



BUREAU OF STATISTICS

**PLANNING & DEVELOPMENT
DEPARTMENT**

GOVERNMENT OF SINDH

Tender Documents

SUPPLY & INSTALLATION OF IT EQUIPMENT AND MACHINERY, IN BUREAU OF STATISTICS

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BACKGROUND

Sindh Bureau of Statistics – BOSS was setup in 1970 as an attached department of the Planning & Development Department, Government of Sindh, with the objective of collection, compilation, tabulation and dissemination of statistical data on various socio-economic sectors of Sindh province for the use of planners, policy makers and researchers. BOS has established its 41 field offices in District and Sub Divisional and a future vision of Field Office in each Taluka Headquarter.

Bureau has an existing Data Center with IBM AS400 systems and has developed computerized database in Agriculture, Industries, Education, Health and Human Rural Settlements. It supplies data on a number of sectors to various ministries, divisions, departments, autonomous bodies, corporations, and agencies, both under Federal and Provincial Governments. It is responsible for coordination of statistical activities in the Province and with the Federal Government.

Since its setup Bureau of Statistics has been making efforts to develop sound statistical data base and ensure regular supply of information to the users. BOSS has so far developed socio-economic indicators and published around 40 publications in a year that are widely circulated. They have assisted number of academic and research institutions both national and international in conducting Censuses and Surveys and case studies. Bureau's Field Offices located throughout the Province prepare Statistical Brochures for their jurisdictions and help assist their counterparts in collection, supply and analyses of data.

BOSS invites bids for supply of IT Equipment and Machinery across the Organization including HQ, Internal Departments, Directorates and Circle Offices etc.



INSTRUCTIONS FOR RESPONDING ORGANIZATIONS RO

1.1 PREPARING BIDS

1.1.1 LANGUAGE

The bids along with any accompanying literature shall be prepared in English language only.

1.1.2 COMMUNICATION

Inquiry regarding the tender documents shall be submitted in writing (email, post mail or fax), to:

Additional Director (DP)
Sindh Bureau of Statistics
Bureau of Statistics Complex
Block-8, Street 13, Punjab Chowrangi,
Kehkashan, Clifton, Karachi
+92-21-99251259, +92-21-99251252
Email: sindh.statistics@gmail.com
Website:

1.1.3 SUBMISSION OF BIDS

a) Company profile that should provide information as mentioned below:

- (i) Details of the firm with name, address, status of the firm (whether Sole proprietorship, partnership or limited company) phone numbers, e-mail.
- (ii) Details of product/ services.
- (iii) Registration documents: Sales tax registration certificate, NTN, PSEB etc.
- (iv) Client details (Description of project, brief specifications of products/services, size of the project, location) of relevant and general product/services provided in government and private sector.

Note: Documents submitted should be hard copies and properly indexed and paginated.

b) This is a **Single-Stage Two Envelope Procedure** bidding procedure as follows:

- (i) The bid shall comprise according to **Single-Stage Two Envelope Procedure (Technical and Financial Bid)** as per SPPRA Rule 2010 46(2).



- (ii) Format for submission of technical proposal is given at section “Format of Technical Proposal”
- (iii) Format for submission of financial proposal is given at section “Format of Financial Proposal”
- (iv) The “Bid Application Form” with financial proposal and all other required documents identified in this Tender document, shall be submitted in original and duly signed. The authorized person signing the tender documents must state his/her full name and authorized position/ designation underneath the signatures.
- (v) The erasing and/or alterations, if any, in the bid shall be authenticated by the authorized representative of the RO with full signatures.
- (vi) Ambiguous and incorrect answers and/or incorrect filling of Bid Documents will render the bid liable to rejection.
- (vii) Bids through cable, telegraph, telex, fax, or e-mail shall not be considered.
- (viii) The bids shall not rely on any interpretation or correction given by any person except the written addenda and/or corrigenda to documents issued by the concerned department of BOSS.

1.2 BID BOND AND PERFORMANCE BOND

- a) The RO shall enclose a “Bid Bond” with financial proposal in the shape of pay order equivalent to two and half percent (4%) of the total contract value. The Bid Bond shall be in favor of “Additional Director (DP), Sindh Bureau of Statistics”. The bond so furnished shall remain valid for a period of 180 days beyond the period of validity of the bid or till it is revalidated / extended for a period mutually agreed upon by the RO and procuring agency.
- b) As soon as an award is made, the provisions in the following paragraphs **c, d and e**, hereafter, shall operate.
- c) The bid bond in case of unsuccessful bidders will be returned as soon as possible after rejection.
- d) In case the RO after acceptance of bid fails / refuses to perform, the Bid Bond will be forfeited and en-cashed.
- e) The successful bidder shall have to give a Performance Bond, to the extent of 10% of the **total value for services provided** in the contract.

