

# STANDARD BIDDING DOCUMENT

For

## PROCUREMENT OF TELEPHONE EXCHANGE



### **PUNJAB CURRICULUM & TEXTBOOK BOARD**

Address: 21/E-II, Gulberg-III, Lahore

Phone: 042-99230672-76

Website: <https://pctb.punjab.gov.pk/>

Price Rs 500/-

Issuing Month: July, 2019

Issuing Authority: Director (Admin)

\_\_\_\_\_  
(Signature & Stamp) (Date)

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This document contains two parts:

Part – I	<b>Advertisement</b>
Part – II	<b>BIDDING DOCUMENT FOR PROCUREMENT OF TELEPHONE EXCHANGE</b>



# PUNJAB CURRICULUM & TEXTBOOK BOARD, LAHORE

## TENDER NOTICE

### Procurement of Telephone Exchange

Sealed bids are invited from Manufacturers / Authorized Distributors/ Wholesaler registered with Income & Sales Tax Departments having adequate experience in the relevant field for Procurement/up-gradation of Telephone Exchange at PCTB Head Office.

LOT	Description	Qty.																		
Lot-1	<p><b><u>OpenScape Business Unified Communication System</u></b></p> <p>OpenScape Business X8 Unified Communication System is expandable up to 384 TDM Extension and 500 IP Users, Depending on the configuration with additional hardware.</p> <p>OpenScape Business X8 (Floor Standing) Communication server equipped for Following Capacity;</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">01</td> <td>Basic System Box with built in IP gateway module. LAN/WAN Port and Unified Communication Smart</td> </tr> <tr> <td style="text-align: center;">24</td> <td>Analog Trunk Gateway Ports with CLI</td> </tr> <tr> <td style="text-align: center;">80</td> <td>Analog Subscriber Gateway Ports with software Licenses</td> </tr> <tr> <td style="text-align: center;">08</td> <td>Digital Subscriber Gateway Ports with software Licenses</td> </tr> <tr> <td style="text-align: center;">01</td> <td>OpenScape Business Base license</td> </tr> <tr> <td style="text-align: center;">89</td> <td>OpenScape Business TDM User Licenses</td> </tr> <tr> <td style="text-align: center;">01</td> <td>Operator console consisting of: 01 No. OpenStage 40T 01 No. OpenStage Busy Lamp Field 40</td> </tr> <tr> <td style="text-align: center;">01</td> <td>Trunk Protection Circuit</td> </tr> <tr> <td style="text-align: center;">03</td> <td>Office 365 Business Essential Licenses with One-Year Subscription (Free of Cost)</td> </tr> </table>	01	Basic System Box with built in IP gateway module. LAN/WAN Port and Unified Communication Smart	24	Analog Trunk Gateway Ports with CLI	80	Analog Subscriber Gateway Ports with software Licenses	08	Digital Subscriber Gateway Ports with software Licenses	01	OpenScape Business Base license	89	OpenScape Business TDM User Licenses	01	Operator console consisting of: 01 No. OpenStage 40T 01 No. OpenStage Busy Lamp Field 40	01	Trunk Protection Circuit	03	Office 365 Business Essential Licenses with One-Year Subscription (Free of Cost)	01
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Lot - 2	<p><b>Telephone Exchange NS -500 or equivalent with Master Operating Set and DSS Console</b> (Minimum 6 to 12 Trunk Lines, 120 to 130 Extensions, CLI Internal &amp; External, Disa Card, UPS Cable and 03 Batteries of 24 Amp. each,</p>	01																		
Lot - 3	<p><b>Telephone Exchange TDA 100D or equivalent with Master Operating Set and DSS Console</b> (Minimum 6 to 15 Trunk Lines, 120 to 130 Extensions, CLI Internal &amp; External, Disa Card, UPS Cable and 03 Batteries of 24 Amp. each,</p>	01																		
	<p><b><u>Services:</u></b></p> <p>Installation, Installation Accessories, Testing, System Programming and Commissioning of above equipment including 1 year Maintenance and service Warranty.</p>	01 Job																		

