



Higher Education Commission, Pakistan

Tender Notice Supply of IT Equipment

Sealed bids are invited by the Higher Education Commission from reputed and authorized suppliers/firms registered with Income Tax and Sale Tax departments, for the following items:

Item	Qty.
Category-I	
a. Laptop Display Size 14" (Dell/HP/Lenovo or Equivalent)	200
b. Laptop Display Size 15.6" (Dell/HP/Lenovo or Equivalent)	72
Category-II	
a. Photocopier Machines 35CPM or Higher (MFPs) HP/Canon/EPSON/Nashuatech/Tohisba/Konica or Equivalent	10
b. Photocopier Machines 60CPM or Higher (MFPs) HP/Canon/EPSON/Nashuatech/Tohisba/Konica or Equivalent	1
c. MAIFARE Card Reader	11
d. MYQ Version 8.0 Software Licenses	11
e. Consumable Items of MFPs	As per actual

Bidding documents containing detailed terms and conditions, method of selection, procedure for submission of bids, opening of bid, evaluation criteria, clarification/rejection of bids etc. are available for interested firms from Deputy Director (Networks) HEC Mr. Saria Saleem Malik. Price of the bidding document is **Rs. 1000/-** which can be paid to Assistant Mr. Adnan Ahmed at Accounts Section, Finance Division, Higher Education Commission, Sector H-9, Islamabad or be deposited in HEC Account No. **IBAN PK38HABB0017427900133401** of Habib Bank Ltd. The bidding documents can be downloaded from <http://www.hec.gov.pk> and www.ppra.org.pk free of cost, however, interested firms/suppliers/contactors will be required to have registered copy purchased from HEC in order to participate in the tender process.

The bids, prepared in accordance with the instructions in the bidding documents, submitted by hand must reach on **Tuesday, July 26, 2022 before 1330 hours**, and a bidder who sends the bid through courier/postal must reach one day before the opening of the bid on or before **Tuesday, July 26, 2022 at 1330 hours** to Deputy Director (Networks) Mr. Saria Saleem Malik, Auditorium Building No.4, Room No.7, Higher Education Commission, Sector H-9, Islamabad. The bids will be opened on the same day at **1400 hours** in the presence of bidders who choose to attend. This tender is being executed using PPRA Rule 36(b) "Single Stage – Two Envelope". Fixed amount of Earnest Money must be submitted for CAT-I Laptop amounting Rs. 1,000,000/- and Rs. 250,000/- CAT-II Photocopier respectively submit a Bank Draft/Pay Order from the scheduled bank accompany the bid in a sealed envelope marked as earnest money in favor of Director General (Finance) HEC and the same must be attached with the financial bid.

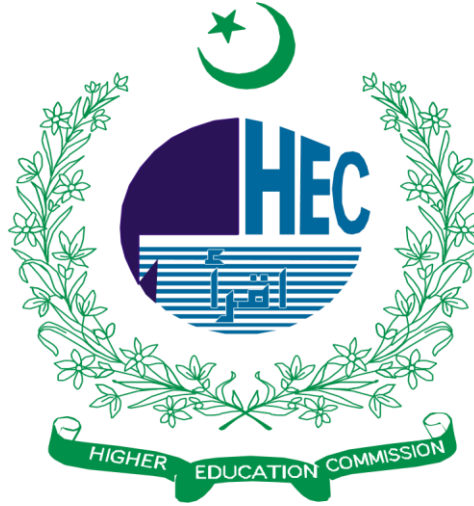
Director
Business System Development
Phone 051-90402224 & 90402208, Email: zwahab@hec.gov.pk

Request for Proposal (RFP)

Purchase of IT Equipment (Laptops and Photocopier)

Last Date for Submission: 26th July, 2022 at 1:30PM

Bid Opening Date: 26th July at 2:00PM



**HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD**

Websites: www.hec.gov.pk
Tel no. 051-90402224, 90402208
(Rs. 1000/-)



