Multi-page TIFF, PDF, RTF, TXT		
12	**Warranty:** 1 Year Parts and Labor warranty for all components on site as mentioned under this document.		

LOT No. 07

Tablets

ITEM 1: SIM-BASED TABLETS (Quantity: 1369)		
Item Description (Minimum Specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
a. Operating System: Android 9.0 or higher b. CPU 2.0 GHZ or higher c. Display: 8 inch or higher display, IPS/LCD Capacitive touch screen 16M Colors or higher. Multitouch Support d. RAM 2 GB or higher e. Internal Memory 32 GB or higher, f. 32GB Card to be provided with Tab, up to 128 GB supported g. Camera Rear: 5 MP or higher Front: 2 MP or higher h. SIM Yes **(PTA Approved)** i. Battery 5000mAh or higher j. Internet: Yes k. GPS with AGPS l. Support for 3G, 4G or higher m. Bluetooth Yes n. WIFI Yes: 802.11 b/g/n or ac o. Interfaces SIM Slot, USB 2.0, MicroSD Card Slot Requirements: Protective shell, screen protector, carry bag etc		

ITEM 2: SIM-BASED TABLETS FOR BUS CONSOLES (Quantity: 200)		
Item Description (Minimum Specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Operating System: Android Pie 9.0 **CPU:** MediaTek Helio A22 (4C,4x A53 @2.0 GHz) or higher or equivalent **Display and Screen:** 8 inch HD (1280x800) IPS 350 nits, Capacitive-type multi-touch, supports 10-point touch, **RAM:** 2 GB LPDDR3 **internal Memory:** 32 GB eMMC **Expandable Memory:** MicroSD card 32 GB with tab, up to 128 GB supported. **Camera Rear:** 5 MP, F**ront:** 2 MP **SIM:** Yes **(PTA Approved)** **Battery:** lntegrated Li-ion Polymer 5000mAh or higher GPS With AGPS, 4G/3G/2G/ GPRS/EDGE: Yes **Bluetooth:** Yes **Wi-Fi:** 8O2.11/b/g/ n or ac **Interfaces:** SIM Slot, USB 2.0, MicroSD Card Slot (with 32GB Card) **Accessories:** Protective shell, screen protector, Tablet Mount Casing (Frame/stand to be installed in the buses). **Scope: The vendor will be responsible for the installation of the tablets in the buses**		

ITEM 3: Handheld Biometric Tablet (Qty 146)			
Sr.#	**Item**	**Minimum Specifications**	
1	Design	One piece, case tamper, ruggedized, IP65 or higher compliant	
2	Display and Screen	7 inch or higher display, TFT/LCD Capacitive touch screen	
3	Fingerprint Sensor	Built in finger print capacitive sensor integrated on board, minimum resolution 500 Dpi or above, ISO and ANSI certification compliant, Full SDK for Finger Printer device	
4	CPU	1 GHz Dual core or higher	
5	OS	Android 5.0 or higher	
6	Communication	3G or higher , GSM , Wi-Fi 802.11 a/b/g, n or ac Bluetooth v3.0 or higher	
7	GPS	Built-in GPS	
8	Interfaces	Sim Slot (PTA Approved), USB 2.0 with USB Host/OTG, MicroSD	
9	Memory	1GB or above RAM, 8GB or Higher internal Memory	
10	Camera	Rare: 5 MP or above Front: 2MP or higher	
11	Battery	Capacity: 3500mAh or higher	
12	Others	Full SDK for device and Finger Print, USB cable, Compliance to Industry Standards (FC, CE, BSMI etc. Not Required) , Function and Navigation Keys as per manufacturer standards	

LOT No. 08

Biometric Devices

ITEM 1: BIOMETRIC DEVICE FINGERPRINT SCANNER (Quantity: 88)		
Description (Minimum Specifications)	**Quoted Item(s) (Make & Model)**	**Offered specification**
1. Design: One piece, case tamper, ruggedized, IP65 or higher compliant **2. Display and Screen** 7 inch or higher display, TFT/LCD Capacitive touch screen **3. Fingerprint Sensor:** Built in finger print capacitive sensor integrated on board, **4. Minimum resolution** 500 Dpi or above, **5. Certification:** ISO and ANSI certification compliant, **6. Full SDK** for Finger Printer device **7. CPU:** Dual core or higher **8. OS:** Android 4.4 or higher **9. Communication:** 3G or higher, GSM, Wi-Fi 802.11a/b/g/n **10. Interfaces**: SIM Slot(PTA Approved), USB 2.0 with USB Host/OTG, MicroStO **11. GPS** Built-in GPS **12. Interfaces:** USB 2.0 with USB Host/OTG, MicroSD **13. Memory:** 2GB or above RAM, 16GB or Higher internal Memory **14. Camera:** Rare: 5 MP or above Front: 2 MP or higher **15. Battery:** Capacity: 5000 mAh or higher **16. Others:** Full SDK for device and Finger Print, USB Cable, **17. Compliance** to Industry Standards (FC, CE etc.), **18. Function and navigation keys** as per manufacturer standards		