All relevant details will be provided in the Standard Bidding Document (SBD). Single stage two envelope bidding procedure as per the PPRA Rules, 2014 shall be adopted. A pre-bid meeting will be held at the address mentioned hereunder at 1200 hours on 10.07.2019. Sealed bids shall be delivered at given address on or before 24.07.2019 at 1100 hours. Bid Security @ 2% of the estimated price in Pak Rupees shall be attached with the Technical Bid in the form of CDR/Demand Draft/Pay Order in favor of the PCTB, Lahore. Late bids shall not be entertained. **Technical Bid** will be opened on the same day at 11.30 hours in the presence of the Bidders, representatives who choose to attend. SBD will be immediately available after date of publication of the instant advertisement. PCTB shall not be responsible for any cost or expense incurred by Bidders in connection with the preparation or submission of Bids. In case of official holiday on the day of submission next day will be treated as last submission date. The instant advertisement is also available on PCTB website [www.pctb.punjab.gov.pk](http://www.pctb.punjab.gov.pk) and PPRA website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

**Director Admin.**

**Punjab Curriculum & Textbook Board 21-E-II, Gulberg-III, Lahore, Contract No.042-99230672-5 (Ext. 203)**

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## Instructions to Bidders

Punjab Curriculum & Textbook Board, Lahore (the procuring agency) intends to procure Telephone Exchanges for Head Office Building. Tenders are hereby invited for the items detailed in Terms of References subject to the following terms and conditions (in compliance with PPRA Rules 2014).

1. The bidder shall submit the sealed bid at the place mentioned in the tender notice on or before the date and time mentioned in the tender notice which will be opened on the same day in the presence of representatives of the bidding firms who may wish to be present. Conditional, ambiguous and/ or overwritten rates, in any form, shall not be accepted.
2. The procurement will be done under PPRA Rules 2014, using single stage two envelope method and will be evaluated on least cost basis. The bids shall be submitted in two separate sealed envelopes of Technical and Financial Bids enclosed in overall one sealed envelope. Technical Bids shall be opened first for checking the completeness of information and requirement. The bidders with incomplete information and the bid security shall be considered non-responsive.
3. Financial bids of responsive bidders shall be opened on same day in front of all responsive bidders.
4. The Bidder must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority. (Attach copies of registration certificates with Technical Bid).
5. Rates quoted should be in Pak Rupees, inclusive of all applicable taxes and delivery. If not specifically mentioned in the quotation, it will be presumed that the prices include all taxes and delivery.
6. Tender/Bids shall be submitted only on this tender form duly filled, bound, signed/initialed, numbered and stamped on each page by Chief Executive / Authorized person of the firm.
7. The Bidder should not be blacklisted by any public or private sector organizations (attach an affidavit on stamp paper **(refer Annex-A)**).
8. The Bidder should provide list of completed purchase order similar scope during the last 2 years. The copies of Work Orders / Purchase Orders, from client / procuring agency to be provided as proof of work done.
9. Procuring agency will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.

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10. Bid Security (within 2% of estimated price) in the form of pay order / demand draft favoring Punjab Curriculum & Textbook Board, Lahore valid for at least 90 days, shall be provided with **TECHNICAL BID** by the bidder.
  11. The Bids must be delivered to the Dy. Director Procurement, PCTB Head Office 21-E-II, Gulberg-III, Lahore by or before 11.00 a.m on 24.07.2019.
  12. The Bids will be publicly opened on the aforementioned date at 11.30 a.m in the Conference Room of PCTB.
  13. The Bid validity period is 90 days starting from the date of opening of bids.
  14. The Competent Authority may reject all bids or proposals at any time prior to the acceptance of a bid/ proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bid or proposals, but shall not be required to justify those grounds.
  15. If the proposals of any of the bidder does not fulfill the aforementioned criteria, they may be considered non-responsive.
  16. Late received bids will be returned unopened. No alteration / amendments shall be allowed after submission.

Signature and Stamp of Bidder

## Technical Bid Form

The Bidder is required to provide the information and relevant documentary evidence required as under

Sr. No.	Description	Qty.																
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<p><b><u>Services:</u></b></p> <p>Installation, Installation Accessories, Testing, System Programming and Commissioning of above equipment including 1 year Maintenance and service Warranty.</p>																		

Note:-

- The Supplier is bounded to provide one year service after installation of items (free of cost)
- The Bidder shall participate and submit bid in all or any one of above mentioned Lots.

I/ we certify that the above information and documents provided with the bid are true and factual.

