



GOVERNMENT OF PAKISTAN

MINISTRY OF INFORMATION AND BROADCASTING
(Information Service Academy)
ISA Building Zero Point, Islamabad

BIDDING DOCUMENT

FOR

**Purchase of Miscellaneous Items for PSDP Project Titled: "Capacity Building of
Employees of Ministry of Information and Broadcasting and All Its Allied Entities"
2022-23**



GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
(Information Service Academy)


INVITATION TO BIDS

Information Service Academy, Ministry of Information and Broadcasting, Government of Pakistan, Islamabad invites sealed bids from well reputed firms (original manufacturers/Authorized Distributors/General Order suppliers, etc) for supply of miscellaneous items like SMD Screen, Laptops, Printers, Photocopier, Audio Conferencing Systems and Classroom Furniture etc. for its PSDP Project titled "Capacity Building of Employees of Ministry of Information and Broadcasting and All Its Allied Entities" 2022-2023. The firms must be registered with Income Tax and Sales Tax Departments, having valid National Tax Number and on "Active Taxpayers List" of FBR and meet the criteria as given in Public Procurement Rules, 2004 amended time to time.

2. Interested eligible bidders may obtain the Bidding Document, containing detailed terms and conditions, from the office of the undersigned on any working day on submission of written application after publication of this notice or download it from Ministry's Website www.moib.gov.pk
3. The bids, prepared in accordance with the instructions in the bidding document, category wise, must reach the office of the undersigned by 04th January, 2023, till 11:00 AM. The bids will be opened on the same day at 03:00 PM in presence of the bidders or their representatives. Single stage two envelope bidding procedure will be adopted.
4. The Notice is also available on www.ppra.org.pk

(Project Director)
(Information Service Academy)

ISA Building Zero Point, Islamabad
Ph: 051-9252376/9252282

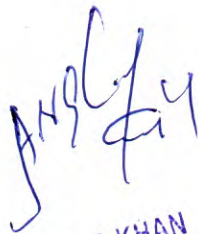

ARSHAD KHAN
Deputy Director / DDO
Capacity Building of Employees of M/o Information
& Broadcasting And its Allied Entities
Information Service Academy
M/o Information & Broadcasting
Islamabad

NATIONAL COMPETITIVE BIDDING

Purchase of miscellaneous items like SMD Screen, Laptops, Printers, Photocopier, Audio Conferencing System and Classroom Furniture etc.

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ARSHAD KHAN
Deputy Director (CDO)
Capacity Building of Employees of M/o Information
& Broadcasting and its Allied Entities
Digital Information Service Academy
M/o Information & Broadcasting
Islamabad
Ministry of Information & Broadcasting
Islamabad



PART ONE
SECTION-I
INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS (ITB)			
		A.	INTRODUCTION
1.	Name of Procuring Agency and Address	1.1	Information Service Academy, Ministry of Information and Broadcasting Government of Pakistan, ISA Building Zero Point, Islamabad.
2.	Eligible Bidders	2.1	General Sale Tax Registered
		2.2	National Tax Number Registered
		2.3	Bidders shall not be under a declaration of Ineligibility for corrupt and fraudulent practices issued by Government of Pakistan in accordance with ITB Clause 31.1
		2.4	The bidders should be on Active Tax Payers List of FBR
		2.5	Meet the criteria for eligibility as given in Public Procurement Rules, 2004.
3.	Cost of Bidding	3.1	The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency" will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
		B.	THE BIDDING DOCUMENTS
4.	Bidding Documents	4.1	The Goods required, bidding procedures, and contract terms are prescribed in the bidding documents, which include: (a) Invitation to Bid (b) Instructions to Bidders (ITB) (c) Bid Data Sheet (BDS) (d) General Conditions of Contract (GCC) (e) Special Conditions of Contract (SCC) (f) Schedule of Requirements (g) Technical Specifications (h) Bid Form and price Schedules (i) Contract Form
		4.2	The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in any respect will be at the Bidder's risk and may result in rejection of its bid.
5.	Clarification of Bidding Documents	5.1	A prospective bidder requiring any clarification of the bidding documents may notify the procuring Agency in writing at the procuring Agency's address indicated in Bid Data Sheet (BDS). The Procuring Agency will respond in writing to any request for clarification of the bidding documents which it receives no later than five (05) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents, directly from the procuring Agency.
6.	Amendment Of Bidding Documents	6.1	At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder may modify the bidding documents by amendment, without substantially changing nature of procurement.