ITEM NO 2: ANDROID BASED BIOMETRIC READER FOR ATTENDANCE (Quantity: 38)		
Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Scanner Type: Optical, **Memory:** 128MB or higher, **Finger Print Capacity:** Minimum 2000**,** **Transaction/Logs Capacity:** 80,000 or more**,** **Verification Time:** <2 seconds, **Communications:** TCP/IP / RS485 / USB, **Verification Mode:** 1:1, 1:N, along with SDK		

ITEM 3: BIOMETRIC ATTENDANCE MACHINE (Quantity: 16)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
• Design & processor: One piece case tamperproof design with embedded microprocessor and associated communication fingerprint sensor and face sensor modules • Screen and Input devices: 4.0" or higher Color display with keypad, function and navigation keys • Finger print Sensor: fingerprint capacitive sensor integrated on board, minimum resolution 500 Dpi, ISO and ANSI certification		

ITEM 3: BIOMETRIC ATTENDANCE MACHINE (Quantity: 16)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
compliant • Capacity: Finger Print: 7000 or higher, Face: 9000 0r higher, Logs Capacity: 75,000 or higher • Industry standards: Industry standards FC/CE/BSMI • SIM Slot & Ports: Built in SIM slot & micro USB (Should be PTA Approved) • Battery: Rechargeable battery with charging port • Communications: 3G/4G/EDGE, WiFi, LAN capability • Software: Full SDK for device and fingerprint module. SDK to be provided with the device • Other Features: Device should have the capability to upload data on centralized server either through WiFi/LAN or Mobile connectivity.		

ITEM NO 4: BIOMETRIC FINGERPRINT/FACE RECOGNITION DEVICE (Quantity: 96)		
Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Face Capacity: 1,000 or higher		
Fingerprint Capacity: 3,500 or higher		
Record Capacity: 75,000 Records or higher		
Display: TFT Screen 3" or higher		
Communication: TCP/IP, USB-Host, Wi-Fi		
Standard Functions: SMS, DST, Scheduled-bell, Self-Service Query, Automatic Status Switch, Photo ID, Camera, Multi-verification **Full SDK for device to be provided with the device.**		

ITEM 5: BIOMETRIC FINGERPRINT/FACE RECOGNITION TABLETS (Quantity: 97)		
Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Operating System: Android 4.0 or Higher **2. CPU:** Quad Core or Higher **3. Screen Size**: 7 Inch or Higher, TFT/LCD Capacitive Touch Screen **4. Screen Resolution:** 1024*600 IPS or Higher **5. Internal Memory:** 16 GB or Higher **6. Expandable Memory:** Min 32 GB Card to be provided with Tab **7. SIM:** YES **8. Battery**: 4000mAh or Higher **9. RAM:** 2 GB or Higher **10. Internet**: YES **11. GPS**: Built in GPS **12. 3G/4G**: Yes **13. WIFI** YES, 802.11 a/b/g/n or higher **14. Camera:** Rare: 5MP or higher, Front: 2MP or higher; Micro USB Port for Charging, Data Transfer and OTG Support: YES, USB Connectivity **15. Fingerprint scanner**: Built in finger print LFD sensor integrated on board. Minimum Resolution 500dPi or above, **16. Compliant**. Full SDK/NDK for finger print Scanner.		

