

Government of Pakistan
Ministry of Information Technology & Telecommunication
National Information Technology Board (NITB)

INVITATION FOR BIDS

Supply of Hardware

(Video Conferencing Solution and MFP Printers)

National Information Technology Board (NITB) invites sealed bids from the firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Information Technology Services.

2. Bidding documents, containing detailed terms and conditions, etc. can be downloaded from www.nitb.gov.pk (free of cost). This advertisement is also available on PPRA website at www.ppra.org.pk.
3. The interested bidders are requested to submit their bids / proposals online through EPADS at <https://eprocure.gov.pk> before opening date, and original bids / proposal must be submitted at NITB Office on 2nd April at 11:00 am, technical bids will be opened on the same day at 11:30 am at NITB office Plot No 24B, H-9, Islamabad in the presence of bidder's representatives.

Project Manager
National Information Technology Board (NITB),
Plot No. 24-B, Street No.6, Sector H-9/1, Islamabad.
Phone: 051-9265053



NATIONAL INFORMATION TECHNOLOGY BOARD

Request for Proposal (RFP)

For

Supply and Deployment of Video Conferencing Solution & MFP

Printers

Government of Pakistan

NATIONAL INFORMATION TECHNOLOGY BOARD

www.nitb.gov.pk

March, 2024

Introduction of NITB – the Procuring Agency.

National Information Technology Board (NITB), aims to address the operational challenges of all government departments and Ministries. NITB specializes in key automation, design, development, and implementation of robust IT technologies to promote the e-governance culture in all public departments and holistically develop plans, technologies, and infrastructures to boost the performance of the public sector. In pursuance of the foregoing, NITB invites bids as per the scope, detailed hereunder, for catering the need of a government office in the federal territory.

1. Scope of Work, and Timeframes

1.1 Supply of Video Conference solution & MFP Printers at a government office in the federal territory through NITB, Islamabad.

Milestone			Period
			20 days from the date of issuance of purchase order.
Sr. no.	Item Description	Qty	
1	Video Conferencing Solution	1	
2	MFP Printer	4	
The bidder may bid for both or any of the above-mentioned two items.			

2. About Bidder Organization and Tax etc.

- 2.1. The bidder must provide the name of the organization, details of offices across Pakistan and the location of the head office, the size of the company (number of employees).
- 2.2. The Responding bidder must be registered with FBR for sales tax. and should have a valid NTN number. Copies of the certificates must be provided with the bid. The bidder must be on Active Tax Payers List of FBR.
- 2.3. The bidder is to provide information as per the templates available in Annexures I, II, and III.
- 2.4. The bidder cannot propose any kind of refurbished, used, end-of-life, or near-end-of-life equipment in their proposals.
- 2.5. The bidder shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during and upon completion of the project. The bid price must be inclusive of all taxes. The bidder is hereby informed that the tax shall be deducted at the rate prescribed under the tax laws of Pakistan, from all payments to be made to the bidder who is awarded this project.
- 2.6. On-site installation & relevant services are to be provided by the bidder.
- 2.7. The bidder should provide details of at least two completed projects done in the past in the form of the completion certificates.
- 2.8. Support center/staff should be available locally with respect to the quoted item.

3. Preparation of Bids

- 3.1 The bid security is to be enclosed in a separate sealed envelope, labelled as "Bid Security". It must be ensured that the sealed envelope of bid security should be in the main envelope containing the sealed "Technical Proposal".
- 3.2 The sealed envelope for financial proposals should be marked as "Financial Proposal". Two hard copies of the technical proposal and financial proposal are required. Soft copies (in USB) of both the technical proposal and financial proposal must also be provided along with their respective envelopes.