		6.2	All bidders that have purchased the bidding documents, from the procuring Agency, will be notified of the amendment in writing which will be binding on them.
		6.3	In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.
		C	<u>PREPARATION OF BIDS AND BIDDING PROCEDURE</u>
7.	Language of Bid	7.1	The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be written in the language specified in the Bid Data Sheet.
8.	Documents Comprising the Bid	8.1	The Bid prepared by the bidder shall comprise of the following components: a. A bid Form, Specifications and price Schedule completed in accordance with ITB Clauses 9,10, and 11; and b. Bid Security furnished in accordance with ITB Clause 13. c. Single stage two envelope bidding procedure will be adopted.
9.	Bid Form	9.1	The Bidder Shall complete the Bid Form and the Appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the Goods, quantity, and prices.
10.	Bid Prices	10.1	The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract
		10.2	Prices indicated on the Price Schedule Shall be delivered duty paid (DDP) i.e. inclusive of all applicable taxes. The price of other (Incidental) services, if any, listed in the bid Data Sheet will be entered separately
		10.3	The Bidder's separation of price components in accordance with ITB clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
		10.4	Prices quoted by the Bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account unless otherwise specified in the bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected. Two or more prices for a single item will be treated as non- responsive.
11.	Bid Currencies	11.1	Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
12.	Documents and Qualification	12.1	Pursuant to ITB Clause 8, the bidder shall furnish, as part of its bid, Establishing documents, establishing the Bidder's eligibility to bid and its Eligibility Qualifications to perform the contract if its bid is accepted
		12.2	The documentary evidence of the bidder's qualifications to perform the contract, if its bid is accepted, shall establish to the procuring Agency's satisfaction that the bidder meets the qualification criteria listed in the bid Data Sheet.
13.	Bid Security	13.1	Pursuant to ITB Clause 8, the bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid data Sheet.

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 Deputy Director of Information Lab
 Ministry of Information & Public Relations
 Islamabad

		13.2	The bid security is required to protect the Procuring Agency against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to ITB clause 13.7.
		13.3	The bid security shall be in Pak. Rupees and shall be in one of the following forms: (a) Irrevocable en-cashable call-deposit/bank draft/pay order in name of the Procuring Agency given under ITB clause 13.1 of Bid Data Sheet.
		13.4	Any bid not secured in accordance with ITB Clauses 13.1 and 13.3 of the BDS will be rejected by the Procuring Agency as nonresponsive, pursuant to ITB Clause 22.
		13.5	Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the procuring Agency pursuant to ITB Clause 22.
		13.6	The successful bidder's bid security will be discharged upon the bidder's successful supply of goods duly acceptable to the procuring Agency.
			The bid security may be forfeited: a. If a bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or b. If a bidder is found indulged in fraudulent/corrupt practices; c. In the case of a successful bidder, if the Bidder fails: (i) To sign the contract in accordance with ITB Clause 30; (ii) Fails to deliver the goods within stipulated time period as per schedule of Requirements: Section: I- Part Two.
		13.5	Performance Guarantee will be required as given in Bid Data Sheet.
14.	Period of Validity of Bids	14.1	Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring Agency, pursuant to ITB Clause 20. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.
		14.2	In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 13 shall also be suitable extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.
15.	Format and Signing of Bid	15.1	The Bidder shall prepare an original and the number of copies of the Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID", as appropriate. In the event of any discrepancy between them, the original shall govern.
		15.2	15.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-

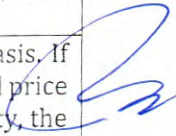

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 Ministry of Information & Broadcasting
 Islamabad