ITEM 5: BIOMETRIC FINGERPRINT/FACE RECOGNITION TABLETS (Quantity: 97)		
Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
17. High quality, rugged fingerprint sensor with high resolution and rapid response. Should be able to work well with dry, moist and rough fingerprints **18. PTA Approved**		

ITEM 6: BIOMETRIC ACCESS CONTROLLER (Quantity: 1)		
Item Description (Minimum specification)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
1. Display Type: Keypad, LCD, Digital		
2. Interfaces: TCP/IP, USB, RS485, RS232, Wifi/GPRS, Weigand		
3. Screen Size: 2.5 Inch, 4 inch		
4. Reader Type: Proximity, PIN, Fingerprint, Card, Palm, Iris		
5. Installation Type: Wall Mounted		
6. Connectivity Type: Wired		
7. Power Source: with Battery backup, Power Adapter		
8. Usage/Application: Indoor		
9. User Capacity: 1000		
10. Battery Backup: 2-4 hours		
11. Power Supply: 12V		
12. Operating System: Android, Linux		
13. Memory Capacity: 256 MB		
14. Fingerprint Sensor: 500 DPI		
15. Identification Time: <300 ms		
16. Push Data: Yes		
17. Sensor Type: Optical Sensor		

LOT No. 09

Facial Recognition Attendance Device / Biometric Attendance System for Tertiary Healthcare Facilities across Punjab

(Turnkey Solution)

Biometric Attendance System for Tertiary Healthcare Facilities across Punjab (Quantity: 585)		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Processor: 800 MHz or higher **RAM:** 512 MB or higher **Identification Mode:** Facial Recognition (Active module) **Face Template:** 3000 or more **Communication**: must support GSM (3G, 4G or higher) **LAN/WIFI Communication:** Yes required **Display**: Color Screen with 3'' or more touch screen **Log Capacity:** 20,000 or higher **Rechargeable Battery Backup:** 2 hours or higher (internal/ external-attached with device) **Language:** English **Other Requirements:** • Devices must be active to use SIM cards for data transfer in Pak. Contractor will get the device approval from PTA before delivery • Installation & Commissioning of devices along with Wall mount bracket and security cage/ box for the device security purpose and Screen protector • Device must have the capability to upgrade the device level software via OTA (Over the air)		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

Attendance System Scope and other Requirements

PITB intends to implement Biometric attendance system for tertiary healthcare facilities across Punjab. Under this initiative centralized attendance system with facial recognition devices (GSM enabled) shall be deployed in various tertiary care hospitals with an aim to monitor clinical and non-clinical staff attendance and enhance efficiency via real-time monitoring over the web. The biometric devices will be installed in 46 tertiary health care facilities (tentative) locations across Punjab. The contract with successful bidder shall serve as a Framework Agreement/Contract. In this regard, phased approach will be followed according to which the first phase shall comprised off 15 hospitals (Tentative) across Punjab and then rest of locations shall be covered in next phase as per instructions and approval from SHC&ME &PITB. Following is the brief scope of work:

- The vendor will provide biometric device based complete (turnkey solution) attendance system
- Attendance device shall be placed Indoor and the must have the requisite screen protector, wall mounting and secured caging for physical security purpose. Easiness of use must also be given priority. Similarly, device must have the cables attached to power socket for continuous charging.
- Attendance will be marked using facial recognition system
- Vendor will ensure device spare parts to be available for at least 3 years
- System will have the provision to enroll employees as an ongoing process
- Auto and scheduled update of transactional history in centralized databases
- Backend monitoring system will be customizable and flexible enough to cater time- to-time client requirements
- Proprietary/non-proprietary encryption support during client/server communication
- The system software part should include both client side and server side components
- Auto failover to / from primary / secondary communication medium in case of failure.
- The system/device should have the capability to communicate automated health-check alerts.
- The vendor will be responsible for complete customization of both client and server side applications to meet attendance requirements and rosters of all tertiary care Hospital.
- Software must be customizable and multiple APIs of system shall be provided to purchaser for the purpose of integration
- SDKs for devices along with User manuals, technical documentation shall be provided to purchaser
- System should be able to support at least 3000 concurrent users & Sessions
- Application's Technical Documentation / Manual for usage of the controls, design and operations
- Employee registration to be made via web portal as well as over device however, enrollment must take place over facial recognition device
- Comprehensive training will be provided to focal persons on installed system(s) subject to the prior approval.
- Specialized Healthcare & Medical Education Department, Govt. of the Punjab and PITB, Govt. of the Punjab Logo/name to be pasted/imprint on the devices
- Vendor will also provide User Manuals/Documents for using device at each location (Tertiary Healthcare Facilities across Punjab)
- Contractor will provide 3G,4G enabled SIM's for data transfer/connectivity and SIM's should be operational at all times and sync the data to server without any data expiry issue. Therefore, data package should be purposed accordingly. Contractor will suggest and deploy best network Data SIMs in field.
- Vendor will have joint custody arrangement of source code with PITB of required application along with Database Design and any documentation involved. Furthermore, at the end of project, Source Code shall be handed over to PITB along with relevant documentation & trainings. Sample codes for each compatible development languages must be required.
- Different types of API shall be required from vendor for the purpose of integration with mobile application & any other system (if required).

