



**National Electric Power Regulatory
Authority
(NEPRA)**

INVITATION TO BID

NEPRA Tender No. 01/2016

NEPRA is an autonomous body established through an Act of the Parliament known as 'Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997) invites sealed bids from the authorized distributors/companies registered with Income Tax and Sales Tax Departments for supply of following IT items:

i)	Desktop Computer	10 Nos.
ii)	Laptop Computer	30 Nos.
iii)	UPS	10 Nos.

2. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at the office of Assistant Director (Admn), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad. Price of the bidding documents is Rs. 100/- as per Rule 23(5) of Public Procurement Rules, 2004. Bidding documents can also be downloaded from www.nepra.org.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of Assistant Director (Admn), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad on or before January 25, 2016 before 1400 hrs. Bids will be opened on the same day at 1430 hrs. The advertisement is also available on PPRA website at www.ppra.org.pk.

(Hammad Shamimi)
Director General (Administration)
NEPRA Tower, Attaturk Avenue (East)
G-5/1, Islamabad (Ph: 051-2013200)
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**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY
NEPRA**

**Tender for purchase of 10 Nos. Desktop Computers, 30 Nos. Laptop Computers & 10 UPS
NEPRA Tender No. 01/2016**

Tender Serial No. _____ Dated _____

Name of Firm to whom Tender issued: _____

SIGNATURE
OF TENDER ISSUING OFFICER

Name of Firm/Contractor _____

Address: _____

Contact Person _____

Telephone No: _____

Fax No: _____

National Tax Number: _____

GST Number _____

We M/s _____ hereby undertake to accept all the terms and conditions laid down by NEPRA with regard to award of this contract.

Signature of Bidder

Note: Para 6 & 19 of the Tender documents may be adhered strictly.

Enclosure:

1. Terms and Conditions (03 pages)
2. Specification (03 pages)
3. Press Advertisement
4. Contract Agreement (02 pages)

**TERMS AND CONDITIONS FOR PURCHASE OF 10 NOS. DESKTOP, 30 NOS.
LAPTOP COMPUTERS & 10 NOS. of UPS**

NEPRA Tender No. 01/2016

- 1) Sealed tenders are invited from authorized firms/companies for supply of 10 Nos. Desktop Computers, 30 Nos. Laptop Computers and 10 units of UPS.
- 2) The required specification of the Desktop Computers, Laptop Computers and UPS are placed at **Annex-I**, **Annex-II** and **Annex-III** respectively.
- 3) Only those companies and firms who have valid sales tax registration can participate. The Income Tax and Sales Tax registration certificates must be attached with the *sealed* bid.
- 4) Bidder must clearly mention the model, specifications in detail and warranty of the equipment.
- 5) The bidding firm must provide the following:
 - i. NTN & Sales Tax Certificate
 - ii. Proof of minimum 3 years' experience
 - iii. List of major clients
 - iv. Affidavit that the bidding firm has not been blacklisted.
 - v. Copies of successful completion of jobs/work orders
 - vi. Last 2 years bank statement.

Technical Evaluation Procedure

Description	Marks	Detail
Year of Establishment / Experience [1 mark per year beyond 03 (three) years]	5	Date of establishment will be taken from NTN certificate.
Similar Job /Contract (Completed) [05 Marks each job, maximum 08 contracts/jobs will be considered]	40	Proof must be provided.
Financial Soundness	10	Bank certificate with last two years' statement must be provided.
Litigation History [5 marks will be awarded to the applicants having no litigation processed / in process against them]	5	Affidavit on Rs. 20/- stamp paper must be attached.
Total	60	

Note: The above data forms can be verified independently by NEPRA and any fabricated statement by the bidder may result in termination of contract, forfeiture of pending payments along- with retention money and black listing of company etc.

Financial Evaluation Procedure

Description	Qty	Rate (Rs.) inclusive of all taxes	Marks
Desktop Computers (Branded) Core i7	10 units	Rs. _____ per Desktop X 10 = Rs. _____	Total = 15 1st Lowest: 15 2nd Lowest: 12 3rd Lowest: 09
Laptop Computers (Branded) Core i7	30 units	Rs. _____ per Laptop X 30 = Rs. _____	Total = 15 1st Lowest: 15 2nd Lowest: 12 3rd Lowest: 09
UPS	10 units	Rs. _____ per UPS X 10 = Rs. _____	Total = 10 1st Lowest: 10 2nd Lowest: 08 3rd Lowest: 06

- 6) The Technical proposal should accompany bid security of Rs. 25,000/- in the form of pay order (refundable) in the name of NEPRA. No bid will be entertained without the bid security.
- 7) The bidder will have to sign the agreement within 7 days after intimation of his success by NEPRA, otherwise, his bid will be cancelled.
- 8) Successful bidder will submit 5% of the total bid price (refundable) in the form of pay order in the favour of NEPRA along-with the signed agreement as performance bid security which will be released on completion of warranty of the products.
- 9) Incomplete bids as well as those which are not in accordance with the prescribed specifications as at **Annex-I & Annex-II** will not be entertained.
- 10) Minimum validity of the bid shall be 30 days.
- 11) Delivery of the equipment shall be made at NEPRA Offices in Islamabad within 15 days after placing of Purchase Order without any extra charges. In case of non-compliance to the above, a sum of Rs. 1000/- per day will be deducted from the payable amount.
- 12) Bidder himself will be responsible for ensuring that his bid submitted in accordance with the instructions stated herein. Any bid submitted after the dead line prescribed for submission of the bids will not be considered/entertained.
- 13) The successful bidder shall be responsible for timely supply of equipment, its installation at NEPRA office and mandatory demonstration.
- 14) The bidding firm shall not be allowed to transfer, assign, pledge or subcontract the assigned job to any other firm.
- 15) Deduction of tax will be made at source according to law.
- 16) The bidder cannot modify or withdraw his bid after submission.