			amended printed literature, shall be initialed by the person or persons signing the bid.
		15.3	Any interlineations, erasures, or overwriting shall not be valid even if they are initialed by the person or persons signing the bid. The bid should be duly binded (bound) and each page signed/ stamped by authorized person
		C	<u>SUBMISSION OF BIDS</u>
16.	Sealing and Marking of Bids	16.1	The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes then be sealed in an outer envelope.
		16.2	The inner and outer envelopes shall: a. be addressed to the Procuring Agency at the address given in the Bid Data Sheet; and b. bear the name indicated in the Bid Data Sheet, the Invitation for Bids title and number indicated in the Bid Data sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 20.
		16.3	The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
		16.4	If the outer envelope in not sealed and marked as required by ITB Clause 16.2, the bid will not be accepted.
17.	Deadline for submission of Bids	17.1	Bids must be received by the procuring Agency at the address specified in the Bid Data Sheet no later than the time and date specified in the Bid Data Sheet.
		17.2	The Procuring Agency may, at its direction, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 6, in which case all rights and obligations of the procuring Agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
18.	Late Bids	18.1	Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 17 will be rejected and returned unopened to the bidder.
19.	Modification and withdrawal of Bids	19.1	The Bidder may modify or with draw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.
		19.2	The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provision of ITB Clause 16. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
		19.3	No bid may be modified after the deadline for submission of bids
		19.4	No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the by the Bidder on the Bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 13.7
		E.	<u>OPENING AND EVALUATION OF BIDS</u>



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20.	Opening of Bids by the Procuring Agency	20.1	The procuring Agency will open all bids in the presence of bidders, their representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/ attendance sheet evidencing their attendance.
		20.2	The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder pursuant to ITB Clause 18.
		20.3	Bids (and modifications sent pursuant to ITB Clause 19.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
		20.4	The Procuring Agency will prepare minutes of the bid opening.
21.	Clarification of Bids	21.1	During evaluation of the bids, the Procuring Agency may, at its discretion, to ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
22.	Preliminary Examination	22.1	The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
		22.2	Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, the bid will be rejected, and bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
		22.3	The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
		22.4	Prior to the detailed evaluation, pursuant to ITB Clause 23 the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all terms and conditions of the bidding documents without Material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 13) and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.



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		22.5	If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsively by the Bidder by correction of the nonconformity.
23.	Evaluation and Comparison of Bids	23.1	The Procuring Agency's will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.
		23.2	The Procuring Agency's evaluation of a bid, further elaborated under Bid Data Sheet, will be on delivered duty paid (DDP) price inclusive of prevailing duties and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
24.	Contacting the Procuring Agency	24.1	Subject to ITB Clause 21, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the procuring Agency, it should be done in writing.
		24.2	Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
		F.	AWARD OF CONTRACT
25.	Qualification	25.1	In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.
		25.2	The determination will take into account the Bidder's compliance with the qualification criteria defined in the bid Data Sheet.
26.	Award Criteria	26.1	Subject to ITB Clause 28, the Procuring Agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
27.	Procuring Agency's Right of Vary Quantities at Time of Award	27.1	The procuring Agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price of other terms and conditions.
	Procuring Agency's Right to Accept / Reject Bids	28.1	Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the effected bidder of bidders. The Procuring Agency will inform the effected Bidder or bidders of the grounds for the Procuring Agency's action, if so requested, but the Procuring Agency shall not be required to justify the grounds.
29.	Notification of Award	29.1	Prior to the expiration of the period of bid validity and subject to ITB Clause 29.3, the Procuring Agency will notify the successful Bidder in writing by registered letter, or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.
		29.2	The notification of award under ITB 29.1 will constitute the formation of the Contract.

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 Ministry of Information & Public Relations
 Islamabad

		29.3	The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least three days prior to the award of contract.
30.	Signing of Contract	30.1	At the same time as the Procuring Agency notifies the successful Bidder, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
		30.2	After three days of announcement of evaluation report, the successful Bidder shall sign the contract and return it to the Procuring Agency.
31.	Corrupt or Fraudulent Practices	31.1	<p>The procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency:</p> <p>a. defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>“Corrupt and fraudulent practices” includes the offering giving, receiving or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of the facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.</p> <p>b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;</p> <p>c. Will declare a firm ineligible, either indefinitely or for a stated period of time, that was awarded I&B financial contract, if at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a I&B financial contract.</p>
32.	Blacklisting	32.1	The Procuring Agency may blacklist a bidder/ firm found under obligation of the aforementioned wrongdoings vide clause 31.1 (a, b and c) or who consistently fails to perform satisfactorily.
		32.2	Before blacklisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.