- 3.3 There will be 02 envelopes marked as “Original Technical Proposal” and “Copy of Technical Proposal” respectively, soft copy should be part of the original technical proposal.
- 3.4 There will be 02 envelopes marked as “Original Financial Proposal” and “Copy of Financial Proposal” respectively, soft copy should be part of the original financial proposal.
- 3.5 The technical specifications are detailed in Annexure-II attached herewith. Initial evaluation/screening will be done as per Annexure-I; whereas, technical evaluation will be done as per Annexure-III. The bidder should provide all details in the required templates provided under / as per:
 - 3.6 Annexure-I for initial screening;
 - 3.7 Annexure-II for technical evaluation (technical proposal envelope);
 - 3.8 Annexure-III for financial evaluation (in the financial proposal envelope).
- 3.9 The bidder should duly fill in and submit the bid forms (01, 02, 03).
- 3.10 The bid security for an amount of PKR 230,000/-, in the shape of a bank draft/Pay Order, should be in the name of the Project Manager, National Information Technology Board (NITB).
- 3.11 The bidder shall submit an affidavit on stamp paper of PKR 100/- that the company is not blacklisted by any federal, provincial, or public sector organization.
- 3.12 The bidder must provide at least two (02) projects’ completion certificates.
- 3.13 All bids / proposals and prices shall remain valid for **60 days** from the closing date for the submission of the bids / proposals.
- 3.14 The bidder should provide prices in PKR.
- 3.15 Hardware equipment should have 03 years’ local warranty, including parts and labour with onsite support including patch updates and bug fixes.
- 3.16 The end-user licenses, end-user warranties, and end-user contracting support services will be in the name of the NITB, for all the equipment and software loaded on the equipment delivered for / during the project.
- 3.17 The bidder should supply the equipment in the given time mentioned in **Clause 1** of this RFP.
- 3.18 The method of procurement under this RFP is ‘open competitive bidding’ using ‘single stage two envelope’ procedure.
- 3.19 The entire method of procurement under this RFP shall be subject to PPRA Rules 2004 (as amended).

4. Pre-Bid Meeting

A pre-bid meeting will be held in the premises of the NITB (i.e. Plot no. 24-B, Street no. 6, H 9/1, Islamabad) **on 26 March, 2024 at 11:00 AM**. All queries relating to RFP should be emailed to mahmood.akhtar@nitb.gov.pk at least 01 day before the pre-bid meeting. Answers to the submitted queries shall be given in the pre-bid meeting.

Queries raised in pre-bid meetings will be answered through email to all the participants within 24 hours of the pre-bid meeting.

5. Submission, Opening and Rejection of Bids

The bids / proposals shall be submitted by hand or through courier to the following:

Project Manager

National Information Technology Board

Plot no. 24-B, Street no. 6, H 9/1, Islamabad

The bids / proposals can be submitted latest **by 11:00 AM on 2nd April, 2024**. The bids / proposals **received after 11:00AM on 2nd April, 2024** or received by fax or email shall not be accepted.

The technical bids will be opened on the same day i.e. **2nd April, 2024 at 11:30 AM** whereas the financial bids will be kept sealed / unopened. The financial bids of only those bidders will be opened

whose technical bids are accepted. The financial bids will be returned unopened to those bidders whose technical bids are not accepted. The financial bids will be opened publically after technical evaluation.

NITB may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. NITB shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds. NITB shall incur no liability of whatsoever kind in this regard. NITB may call for re-bidding.

6. Notification of Award

NITB will notify the successful bidder in writing that his bid has been accepted. The notification of award shall constitute the formation of the "Contract" between the NITB and the successful bidder, and the successful bidder may be required to enter into contract with the NITB. The enforcement of the contract shall be governed by Rule 44 of the PPRA.

7. Performance Security

The successful bidder shall provide a performance guarantee or performance insurance guarantee, upon execution of the contract, of a sum equivalent to ten percent (10%) of the contract value. The performance guarantee shall be issued from a scheduled bank/reputable insurance company operating in Pakistan and shall be kept valid from the date of issue, covering the warranty period after all contractual obligations have been fulfilled.

The bid security submitted by the successful bidder shall be returned upon submitting the performance guarantee. Failure to provide performance guarantee by the successful bidder, is sufficient ground for annulment of the award and forfeiture of the bid security.