**Signature and stamp of bidder**

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# **PUNJAB CURRICULUM & TEXTBOOK BOARD**

## **FINANCIAL BID FORM**

<b>Sr. No</b>	<b>Item Name &amp; Description</b>	<b>Quantity</b>	<b>Unit Price With all Applicable Taxes</b>	<b>Total Value (Rs.)</b>	<b>Bid Security @ 2% Of Estimated Value</b>
01	LOT – 1	01			<b>20,000/-</b>
02	LOT – 2	01			<b>9,500/-</b>
03	LOT – 3	01			<b>9,500/-</b>
<b>TOTAL</b>					

**Note:**

1. Price shall be inclusive of all applicable Taxes.
2. Price shall be include delivery cost to PCTB Head Office, Lahore
3. Bid Security amounting to Rs. \_\_\_\_\_/- (within 2% of estimated price for LOT No. \_\_\_\_\_ in the form of pay order or demand draft No. \_\_\_\_\_ Issued by \_\_\_\_\_ Bank, favoring Punjab Curriculum & Textbook Board, Lahore is attached with Technical Bid.

Signature & Stamp of Bidder

**AFFIDAVIT**

(For Bidder's Use)

As owner / controller of M/s \_\_\_\_\_,  
I / we accept the terms and conditions as laid down in tender document and advertisement notice. I/We shall also observe all the rules/regulations framed by Government of the Punjab regarding the purchase/ provision of \_\_\_\_\_ Telephone Exchanges. I/We also affirm that I/We have never been blacklisted by any Govt./ Semi Govt. Organization or Autonomous Body.

I/We declare that our business/firm fulfill all the legal requirements to take part in the bidding and I/We have been authorized by the firm in this regard. I/We also assert that the rates quoted are reasonable with the market rates.

(On behalf of the firm)

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Stamp of the Firm

Dated \_\_\_\_\_



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**Note:- The contract will be on judicial paper worth of rupees 0.25% of total value of work for agreement.**

## **CONTRACT**

**THIS CONTRACT** is made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2019, between the Director Administration, Punjab Curriculum and Textbook Board, (hereinafter referred to as the "Procuring Agency") of the First Part; and M/s. \_\_\_\_\_ a firm having its registered office at \_\_\_\_\_ (hereinafter called the "Supplier") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

**WHEREAS** the Procuring Agency invited bids for procurement of goods, in pursuance whereof M/s. \_\_\_\_\_ being the Manufacturer / authorized Supplier / authorized Agent of \_\_\_\_\_ in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of \_\_\_\_\_ and services in the sum of Rs \_\_\_\_\_/- Rupees \_\_\_\_\_ only cost per unit, the total amount of two items shall be Rs. \_\_\_\_\_/- Rupees \_\_\_\_\_ only including of delivery and all Govt. charges etc.

### **NOW, THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as "Contract":
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract , viz:-
  - a. the Price Schedule submitted by the Bidder,
  - b. the Schedule of Requirements;
  - c. the Technical Specifications;
  - d. the Procuring Agency's Notification of Award;
  - e. the Contract; and
  - f. the Bid & its clarifications.
  - g. the contracted specifications (attached as annexure)
  - h. Any undertaking provided by the firm
3. In consideration of the payments to be made by the Procuring Agency to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Procuring Agency to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from the Managing Director,

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Punjab Curriculum and Textbook Board, or any administrative sub-division or agency thereof or any other entity owned or controlled by it (Director Administration, Punjab Curriculum and Textbook Board, Lahore) through any corrupt business practice.

6. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable

to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Managing Director, Punjab Curriculum and Textbook Board, Lahore, except that which has been expressly declared pursuant hereto.

7. [The Supplier] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Managing Director, Punjab Curriculum and Textbook Board, Lahore and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Managing Director, Punjab Curriculum and Textbook Board, Lahore under any law, Contract or other instrument, be void able at the option of the Managing Director, Punjab Curriculum and Textbook Board, Lahore
9. Notwithstanding any rights and remedies exercised by Managing Director, Punjab Curriculum and Textbook Board, Lahore in this regard, [The Supplier] agrees to indemnify Managing Director, Punjab Curriculum and Textbook Board, Lahore for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Managing Director, Punjab Curriculum and Textbook Board, Lahore in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/ Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Managing Director, Punjab Curriculum and Textbook Board, Lahore.
10. The Supplier is bounded to provide one year service after installation of items (free of cost)
11. In case of any dispute concerning the interpretation and /or application of this Contract shall be settled through arbitration. The Managing Director, Punjab Curriculum and Textbook Board, Lahore shall act as arbitrator. The decisions taken and / or award made by the Arbitrator shall be final and binding on the Parties.
12. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed / Sealed by the Manufacturer /

Signed/ Sealed by Procuring Agency

authorized Supplier / authorized Agent

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_