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 Drawing & Disbursing Officer
 Digital & Social Media Simulation Lab
 Information Service Academy
 Ministry of Information & Broadcasting
 Islamabad

SECTION-II

BID DATA SHEET (BDS)

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB): Section-I. Whenever there is a conflict, the provisions herein shall prevail over those in invitation to Bid.

A. THE BIDDING DOCUMENT		
ITB 7.1	Language of the bid	English and Urdu

B. PREPARATION OF BIDS		
ITB 10.2	The price quoted shall be	Delivered Duty Paid (Inclusive of all Applicable taxes & Transportation charges) in Pak Rupees.
ITB 10.5	The price shall be	Fixed and must include the income & General sales taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered/ Quoted price(s) will be considered as inclusive of all the taxes / duties prevailing/ levied hereafter.
ITB 12.2 (a)	Qualification Requirements.	<ol style="list-style-type: none"> 1. The bidder must submit National Tax No., Sales Tax No. Certificates and Professional Tax Certificate as well as Certificate of incorporation/ registration of the firm. 2. The bidder must be on Active Taxpayers List of FBR. 3. Documentary evidence to this effect must be provided with the Bid, which includes copy of contract / purchase order etc. 4. Any other qualification set in PPRa Rules.
ITB 13.1	Amount of Bid Security	5% of the total quoted bid price in the form of Bank Draft/pay Order on the name of DDO, Information Service Academy, MoI&B Islamabad
ITB 13.2	Form of Bid Security	<ol style="list-style-type: none"> (i) The tenders found deficient of the amount as bid security compared to total bid price will not be considered. (ii) No personal cheques will be acceptable at any cost (iii) The previous bid security will not be considered or carried forward.
ITB 13.8	Performance Guarantee	5% of the contract price, to be discharged after completion of warranty/guarantee period. It will be in the form of bank Draft/ pay order / Bank guarantee.
ITB 14.1	Bid validity period.	Bid Should remain valid for at least thirty days from the last day of bid submission. After selection of successful bidder and awarding of Contract of the firm, purchases will be made on monthly basis till 30 th June, 2023.

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 Director General
 Ministry of Information & Broadcasting
 Information Service Academy
 Islamabad

C. SUBMISSION OF BIDS		
ITB 17.1	Address for bid Submission.	Project Director Information Service Academy, Ministry of Information and Broadcasting ISA Building Zero Point, Islamabad Ph: 051-9257376 051-9252282
ITB 17.1	Deadline for bid Submission	
D. OPENING AND EVALUATION OF BIDS		
ITB 20.1	Date, Time and place for bid opening.	Information Service Academy, Ministry of Information and Broadcasting, ISA Building Zero Point, Islamabad
ITB 23.2	Criteria for bid	(i) Delivered Duty Paid (Inclusive of all applicable taxes & evaluation Transportation charges) Price Only. (ii) A Bidder, if he so chooses, can bid for selective items from the list of goods provided for in the schedule of Requirements. A Bidder is also at a liberty to bid for all the goods mentioned in the Schedule of Requirements. (iii) However, Bidders cannot bid for partial quantities of an item in the schedule of requirement. THE BID MUST BE FOR THE WHOLE QUANTITY OF AN ITEM REQUIRED IN THE SCHEDULE OF REQUIREMENT. The Tenderer has to quote only one rate for each item as per tender specification. No alternate model or separate accessories will be accepted. (iv) Any other criteria set in PPRA Rules 2004.


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E. AWARD OF CONTRACT		
ITB 27.1	Percentage for quantity increase or decrease	Quantity may be increased or decreased by 15%

PART TWO

- i. Scheduled of Requirements and Technical Specifications
- ii. Standard Forms

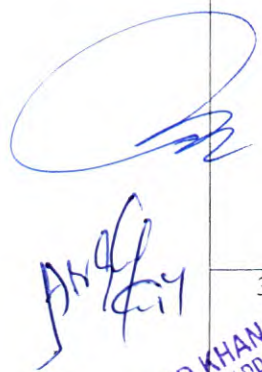
I. SCHEDULE OF REQUIREMENTS

DELIVERY SCHEDULE: Within fifteen days of the supply order in ordinary cases. In case of urgency, items have to be supplied on the same day of issuance of Supply Order.