8. Failing to meet the Requirement

The bidder is bound to make delivery of goods within the delivery timelines mentioned in Clause 1 of this RFP. In case of failure then the NITB may cancel the contract and forfeit its performance guarantee. The bidder is bound to ensure the goods are in line with the technical specifications mentioned in the bidding document, while technical inspection will be carried out by the technical team, on the premises of the NITB.

9. Implementation & Payment Schedule

Sr.#	Milestone	Timelines / Period	Payment
1.	Supply of Video Conferencing Solution & MFP Printers	20 days from the date of signing of contract/issuance of purchase order.	60%
2.	Installation, Configuration Commissioning, Training	After delivery	30%
3.	User Acceptance Testing	After installation and configuration	10%

10. General Evaluation Criteria

Bid evaluation shall be subject to 100% compliance with the following criteria for vendor qualification:

General terms and conditions compliance	Clause	Yes/ No
The bidder must be registered, proof certificate should be provided.	2.1	
The bidder must be registered with the FBR sales tax and should have a valid NTN number. Copies of the certificates must be provided with the bid. The bidder must be on Active Tax Payers List of FBR.	2.2	
The bidder should provide at least two relevant (VC) completed projects done in the past in the form of a completion certificate.	2.7	
A bid security, in the shape of a Bank Draft/Pay Order in the name of the Project Manager, National Information Technology Board (NITB), for an amount of PKR 230,000/-.	3.10	
The bidder shall submit an affidavit on stamp paper of PKR 100/-, that the company is not blacklisted by any federal, provincial, or public sector organization.	3.11	

11. Technical Specification

Item	Qty	Description /Specifications																														
Video Conferencing Solution	1	<p>PTZ Camera with speaker phone with expansion microphone Qty: 01</p> <p>Low light Cameraman minimum 2 mega Pixel for clear and natural imaging in low light conditions with 12x optical zoom or higher</p> <p>Full duplex microphone array with echo cancellation Resolution support HD/4k with multiple formats</p> <p>smart frame for automatic FOV adjustment to fit all participants</p> <p>Mirror, Flip, AE, white balance: auto, manual override via PTZ-App 2 Minimum focus distance: 1.5 m or higher Standard tripod screw holes and Kensington slot People-counting API: enterprises and third-party software providers can obtain people-counting data for a better understanding of meeting space usage Motorized pan and tilt movement Pan: ±170° or higher Tilt: +90° (up) -30° (down) Minimum 10 camera presets (via remote control) Fast and quiet pan & tilt movement Camera wall-mount bracket included Advanced noise suppression Dual-Omni-directional microphone array Microphone range 6 meters or higher</p>																														
MFP LaserJet Printer	4	<table border="1"> <thead> <tr> <th data-bbox="532 1285 878 1318">MFP Printer</th> <th data-bbox="878 1285 1328 1318">Technical Specifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 1318 878 1352">Functions</td> <td data-bbox="878 1318 1328 1352">Print, Copy, Scan</td> </tr> <tr> <td data-bbox="532 1352 878 1386">Print</td> <td data-bbox="878 1352 1328 1386"></td> </tr> <tr> <td data-bbox="532 1386 878 1419">Duplex print Options</td> <td data-bbox="878 1386 1328 1419">Automatic (default)</td> </tr> <tr> <td data-bbox="532 1419 878 1453">Print Speed</td> <td data-bbox="878 1419 1328 1453">Black 30 ppm or more</td> </tr> <tr> <td data-bbox="532 1453 878 1486">Print technology</td> <td data-bbox="878 1453 1328 1486">Laser</td> </tr> <tr> <td data-bbox="532 1486 878 1520">Print resolution</td> <td data-bbox="878 1486 1328 1520">1200 x 1200 dpi or higher</td> </tr> <tr> <td data-bbox="532 1520 878 1554">Print Cartridge numbers</td> <td data-bbox="878 1520 1328 1554">1</td> </tr> <tr> <td data-bbox="532 1554 878 1587">Standard Print Languages</td> <td data-bbox="878 1554 1328 1587">PCL 6,5c</td> </tr> <tr> <td data-bbox="532 1587 878 1621">Scan</td> <td data-bbox="878 1587 1328 1621"></td> </tr> <tr> <td data-bbox="532 1621 878 1654">Scan Technology</td> <td data-bbox="878 1621 1328 1654">Type:Flatbed, ADF Technology: Contact Image Sensor (CIS)</td> </tr> <tr> <td data-bbox="532 1654 878 1688">Scan speed</td> <td data-bbox="878 1654 1328 1688">up to 29 ppm for b&w and 20 ppm for color</td> </tr> <tr> <td data-bbox="532 1688 878 1722">Scan Resolution</td> <td data-bbox="878 1688 1328 1722">1200 x 1200 dpi or higher</td> </tr> <tr> <td data-bbox="532 1722 878 1755">Color Scanning</td> <td data-bbox="878 1722 1328 1755">Yes</td> </tr> <tr> <td data-bbox="532 1755 878 1789">Scan file formate</td> <td data-bbox="878 1755 1328 1789">PDF, JPG, TIFF</td> </tr> </tbody> </table>	MFP Printer	Technical Specifications	Functions	Print, Copy, Scan	Print		Duplex print Options	Automatic (default)	Print Speed	Black 30 ppm or more	Print technology	Laser	Print resolution	1200 x 1200 dpi or higher	Print Cartridge numbers	1	Standard Print Languages	PCL 6,5c	Scan		Scan Technology	Type:Flatbed, ADF Technology: Contact Image Sensor (CIS)	Scan speed	up to 29 ppm for b&w and 20 ppm for color	Scan Resolution	1200 x 1200 dpi or higher	Color Scanning	Yes	Scan file formate	PDF, JPG, TIFF
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Scan file formate	PDF, JPG, TIFF																															