The prospective awardee will be required to present the proof of concept before contract award.

Minimum Software Specifications/Requirements

- The application should be designed and developed by incorporating security features as per the best industrial practices.
- The Application Software shall have appropriate administrative features / options for Users with role-based access to various features especially user management, role management etc.
- The Application Software should provide proper audit trail for any change made in the data.
- The software should be capable of storing the IP addresses, date and time stamp and other identities of the user modifying the information in the system.

- The system should maintain proper logs of any changes made in the data. System shall be implemented in such way that all critical transactions are stored with the logged-in user name that has performed that transaction.
- The Application Software should have provisions for proper validation checks to minimize data entry mistakes so that garbage data is not stored in the database.
- Application Software should ensure accuracy and consistency of data in database and reports.
- Employee mobile application shall be developed which will allow an employee to view his/her attendance, duty roster, status his/her profile. Similarly, he/she can apply for leave, view leave records, and leave status. Therefore, APIs must support these parameters with particular employee username & password.
- Attendance devices must have the provision to save transactions locally in case of non-availability of communication channel Offline or any other issue and submit all the saved transactions to server once the connectivity resumes or issue resolves.
- Device may also communicate directly with server with help of relevant API's for real time data over portal
- Biometric Enrolment must be carried out at Client Side (device level) with unique parameters e.g. searching an employee via employee code/CNIC, employee information appears and then nominated official can enroll the facial recognition of specific employee over the device.
- Employee registration can be processed over the web portal
- System must have the capability to sync the web app data to device level for a particular facility and sync device level data over server.
- Below are the basic required modules over system, other modules and changes must be incorporated by the contractor with the passage of time as required by the purchaser. Contractor Shall prepare the SRS document which will cover the technical scope of project and then the same will be approved by the purchaser.

A. User Management

User management provides an option to manage users and enables admin/super admin to create, edit, delete users and assign multiple access based on the role. Roles can also be add, edit, delete

Basic Roles are as followed:

- Master user
- Hospital admin User
- District User
- Department Users (With multiple department selection of concerned hospital)
- Employee Self User-Employee Self user can see its attendance, apply leave, view leaves and roster.
- Employee will have the mobile app where he/she can see his/her attendance, view roster, apply for leave and see leave status. This mobile application will be developed by purchaser. So APIs required from contractor shall facilitate this objective

Role based access (view, editable, add, delete) for different modules shall be finalized at the time of finalization of SRS document, and after the deployment requested by purchaser.

B. Employee Management

Employees Basic Information

- Name, Gender, Father/Husband Name, Age, CNIC, Phone No, Designation, Category, Employee cadre, Department, Hospital Name, District, Employment mode(Regular, Contract, Daily Wages, Adhoc), BPS grade field, Employee Status (Active, Inactive) etc. All these field must be editable, viewable for a particular user.
- Profile must show employees is enrolled and must have the re-enrollment option which will allow hospital user to re-enroll an employee while deleting previous enrollment. Employee Department must have the multi selection option.
- Furthermore, change of service status (Enrolled & Active, retired, deceased etc) must reflect against an employee in line listing with action date.

C. Duty Roster Management

The system must have the provision to add roster to employees based upon the category wise, Shift wise, Department wise and any other as desired by the client. Roster can be created for daily, weekly, monthly basis and must have the functionality of auto repeat for upcoming dates as selected. Roster must have the functionality to cater reliever option as well.

D. Configuration

Under this module following changes can be catered while using Admin user and all can be added, edited, delete/inactive. All below must have the line listing with necessary indicator column as well

- Hospital Creation

- Department creation with respect to hospital
- Designation Creation
- Employee Cadre Creation
- Employment mode
- Services Status
- BPS Grade
- Shift and its time update
- Leave types
- Transfer reason
- Special Duty
- Gazetted & Non Gazetted Holidays creation and scheduler

E. Reports

Multiple reports shall be required which includes but not limited to following

- Time period wise attendance reports
- Department wise attendance reports.
- Attendance type (present/absent/leave/late arrivals/early exit) wise reports.
- Shift wise reports.
- Working hour's wise attendance reports & Attendance trends.
- Percentage of time spent in facility against for total working hours
- Inventory (Bio Metric Device and SIM) report of devices (last sync history) installed at each location including their status should be available on web portal
- Attendance Summary report
- Day/Off & On-call Report

F. Transfer/ Posting module

System should have functionally to transfer/posting from one hospital to another hospital and maintenance its records including but limited to date of action/transfer/posting date, Reason of Transfer (If transfer case), Posting detail must have the employees details of where he/she was enrolled initially with certain information. Transfer entry must be supported by scanned documents which must be optional field.