COMPUTER & EQUIPMENT (HARDWARE, SOFTWARE & IT EQUIPMENT)
CATEGORY - A



* Estimated Requirement till 30th June 2023

S. No.	Items	Specification	Qty
1.	SMD Screen	20 * 10 ft Ultra-narrow bezel video wall Screen: Matrix Size (Minimum) : DID FHD-LED Gap: ≤ 1.5 mm bezel width for a near seamless display, Brightness : 450cd/m ² , Contrast Ratio:1400:1 HDMI inputs and outputs (as per number of matrix) supporting random splicing display with single screen, multi-screen and full screen, with window-opening roaming overlapping feature. Control method:10/100 Base-T Ethernet, RS-232, RJ485, RJ45 control Cabinet structure with all accessories (Cabinet and the output cables of the equipment/video /RS-232/Network cables HDMI Cables: 3m- PCS, 5m- PCS (as per requirement), (Controller to screen). RS-232/Net wall cables as per requirement	01x
2.	Laptops	Intel® Core™ i7, 12 th Generation Processor or Higher RAM 16 GB DDR or Higher, HDD Min 1 TB SSD 14 inch OLED or Bigger, Key Board, Mouse Windows 11 Professional (Registered). MS Office 2019 (Registered). At-least 1 Year local Warranty Branded Systems HP/ IBM/ ACER/ Lenovo / Dell or equivalent	10x
3.	Color Printer Ink tank	Print Copy Scan Min 1200 x 2400 dpi Ppm: Black: 25 ISO ppm; Color: 25 ISO ppm Memory up to 200 pages, ADF Scanning (Feeder capacity 50 sheets or higher), Duplex Printing, Shall be capable of Certificate Printing, Ethernet and Wifi enabled, With at least 1 Year local Warranty	01x
4.	Multifunction Laserjet Printer Black & White (Printer/Scanner/Photocopier)	All in One, Print, Copy, Scan, Printing speed 50ppm Memory 256 MB or higher, ADF Scanning (Feeder capacity 50 sheets or higher), Duplex Printing, Ethernet and Wifi enabled, With at least 1 Year local Warranty	02x



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5.	Multimedia Projector	Latest quantity	02x
6.	Scanner (ADF)	<p>Scanner Type: Color flatbed/ADF Scan Speed: At least 35ppm OLED or Similar Display Screen Optical Resolution: 600 dpi or higher Scan Bed Size:8.5" x 11", A4 Scanner Features:</p> <ul style="list-style-type: none"> • Scan to USB Memory Device • Scan to Email (SSL support) (standalone) • Scan to FTP(standalone) • Scan to SMB (standalone) <p>Maximum Scan Area: ADF: 8.5" x 11", 8.5" x 14 Capacity: At-least 50 sheets Document Sizes: Max. size: 8.5" x 14" legal</p>	01x
7.	Heavy duty Photocopier	<p>Functions: Copy, Print (UFR II) PCL and Adobe PS, Scan, Send, Store At least 65 ppm in black and white 1200 x 1200 dpi print resolution At least 5000 -sheet paper capacity At least 2 GB RAM/ 1 TB HDD Maximum paper size: 11" x 17" Scans up to 120ipm single sided 240ipm double sided at 600dpi Standard: 10" or Bigger TFT LCD WSVGA Color Flat-panel or with 10" or Bigger TFT LCD SVGA Color Upright-panel Ethernet Support Provision of printing from Network, USB should be available</p>	01x
	Audio Conferencing Systems	Latest (Wi-Fi) based systems covering two medium sized classroom	02x



ARSHAD KHAN
Deputy Director / DDO
Capacity Building of Employees of Info Information
& Broadcasting And its Allied Entities
Info Information & Broadcasting
Islamabad

PURCHASE OF FURNITURE AND FIXTURES ITEMS
CATEGORY - B

** Estimated Requirement till 30th June 2023*

S. No.	Items	Specification	Qty
1.	Class Room Furniture	As per classroom size and seating capacity at least 15 chairs with a table	02x sets



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II. STANDARD FORMS

- i. BID FORM
- ii. PRICE SCHEDULE
- iii. Contract Form




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M/o Information & Broadcasting
Islamabad

BID FORM

To : The Project Director "Capacity Building of Employees of Ministry of Information and Broadcasting and All Its Allied Entities"

Date: _____
Information Service Academy,
Ministry of Information and Broadcasting
No: _____
ISA Building Zero Point, Islamabad.