		Copy	
		Copy resolution	color (text and graphics): up to 600 x 600 dpi
		Copy type	black & white
		Connectivity	
		Standard Connectivity	High speed USB 2.0 or higher, GBE LAN 10/100/1000
		Memory	512 MB DDR or higher
		Warranty	One-year Repair Warranty
		Energy efficiency compliance	Energy star qualified
		Power Supply	Internal built-in power supply

Annexure III

12. Format for Financial Proposal

Item	Specifications	Qty	Unit Price (Inclusive of all applicable taxes)	TAX Amount	Total Cost (Inclusive of all applicable taxes & duties etc.)

Bid Ref. No. _____
Date of the Opening of Technical Bid

Letter of Intent

Name of the Tender: { _____ }

To: [The Project Manager, National Information Technology Board, Islamabad]

Dear Sir

Having examined the bidding documents, we offer to supply and deliver the goods under the above-named contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in the financial bid or such other sums as may be determined by the terms and conditions of the contract. The above amounts are by the Price Schedules attached herewith and are made part of this bid.

We undertake, if our financial bid is accepted, to deliver the goods following the delivery schedule specified in the Scope of Work, and Timeframes.

If our financial bid is accepted, we undertake to provide a performance guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the bid validity period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

Name of the Firm
 Bid Reference No: _____
 Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of Bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant documents placed in the Bid. Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.

Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
SECP Incorporation Certificate			
Complete Company profile			
Operational Office in Islamabad			
Affidavit: bidder is not blacklisted by any federal, provincial, or public sector organization.			
MAL certificate			
The bid validity period of 60 days			
Compliance with a Scope of Work, and Timeframes			
Submission of the required amount of bid security along with technical bid			
Compliance with technical specifications			
OEM warranty: 03-year & onsite support			
Technical brochures/data sheets			
Original bidding documents duly signed/stamped			

Firm's Past Performance.

Name of the Firm: _____

Bid Reference No: _____

Date of opening of Bid:

Name of the Client/Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Work Completion Certificate by client

Bidders may use additional Sheets if required.
All certificates are to be attached to this form.