G. Device module

System should also show the status of active /inactive devices, with device last data sync date and time

H. Leave management

Leave management is a set of process to manage employee time-off requests and track their leaves.
Leave management module must be having a define various leave types ranging from earned leave, casual leave (CL), sick leave (SL), compensatory off (comp offs), maternity leave (ML), paternity leave.
Module allows create and configure leave types as per grades, designation & locations. The leave module shall provide a flexibility to define leaves based on the hours worked on the day (Short leave).
Applied leave will be marked to supervisor/department and then supervisor/department will approve/decline the leaves. Supervisor/department should have the option to approve or reject the leave also supervisor can view the employee leave records

1. Leave Request
2. Leave Request - Overview (Supervisor/Department)
3. Leave Approval
4. Leave Balance

I. Dashboard

Dashboard design and parameters required along with necessary graphs, charts and other information shall be shared at the time of finalization of SRS document. SRS document shall be made by contractor.

J. System Logs

The system must have the provision to save critical parameter status change, delete, add, edit performed a by a particular user during a particular date and time. It must save the IP address as well.

Brief Components of Service Level Agreement (SLA)

Contractor shall provide the warranty for hardware as well as warranty for its all parts (except intentional damage etc). The hardware & services shall be maintained by contractor during the support and maintenance period which is for one year & can be extendable to next years based upon the project funds & approval. The support and maintenance will be governed by Service Level Agreement (SLA). Brief components of SLA are mentioned below. Every breach to an item in SLA could result in financial implication.

Sr.#	Description	Service Level
1	Free on site repair of defective / damaged parts	• Within 3 days • If there is any delay in the service level, penalty will be charged as per the criteria/table against the submitted support Invoice for a particular month • **Penalty is mentioned in penalty table#1**
2	Free on site replacement of defective / damaged Goods	• Within 3 days • If there is any delay in the service level, penalty will be charged as per the criteria/table against the submitted support Invoice for a particular month • **Penalty is mentioned in penalty table#1**
3	Web Portal & Software (server side) should be operational	• 99% up-time • If due to some software issues, server is down then Penalty will be charged on daily basis for delay in service as per the criteria/table. • **Penalty is mentioned in penalty table#2**
4	Data SIMs (3G,4G or higher connectivity to transmit data in real time i.e. Operational SIMs/Communication Medium	• 98% up-time • SIMs should be operational at all times • If SIMs in device are not active or service is not available at all times, then penalty will be charged as per criteria • **Penalty is mentioned in penalty table#3**

- To comply the SLA terms, Contractor will have to ensure 10% extra availability of total contracted stock at all points of time for uninterrupted operations. However, Contractor will have to determine suitable stock level beyond minimum 10% on their own. These refer to draft components only (Subject to change)
- Free on-site repair/replacement of defective/damaged parts does not entail to intentional damage.
- Complaints shall be forwarded to concerned vendor via an email and over any complaint portal (If required)

- Contractor hereby guarantees software availability relevant to the Contractor (server side) at a level to be at least 99.95% uptime. In case of unavailability of above mentioned services, penalties would be carried out. This does not include hardware related problems including but not limited to latency / non-availability of internet in data center, power, which primarily is the responsibility of PITB.

- The Contractor shall ensure availability of GSM/Data services 24x7x585 at a level to be at least 98% uptime every month/ uptime of services being available include 3G/4G is calculated as follows.

Availability:

$$\frac{\text{[(Total activated SIMs per month) - (Non-Operational SIMs per month)] x 100}}{\text{(Total activated SIMs per month)}}$$

Support & Maintenance for Hardware & Software

a) As mentioned above, the repair/replacement of defective part (s)/device (s)shall have the following penalty table

Table #1: Penalty Table for Hardware Support & Maintenance

Number of days delay	Percentage of Penalty Per month for the invoice
1-3 days	0%
4-6 days	5%
7-9 day	10%
10-12 days	15%
13-15 days	20%
16-18 days	25%
19 days or more	30%

Note: Days reflect Monday to Saturday (excluding Sunday). The maximum penalty is 30% against a monthly invoice for support & Maintenance for Hardware & Software

b) The applicable percentage for calculation of any penalties shall be the relevant amount as shown in the table below, only for "Service Unavailability/Software Down time". Up time will be calculated as per mentioned below formula.