- 17) Payment will be made on production of the following documents:
- (a) Bill in original/Sales tax invoice
 - (b) Delivery Challan.
 - (c) Warranty Certificate.
 - (d) Assurance by the supplier that equipment is according to the NEPRA's required specification.
 - (e) Certificate by the IT Section of NEPRA that equipment confirms to required specification and is performing satisfactorily.
- 18) NEPRA reserves the right to forfeit the earnest money in accordance to the PPRA Rules if the supplier:
- (a) Fails to supply the equipment within the stipulated time period.
 - (b) Supplies equipment not conforming to specifications as mentioned at clause 2 of this document.
 - (c) Commits non-compliance with any of the terms and conditions of this tender documents.
- 19) The bid process will be single stage two envelop and the minimum threshold for qualifying in the technical proposal is 60%. Bid shall be submitted in a single package containing two separate envelops clearly marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL". Initially only envelop marked "TECHNICAL PROPOSAL" shall be opened, whereas envelop marked as "FINANCIAL PROPOSAL" shall remain in the custody of NEPRA without being opened.
- 20) NEPRA shall evaluate the technical proposal, in a manner prescribed in advance, without reference to the price, and reject any proposal which doesn't conform to the specified requirements. However, financial bid will be evaluated as follows:
- $$\frac{\text{Lowest Quoted Bid}}{\text{Bid to be evaluated}} \times 40 = \text{Total Marks Obtained}$$
- 21) Weightage of Technical and Financial proposals will be 60% and 40% respectively. The bidder obtaining highest marks combining Technical and Financial proposals will be awarded the contract. If two or more bidders obtain equal marks in Technical proposal, then the contract will be awarded to the one with lowest financial bid.
- 22) Sealed tenders along-with required documents must be delivered at NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad on January 25, 2015 before 1400 hrs which will be opened the same day at 1430 hrs. in the presence of the available representative of participating firms.
- 23) NEPRA reserves the right to increase/decrease the quantity and accept or reject all bids as per PPRA Rules 2004.

Contract Agreement
FOR PURCHASE OF 10 NOS. DESKTOP, 30 NOS. LAPTOP COMPUTERS & 10 UPS

NEPRA Tender No. 01/2016

THIS AGREEMENT for purchase of 10 units of Desktop, 30 units of Laptop computers and 10 units of UPS (Hereinafter called the “Agreement”) is made on ___ day of _____, 2016.

BETWEEN

National Electric Power Regulatory Authority (NEPRA) (hereinafter referred to as the “Client”, which expression shall, where the context so permits, be deemed to include its successor-in-interest and permitted assigns) of the one part;

AND

M/s _____ (hereinafter referred to as the “Contractor”) of the other part;

(The Client and Contractor shall, hereinafter collectively be referred to as the “parties” and individually as the “party”)

RECITALS

- (i) Whereas, the Contractor has shown its intention to provide services for provision of 10 units of Desktop, 30 units of Laptop Computers and 10 units of UPS as per approved specifications mentioned vide tender documents/annexures and has been short-listed as lowest bidder in the bidding process;
- ii) Whereas, the Client is desirous to hire the services of the Contractor and the Contractor has agreed to provide the same to the Client in consideration of the agreed payments to be made by the Client to the Contractor;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:

SCOPE OF WORK

1. Delivery of 10 units of Desktop Computers Core i7 as per specifications provided vide Annex-I of Tender Documents.
2. Delivery of 30 units of Laptop Computers Core i7 as per specifications provided vide Annex-II of Tender Documents.
3. Delivery of 10 units of UPS as per specifications provided vide Annex-III of tender documents.

SECTION-2

GENERAL TERMS AND CONDITIONS

1. The stipulations mentioned in the advertisement, tender documents, work order shall be part & parcel of this agreement.
2. Contractor will have to sign the agreement within 7 days after intimation of his success by NEPRA, otherwise, his bid will be cancelled and earnest money will be forfeited.
3. The Contractor will submit 5% of the total bid price (refundable) in the form of pay order in favour of NEPRA along-with the signed agreement as performance security deposit which will be released on completion of warranty period of the products.

4. The contractor shall ensure delivery of the products within 15 days after placement of work order.
5. The Contractor shall not transfer, assign, pledge or subcontract the assigned job to any other firm.
6. The Contractor cannot modify or withdraw his bid after submission.
7. The Client shall make payment to the Contractor as per actual after successful delivery of original sales tax invoice.

SECTION – 3
CURRENCY OF AGREEMENT

The Agreement shall come into force immediately upon signing by both parties.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNDER SET THEIR HANDS ON THE DAY AND THE YEAR FIRST WRITTEN ABOVE.

For and on behalf of the Client (NEPRA)

For and on behalf of Contractor

(Hammad Shamimi)
Director General (Admn./HR)
NEPRA, Islamabad

Name: _____
Designation: _____
Signature/Stamp:

1. WITNESSES

2. WITNESSES

(Asfandyar Farooq Khan)
CNIC No. 13101-2546630-1

Name: _____
CNIC No. _____