Dear Sir,

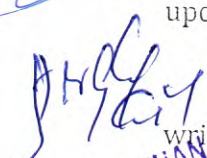
Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods in conformity with the said bidding documents for the sum of Rs. _____.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we hereby agree that our bid Security as being provided herewith this "Bid Form" will remain with the Procuring agency according to Clause 13.6 of Instructions to Bidders.

We also agree to abide by this Bid for financial year 2022-2023 from the date fixed for bid opening under Clause-20 of the instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification award, shall constitute a binding contract between us.


ARSHAD KHAN
Deputy Director / DBO Information
Capacity Building of Employees of MIO
& Broadcasting And Its Allied Entities
Information Service Academy
MIO Information & Broadcasting
Islamabad

_____ day of _____ 2022

[Signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

PRICE SCHEDULE

(DELIVERED DUTY PAID)

Name of Bidder: _____

Purchase of miscellaneous Items such as SMD Screen, Laptops, Color Printer Ink Tank, Multimedia, Top Loaded Scanner, Photocopier, Audio Conferencing System, Classroom Furniture and Fixture

CATEGORY - A

* Estimated Requirement till 30th June 2023

Total Amount of Bid in figures: Rs. _____

Total Amount of Bid in Words: Rs. _____

Signatures of Authorized Person: _____



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Information Service Academy
Mo Information & Broadcasting
Islamabad

PURCHASE OF FURNITURE AND FIXTURES ITEMS

CATEGORY - B

* Estimated Requirement till 30th June 2023

Total Amount of Bid in figures: Rs. _____

Total Amount of Bid in Words: Rs. _____

Signatures of Authorized Person: _____



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Capacity Building of Employees of M/o Information
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PLANT AND MACHINERY ITEMS

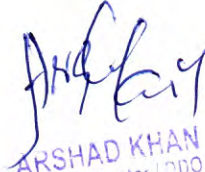
CATEGORY - C

* Estimated Requirement Till 30th June 2023

Total Amount of Bid in figures: Rs. _____

Total Amount of Bid in Words: Rs. _____

Signatures of Authorized Person: _____



ARSHAD KHAN
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& Broadcasting And its Allied Entities
Information Service Academy
Mo Information & Broadcasting
Islamabad

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2022 Between the Information Service Academy, Ministry of Information and Broadcasting (Information & Broadcasting Division), Government of Pakistan, Islamabad (hereinafter called " the Procuring Agency") on the one part and [name of Supplier]_____ [hereinafter called "the Supplier"] of the other part:

WHEREAS the Procuring Agency invited Bids for certain Goods and has accepted a bid of the Supplier for the supply of those goods in the sum of Rs._____ (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement Words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) The Bid Form and the price schedule submitted by the Bidder;
- (b) The Schedule of Requirements;
- (c) The Technical Specification;
- (d) The General Conditions of Contract;
- (e) The Special Conditions of Contract;
- (f) The procuring agency's Notification of Award.


3. In consideration of the Payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the for the Procuring Agency)

Signed, sealed, delivered by _____ the for the Supplier)



ARSHAD KHAN
Deputy Director / DDO
Capacity Building of Employees of M/o Information & Broadcasting And its Allied Entities
Information Service Academy
Ministry of Information & Broadcasting
Islamabad

PART THREE

SECTION-I

GENERAL CONDITIONS OF CONTRACT (GCC)

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the items of Stationery, Computer Stationery, Other, Cost Of Other, IT Equipment, Computer Hardware and Miscellaneous store items and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Agency" means Information Service Academy, Ministry of Information and Broadcasting Government of Pakistan, Islamabad.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract
- (i) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Standards

3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the, Goods' country of origin. Such standards shall be the latest issued by the concerned institution.



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4. Inspections and Tests & Training

- 4.1 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Good final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
- 4.2 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency.
- 4.3 The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Procuring Agency's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the 'Goods' shipment from the factory/warehouse.
- 4.4 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 4.5 After installation of equipment, supplier shall impart the training(s) to the relevant staff of Procuring Agency on the operations, working and manuals of the equipment.

5. Packing


- 5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring Agency.

6. Delivery and Documents

- 6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.