A	B	C	D	E
Month	**Minutes in month**	**Minutes Down**	**Down Time**	**Up Time**
Jan	44640	(10 Minute)	=(Minutes Down/ Minutes in Month) * 100	=100 – Downtime

Table #2: Penalty table for "Service Unavailability/Software Down time"

Uptime	Percentage of Penalty per month for the invoice
99.00% or greater	0%
95.00% to 99.94%	5%
90.00% to 94.99%	10%
85.00% to 89.99%	15%
80.00% to 84.99%	20%
75.00% to 79.99%	25%
Below 75%	30%

Note: Percentage of Penalty will be charged on monthly support and maintenance invoice. The maximum penalty is 30% against a monthly invoice for support & Maintenance for Hardware & Software

Support & Maintenance for Data SIMs

SIMs should be operational at all times with up time of 98%. In case of inactivation of Data SIMs within device, penalty shall be applied as mentioned below

Table #3: Penalty Table for Data SIMS Service

Service Availability in each calendar month measured as a Percentage *	Percentage of Penalty per month for the invoice
98.00% or greater	0%
95.00% to 97.99%	5%
91.00% to 94.99%	10%
87.00% to 90.99%	15%
83.00% to 86.99%	20%
79.00% to 82.99%	25%
Below 79%	30%

Note: Percentage of Penalty will be charged on monthly Support & Maintenance for Data SIMS Invoices. The maximum penalty is 30% against a monthly invoice.

LOT No. 10

Palm Print Devices

ITEM 1: **Palm Print Reader** **(Quantity: 100)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Elastic contact surface (membrane) of the scanner optic units enables the more accurate capture of ridge patterns, even of the so-called "problem" fingers, i.e. with excessively dry skin, with a rubbedoff or worn-out and low-relief pattern). Moisture discriminating optics ensures high-quality fingerprint and palm print images of sweaty hands. Completely compensate for the effect of blurred or smeared pictures that are often met when taking rolled fingerprints. Fingerprint and palm print images produced by live-scanning with the 500 ppi resolution		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

ITEM 2: **Palm Print Unit** **(Quantity: 10)**		
Item Description (Minimum Specifications)	**Quoted Item (s) (Make & Model)**	**Offered Specification(s)**
Elastic contact surface (membrane) of the scanner optic units enables the more accurate capture of ridge patterns, even of the so-called "problem" fingers, i.e. with excessively dry skin, with a rubbed-off or worn-out and low-relief pattern). Moisture discriminating optics ensures high-quality fingerprint and palm print images of sweaty hands. Completely compensate for the effect of blurred or smeared pictures that are often met when taking rolled fingerprints. Fingerprint and palm print images produced by live-scanning with the 500 ppi resolution.		
Note: One (01) Year Parts and Labor warranty for all components on site, as mentioned in this document.		

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

TECHNICAL PROPOSAL SUBMISSION FORM

[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/Tender Document No. (insert number) dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide (insert procurement title) related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any Sub-Contractors 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 we are aware of the relevant provisions of the Proposal Document.

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

Yours sincerely,

Authorized Signature (Original)
(In full and initials)
Name and Designation of Signatory
Name of Firm
Address

ANNEXURE-C

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/Tender Document No. (insert number) dated (insert date) and our 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 up to expiration of the validity period of the Proposal, i.e., before the date indicated in (insert clause No.) of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors 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 provisions of the Proposal Document.

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

Yours sincerely,

Authorized Signature (Original)
(In full and initials)
Name and Designation of Signatory
Name of Firm
Address

ANNEXURE-D

PRICE SCHEDULE/ FINANCIAL COST SHEET
(FOR EACH LOT SEPARATELY)

LOT NO. 01

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	Desktop Computer Ci5 with UPS				
1A	Desktop Computer		**197**		
	LCD Display		**197**		
1B	UPS		**197**		
2	Desktop Core i5		**614**		
3	Desktop Computer Ci7 with UPS				
3A	Desktop Computer		**25**		
	LCD Display		**25**		
3B	UPS		**16**		
4	All in one Computer		**12**		
5	Desktop LED 21"		**5**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.
(ii) Prices must be quoted for all items under each Lot.
(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.
(iv) The quoted brand for (Desktops) must be among the top five (05) selling brands as per the latest Gartner/IDC report.
(v) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.
(vi) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 02

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	Laptops Core i5		**207**		
2	Laptops Core i7		**207**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The quoted brand must be among the top five (05) selling brands as per the latest Gartner/IDC report.