1.3 PRICES

- a) The prices quoted in the financial proposal must be in Pakistani Rupees. The total cost shall include all the charges of the product/ software and its customization, development, integration, installation, commissioning, training, and support; making, inspection, guarantees, clearance, freight/transportation, and all duties, taxes, levies, etc.



- b) For the purpose of Financial and Technical evaluation/ comparison of bids, all the bids will be analyzed item wise.

1.4 VALIDITY OF PRICES / BIDS

- a) The cost quoted shall be valid for a period of at least 180 days from the date of opening of the bid with the facility for extension.
- b) Until the contract is executed finally, the successful bidder shall be bound by the terms and conditions of this RFP.

1.5 ACCEPTANCE OF THE TERMS

- a) The submission of the bids against this RFP by the RO means that the RO has read and accepted the terms and conditions given in this document, completely; and it has thoroughly examined the deliverables, their specifications and particulars in the RFP. Further, the RO is deemed to be fully aware of the nature of the deliverables and the purpose for which they are required and shall be bound to accept the contract if placed with it on the basis of the prices, performance and support of the delivery schedule as stated in this RFP.

1.6 RIGHTS OF SINDH BUREAU OF STATISTICS (BOSS)

- a) BOSS reserves the right to cancel the bid prior to acceptance of bid.
- b) BOSS will only accept the bid having best technical proposal and lowest evaluated bid.
- c) BOSS reserves the right to amend the list of deliverables.
- d) BOSS reserves the right to cancel the offer of the RO, whose bid may be evaluated to be the lowest, if it is revealed to BOSS that the RO does not have the capacity or the amount quoted is so less that the delivery of the Deliverables is not feasible to carry out the Contract in accordance with the terms and conditions of this RFP.

1.7 MODE OF DELIVERY AND ADDRESS

Proposals shall be delivered by hand or courier so as to reach the address given in this Tender document (Preparing Bid/Communications) by the last date and time indicated for submission.
PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE READ.



FORMAT FOR TECHNICAL PROPOSALS

In addition to the format given, the technical proposal should be concisely presented and structured in the **form of chapters/sections** to include, but not necessarily be limited to, the following information. Support material should not be part of the main proposal but should be placed in annexes. The format of the technical proposal should also be in line with the Instruction to ROs.

- Project Title
- Table of contents
- Executive summary
- Check list of the requirements asked in this Tender Document
- All the documents asked in this Tender
- Expertise relevant to the supply of IT Equipment or/and Machinery and Plant
- Relevant experience
- Conformity to the deliverables

1.8 RELEVANT EXPERIENCE & CLIENTELE:

RO should provide the details of experience in similar projects according to the following format along with necessary documentation.

Sr. No.	Project title	Value of Project	Name of the customer with contact details	Platform (O/S, Database, frame work, languages)	Brief Description of the project

1.9 FINANCIAL CAPABILITIES

The responding organization shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal. The National Tax Numbers and Sales Tax Registration Numbers of the company should also be indicated (Photo copies of concerned documents should be provided).

**FORMAT FOR FINANCIAL PROPOSALS WITH SPECIFICATION**

Bids are invited for supply of IT Equipment and Plant & Machinery. Responding Organization (ROs) will be responsible for installation of equipment being supplied.

SrNo.	Description	Qty	Unit	ate	Amount
1	<u>Personal Computers (HP/Dell or Equivalent)</u> <u>Along with LED as per following specs</u> <ul style="list-style-type: none">- Core i7 4770 3.4 GHZ (8MB CACHE)- 4GB/ 1600 DDR3 RAM- 500GB SATA HARD DRIVE- INTEL HD GRAPHICS- DVD RW- Key board- Mouse- LED 18.5"	12	No(s).		
2	<u>Laser Printer (Upto 55 PPM)</u> Minimum Print Speed: 55 PPM or higher, Processor 500 Mhz or higher, Resolution: 1200 by 1200 dpi. 128 MB RAM, Monthly Duty Cycle 300000 Pages. Duplexer, Paper Handling: Legal, A4 & letter size paper. Paper Tray(s): Two paper tray minimum. Other standard features like print cancel button etc. Drivers: Along with USB 2.0 cable. Network Ready. Printing Speed 25ppm or above Automatic Duplex Printing	5	No(s).		
3	<u>Laser Printer (Upto 15 PPM)</u> Minimum Print Speed: 15 PPM or higher, Resolution: 600 by 600 dpi or higher/1200 Image quality. Paper Handling: Legal, A4 & letter size paper. Paper Tray(s): One paper tray minimum. Other standard features like print cancel button etc. Drivers: Along with USB 2.0 cable.	42	No(s).		
4	<u>UPS 1 KVA for PCs</u> Input 220 Volts AC Output Power Capacity 600 W. /1000 VA Battery failure notification, Disconnected battery notification, Data line Surge Protection, Automatic self-test, Audible alarms Battery replacement without tools USB connectivity, Serial Connectivity Intelligent battery management Safety-agency approved Building Wiring Fault Indicator Battery replacement without tools LCD graphics display	15	No(s).		
5	<u>Floor Standing ACs(LG/PEL/ Dawlance or Equivalent) upto 3 Tones</u> Cooling upto 48000 BTU/Hour Power Supply: 50HZ/220V	5	No(s).		