7. Transportation


- 7.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination i.e. Information Service Academy, Ministry of Information and Broadcasting Government of Pakistan, Islamabad.




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Mo Information & Broadcasting
Islamabad

8. Warranty
- 8.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country.
9. Payment
- 9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 9.2 The Supplier's request(s) for payment shall be made to the Procuring Agency in writing (within three days of supply), accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.
- 9.3 Payments shall be made promptly, by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.
- 9.4 The currency of payment is Pak. Rupees.
10. Prices
- 10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.
11. Change Orders
- 11.1 The Procuring Agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract.
- 11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Procuring Agency's change order.
12. Contract Amendments
- 12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
13. Assignment
- 13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.

- | | | |
|--|------|---|
| 14. Delays in the Supplier's Performance | 14.1 | Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements. |
| | 14.2 | If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). |
| | 14.3 | Except as provided under GCC Clause 17, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages. |
| 15. Liquidated Damages | 15.1 | Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Special Conditions of the Contract: Once the maximum deduction is reached, the Procuring Agency may consider termination of the Contract pursuant to GCC Clause 16. |
| 16. Termination for Default | 16.1 | The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part: <ul style="list-style-type: none"> (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 14.2; or (b) If the Supplier fails to perform any other obligation(s) under the Contract. (c) If the Supplier, in the judgment of the Procuring Agency has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. |





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Capacity Building of Employees of M/o Information
& Broadcasting and its Allied Entities
Information Service Academy
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Islamabad

For the purpose of this clause:

"Corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive level and to

deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.

- 16.2 In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
17. Force Majeure
- 17.1 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 17.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations 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.
18. Resolution of Disputes
- 18.1 The Procuring Agency and supplier shall designate a person by name or as the holder of an office who will appoint an arbitrator for adjudication of differences arising during the execution of the contract.
- 18.2 The proceedings of the Arbitration process will govern under the provisions available in the Arbitration Act, 1940.
- 19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
20. Applicable Law
- 20.1 The Contract shall be interpreted in accordance with PPRA Ordinance 2002, Public Procurement Rules 2004 and other laws of Islamic Republic of Pakistan. If there is any discrepancy between the laws and these binding documents, the provisions of the laws and rules will prevail.
21. Notices
- 21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

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Information & Broadcasting
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Islamabad

21.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

22. Taxes & Duties

22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

23. Performance Guarantee

23.1 Supplier shall furnish performance guarantee @ 2% of the contract price to be discharged after completion of warranty / guarantee period.



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& Broadcasting, AICTE's Allied Entities
Information Service Academy
M/o Information & Broadcasting
Islamabad

SECTION-II
SPECIAL CONDITIONS OF CONTRACT (SCC)

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Condition of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Inspections and Tests (GCC Clause 4)

GCC 4.1-Inspection and tests prior to supply of Goods and at final acceptance are as follows: The Procuring Agency or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract Specifications at no extra cost to the Procuring Agency.

2. Packing (GCC Clause 5)

GCC 5.2 - Packing & accessories: The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.

3. Payment (GCC Clause 9)

GCC 9.1 & 9.3 -The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment shall be made in Pak. Rupees on completely delivered goods within thirty (30) days of submission of claim supported by the acceptance certificate issued by the Procuring Agency.

4. Prices (GCC Clause 10)

GCC 10.1- Prices shall be: Fixed.

5. Liquidated Damages (GCC Clause 15)

GCC 15.1- Applicable rate: Applicable rates shall not exceed one (1.0) % per day and the "maximum shall not exceed ten (10) % of the contract price.

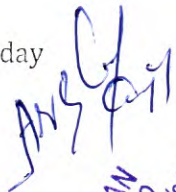
6. Resolution of Disputes (GCC Clause 18)

GCC 18.2- The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows: In the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred to arbitration in accordance with the laws of the Islamic Republic of Pakistan.

7. Governing Language (GCC Clause 19)

GCC 19.1- The Governing Language shall be: English.




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Islamabad

SUPPLIER'S ADDRESS FOR NOTICE PURPOSES:

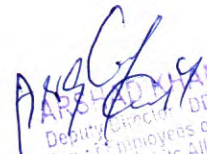
Ph. _____

E-mail. _____

Fax No. _____

Cell No. _____




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& Broadcasting and its Allied Entities
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