(v) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(vi) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 03

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	CATEGORY A		**367**		
2	CATEGORY B		**116**		
3	CATEGORY C		**02**		
4	CATEGORY D		**12**		
5	CATEGORY E		**01**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 04

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	UPS 1 KVA		**469**		
2	UPS 600 VA		**132**		
3	UPS 2 KVA		**02**		
4	UPS 3 KVA		**31**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 05

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	BARCODE PRINTER		**64**		
2	LABEL PRINTER		**18**		
3	BARCODE READER/QR CODE READER/SCANNER		**92**		
4	BARCODE SCANNER		**04**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 06

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	Category A SCANNER		**07**		
2	Category B SCANNER		**115**		
3	Category C SCANNER		**32**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 07

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	SIM-BASED TABLETS		**1369**		
2	SIM-BASED TABLETS FOR BUS CONSOLES		**200**		
3	HANDHELD BIOMETRIC TABLET		**146**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The quoted model must be PTA approved.

(v) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(vi) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 08

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	BIOMETRIC DEVICE/FINGER PRINTER SCANNER		**88**		
2	ANDROID BASED BIOMETRIC READER FOR ATTENDANCE		**38**		
3	BIOMETRIC ATTENDANCE MACHINE		**16**		
4	BIOMETRIC FINGERPRINT/FACE RECOGNITION DEVICE		**96**		
5	BIOMETRIC FINGERPRINT/FACE RECOGNITION TABLETS		**97**		
6	BIOMETRIC ACCESS CONTROLLER		**01**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 09

Sr. #	Item	Quoted Item (s) (Make & Model)	No. of units (1)	Price per unit (Incl. all Tax) if applicable PKR (2)	Total Cost (No. of units * Per unit price incl. taxes) 3= (1*2)
1	Supply & Installation of Biometric Attendance System for Tertiary Healthcare Facilities across Punjab		585		
2.	Support & Maintenance for Data SIMs (Year 1)		585		
3.	Support & Maintenance for Hardware & Software (Year 1)		585		
Total Bid Cost					**X**

NOTE:

(i) X will determine the total bid cost for all items under each lot.
(ii) Prices must be quoted for all items under each lot.
(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.
(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of items mentioned vide this tender document.
(v) Standard Warranty for one (01) year after purchase of equipment.
(vi) Support and Maintenance period of the system is for one year, provided by the contractor. It will be administered by SLA and brief components of SLA are mentioned in the tender document.
(vii) The contract shall serve as a Framework Contract. The delivery, installation, deployment shall be done following a phased approach (Phase-1, Phase-2, etc.). Therefore, POs shall be issued in accordance with the phases.
(viii) Payments against Support & Maintenance will be made on monthly basis. Support & Maintenance payment for hardware & software, and Data SIMs (charges) period will start after the installation of devices.
(ix) Based upon the budgetary provisions & approval, Support & Maintenance may be extendable with mutual consent on the above quoted rate.

Total Cost (in words) PKR _____

Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

LOT NO. 10

Sr. No	Description (Minimum Specifications)	Quoted Item (s) (Make & Model)	No. of Units (1) 1	Price Per Unit (Incl. all Tax) if applicable, PKR 2	Total Price (No. of Units * Per Unit Price incl. all Taxes) 3= (1*2)
1	Palm Print Reader		**100**		
2	Palm Print Unit		**10**		
				Total Bid Price	**X**

NOTE:

(i) X will determine the total bid cost for all items under each Lot.

(ii) Prices must be quoted for all items under each Lot.

(iii) Hardware quoted must be legally imported in Pakistan after paying all taxes.

(iv) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.

(v) Standard Warranty for one (01) year after purchase of items mentioned vide this tender document.

Total Cost (in words) PKR _____
Date _____

Signature of authorized person
Name:

(Company Seal)

_____
In the capacity of
Duly authority by

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

ANNEXURE-E

FORMAT FOR COVER 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 / Services 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, starting 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 biding.