6	<u>Refrigerator (LG/PEL/Dawlance or Equivalent)</u> Upto 13 Cubic Feet	2	No(s).		
7	<u>Air Conditioners (LG/PEL/Dawlance or Equivalent)</u> 1. <u>Air Conditioner 2 Tone(s) (5 Nos.)</u> 2. <u>Air Conditioner 1.5 Tone(s) (5 Nos.)</u> 3. <u>Air Conditioner 1 Tone(s) (3 Nos.)</u> <u>Cooling 15000 to 25000 BTU/Hour</u> <u>Power Supply:50HZ/220V</u>	13	No(s).		
8	<u>Security Alarm System for Data Center</u> Security Alarm system should installed according to the needs of Data Center.	1	Job		
10	<u>LED - Large Size (42" - 70")</u> <u>Resolution 1920 x 1080</u> Input Terminals Digital DisplayPort, HDMI, DVI-D Analog VGA 15-pin D-sub, 5 BNC (RGBHV, DVD/HD or Video), S-Video, BNC Composite Audio RCA Audio, Stereo Mini-Jack (2), HDMI Audio External Control RS-232C, LAN, IR Remote, DDC/CI Output Terminals Analog BNC Composite Audio Stereo Mini-Jack, External Speaker Jack (2) Digital DisplayPort, DVI-D External Control RS-232C, IR Remote	12	No(s).		
11	<u>Conference Room Audio System</u> Conference room audio system supported up to 25 connections with normal & wireless mikes	1	Job		
12	<u>Fire Suppression System</u> According to the need of Data Center	1	Job		
13	<u>PABX Extension Card</u> Extension card for 100 lines properly configured with PABX system & 100 Telephone Sets.	1	No(s).		



Tender Fee Rs. 1000/-

Sr. No: _____

Dated: _____

☎ 021-99251259

☎ 021-99206672

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**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT DEPARTMENT
SINDH BUREAU OF STATISTICS**

TENDER FORM

Name of Firm:			
Postal Address:			
Telephone No(s):			
Fax No:			
Email Add: (if applicable)			
Authorized Person	Name:		
	Contact No:		
Sale Tax Registration No. of the Firm:			
National Tax No. of the Firm:			
Amount Quoted:			
Validity of Quotation (Date):			
Amount of Earnest Money *Pay Order/ Demand Draft (Attached)		No:	
		Dated:	
		Rs.	



Name:	
Designation:	
Signature:	
Dated:	

Note:

1. Bids will be received before 9th April, 2014, 11:00 AM in the Office of Additional Director (DP), Bureau of Statistics, ground floor, Bureau of Statistics Building, Street 13, Clifton Kehkashan Block 8, Main Punjab Chowrangi Karachi.
2. Technical Bid will be opened at 12:00 PM on 9th April, 2014 in the Committee room of Bureau of Statistics, Ground Floor in the presence of tenderers who wish to attend.

We have carefully read & understood the Tender Document & agree to fully abide by Terms & Condition given.



INSTRUCTIONS FOR BIDDERS

1. The contract resulting from this invitation shall be governed by the Sindh Public Procurement Rules 2010.
2. In the event of Tender being submitted by the firm, it must be signed by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
3. The amount of earnest money deposited shall be Rs. 4% of the maximum quoted value of all items; earnest money should be paid by the contractors through pay-order in favor of Additional Director (DP), Bureau of Statistics, Planning & Development Department, and Government of Sindh.
4. Procurement Committee shall open tender in the presence of the supplier / contractors, or their representative, who may be present at the time of opening tenders, In the event of tender being accepted the contractor / supplier shall for the purpose or identification, sign copies of specification and other documents as may be necessary, in the event of tender being reject, the earnest money deposited by the Contractors/supplier will be returned on furnishing a receipt for the return of the earnest money.
6. The required quantities of stores can be increased or decreased without giving any reason or notice.
7. The successful bidder would be liable to pay Security Deposit @ 10 % of the value of the offer.
8. The firm / contractor should be G.S.T. registered.
9. Any cutting/correction in bid will make the quotation invalid.
10. Incase of quoting alternate prices, separate tender shall be purchased.
11. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by him. The replies by the bidder will be recorded and will form part of the bid documents
12. Supply order/contract will be issued subject to the availability of funds.
13. The bidders shall provide evidence of proven relevant experience
14. Successful bidder should have to demonstrate/ install the implement/ equipment/ machinery at the site on his own expenses including material etc.
15. Incase of any deviation, the firm is to have replace/ modify the implement on his own expenses.
16. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPP Rules, 2010.
17. Financial Bids of technically successful bidders will be opened later.
18. 0.3% Stamp duties will be paid on total value of awarded contract.