_____

Authorized Signatures with Official Seal

ANNEXURE-F

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.

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 authorize Mr. / Ms. (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:

ANNEXURE-G

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 are 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:

ANNEXURE-H

AFFIDAVIT
(To be submitted on legal stamp paper)

(INTEGRITY PACT)

We (Name of the bidder / supplier / service provider) being the first duly sworn on oath submit, that Mr. / Ms. (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company), hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] 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 the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] 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 right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] 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 the Purchaser.

_____
Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

_____ Notary Public

ANNEXURE-I

PERFORMANCE SECURITY

Issuing Authority:
Date of Issuance:
Date of Expiry:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. (Insert procurement title), Tender No. (insert tender document No.), (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within twenty eight (28) days of the receipt of the Acceptance Letter (Letter of Intent) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs._____(10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank], (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor before the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later**.

Date this _____day of 2021.

GUARANTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

ANNEXURE-J

CHECKLIST FOR BID SUBMISSION

TECHNICAL PROPOSAL

PART-A (04 DOCUMENT)

1. Bid Submission Form/Covering letter duly signed and stamped by authorized representative. **(Annexure-E)**
2. Income Tax Registration certificate **(NTN)**
3. General Sales Tax Registration **(Status = Active with FBR)**
4. **Single Undertaking**
   The compliance, delivery schedule and black listing statement should be made as per mentioned in tender documents. The following six things could be collectively mentioned or given on a paper i.e., **Stamp paper or Letter head of company**.

   One Undertaking consisting on the following: -
   A. **Firm Blacklisting** i.e., firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or Autonomous Body anywhere in Pakistan.
   B. **Compliance to Terms & condition mentioned in Tender document**, i.e. (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) (**Annexure-G**).
   C. **Compliance to Delivery Schedule & Execution Schedule** as per tender document
   D. **Compliance that the quoted Goods are genuine**, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials.
   E. **Compliance to the technical specifications** to be procured mentioned vide (**Annexure-A)**

PART-B (02 DOCUMENT)

1. Technical Proposal Form **(Annexure-B)**
2. Technical Bid/BOQ clearly mentioned Quoted Model with Technical specification offered, along with Brochures / Literature and online web link.

PART-C (05 DOCUMENTS)

1. **Qualification Documents:** Authorization Certificates / Documents from principal/manufacturer/authorized dealers as per requirement given in technical evaluation criteria, **for relevant Lots i.e.**

   Has authorization Certificate/Document from the Principal / Manufacturer / Authorized Dealer to participate in this particular tender and indicating subject tender number (in case of dealer,
   A. Authorization document from principal to dealer and
   B. Certificate from dealer to the bidder is required

2. **Financial Reports**: **Annual Audited Report Last Year**, if required. In case of financial experience audit report or any other financial documents the dates should be considered.
3. **Relevant Experience Documents:** (Purchase Orders / Contracts) for specified period i.e., 3 year/1 year etc.
4. **Power of Attorney**: if an authorized representative is appointed, duly signed & stamped. **(Annexure-F)**
5. **Integrity Pact**.
   (Note: No extra document will be received during evaluation process. Bidders are requested to send complete bid. Un-conditional Bids required to be submitted.)

FINANCIAL PROPOSAL

PART- D (03 DOCUMENTS)

1. **Financial Proposal Form (Annexure-C)**, duly signed & stamped. (**AS per tender document)**
2. **Price Schedule (Annexure-D)**, duly signed & stamped. **(Tax Calculation)**

3. **Bid Security**, as per provisions of the clause Bid Security of this document.

ANNEXURE-K

CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

Bank's Copy

The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore. **A/C #** **CPA 260-1**

Applicant Information:

Company Name: _____

Tender No. & Tender Title: _____

_____

Transaction Detail:

Amount In Figures: Rs. 1,000/- In Words: Rupees one thousand only

---

CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

PITB's Copy

The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore. **A/C #** **CPA 260-1**

Applicant Information:

Company Name: _____

Tender No. & Tender Title: _____

_____

Transaction Detail:

Amount In Figures: Rs. 1,000/- In Words: Rupees one thousand only

---

CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

Customers's Copy

The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore. **A/C #** **CPA 260-1**

Applicant Information:

Company Name: _____

Tender No. & Tender Title: _____

_____

Transaction Detail:

Amount In Figures: Rs. 1,000/- In Words: Rupees one thousand only