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1. DEFINITIONS

- 1.1. HEC: Higher Education Commission.
- 1.2. SLA: Service Level Agreement.
- 1.3. RFP: Request for Proposals.
- 1.4. BOQ: Bill of Quantity
- 1.5. BOC: Bill of Cost
- 1.6. Whr: Watt Hour
- 1.7. VM: Virtual Machine
- 1.8. PCIe: peripheral component interconnect express
- 1.9. NVMe: Non-Volatile Memory Express
- 1.10. PVC: Polyvinyl chloride
- 1.11. POC: Proof of Concept
- 1.12. OS: Operating System
- 1.13. NBD: Next Business Day
- 1.14. OEM: Original Equipment Manufacture
- 1.15. Total Bid Value: Sum of Cost of all quoted categories
- 1.16. Total Contract Value: Cost of all the quoted Equipment as per BOC.
- 1.17. Bidder: Firms who have submitted the proposals.
- 1.18. Selected Bidder: Firms selected for the award of tender.
- 1.19. First Party : Higher Education Commission
- 1.20. Second Party: Selected Bidder.
- 1.21. Service Level Agreement: The level of service which HEC purchases from vendor in respect of the service.
- 1.22. Trouble Ticket: A File that identified the fault, the technical detail.
- 1.23. Call-out Interval: The time between HEC issuing complain to the concerned vendor engineer and confirming that complain is received and accepted by the vendor.
- 1.24. Restoration Time: Time measured between a trouble ticket being received and accepted by the vendor and restoration of the system(s)/service(s)/functionality (ies) in subject to operation condition.
- 1.25. Resolve: To restore the system(s)/services(s) / functionality (ies) about which a trouble ticket was issued and complete all further activates necessary to close the trouble ticket.
- 1.26. Resolution Time: The time measured between a Trouble ticket being received and accepted by the vendor and the answer to / completion of the trouble ticket.
- 1.27. Violation: Breach of Warranty Services against activities will be considered as one violation and in case for further delay every subsequent interval equal maximum resolution time will be count as double of previous violation.



2. INTRODUCTION

The Higher Education Commission of Pakistan is an independent, autonomous, and constitutionally established institution of primary funding, overseeing, regulating, and accrediting the higher education efforts in Pakistan. HEC intends to Purchase of IT Equipment list at Annexure-III BOQ for the Higher Education Commission Islamabad and it's Regional Centers (Karachi, Lahore, Quetta & Peshawar).

3. SCOPE OF WORK

Category-I Laptops

HEC intends to Purchase Laptops for its staff working under as Regular and Projects Staff. The scope of the project is to deliver /supply and installation of IT Equipment requested in BoQ at Higher Education Commission Islamabad/Lahore/Karachi/Peshawar/Quetta.

- a) The Selected Bidder will be responsible for the Delivery/supply and installation of IT Equipment at HEC designated offices on their own resources.
- b) The Selected Bidder will provide site engineers who will be responsible for the installation of IT Equipment at HEC designated offices. HEC will provide all software's Media.
- c) The Selected Bidder shall deliver the Laptops to HEC maximum within 10 to 12 Weeks.
- d) The Selected Bidder must ensure to meet RFP's Technical Specification and the supplied IT Equipment list in BOQ are fully operational, new and perform properly.

Category-II Photocopier MFPS

- a) HEC intends to Purchase Photocopier for its staff working under as Regular and Projects Staff. The scope of the project is to deliver /supply and installation of IT Equipment requested in BoQ at Higher Education Commission Islamabad/Lahore/Karachi/Peshawar/Quetta.
- b) The Selected Bidder shall make all arrangements as part of the contract to supply, deliver, and commission and operate the required equipment and provide warranty, maintenance and support services at Higher Education Commission, Islamabad office and its regional Offices. **(Karachi)** at their own cost and transport and logistics.
- c) The Selected Bidder shall deliver the MFP's to HEC maximum within 10 to 12 Weeks upon issuance of Purchase Order the delivery date will be start from issuance of PO.



- d) The Selected Bidder will provide certified site engineers who will be responsible for the installation of Photocopier Machines and integration with existing printing software MYQ Version 8.0 at HEC designated offices.
- e) The Selected Bidder must ensure that the supplied equipment is fully operational, new and perform properly and meet RFQ's Technical Specification.
- f) HEC wants to take control of cost and streamline increasingly complex print operations as well as govern their fleet and user printing behaviors.
- g) The bidder insured to quoted compatible/support Brand/Model with our existing MyQ Printer Software environment.
- h) Consumable parts may vary product to product therefore all the consumable parts life with respect to number of copies. A list of consumable is given at Form-I Technical Compliance Sheet Category-II Serial No. 2 (e) if any bidder have different consumable, so they may quote accordingly. A list of consumables is given at Form-I Technical Requirement Sheet Category-II Serial No. 2 (e), however if any bidder have different consumable, so they may quote accordingly.
- i) The consumable quantities may be quoted for 11 photocopiers keeping in view that each Photocopier have different duty cycle, so the Quantities may be calculated for each photocopier to print 500,000 copies using these consumables over the period of 5 years (Documentary proof is required).
- j) For consumable parts price will be valid for 3 Years., offered rates in US dollar shall be converted into single currency rate in Pak rupees under PPRA rule 30(2). The rate of exchange shall be the selling rate i.e. 1\$ = Pak Rs. __, prevailing on date of opening as notified by the State Bank of Pakistan. However, at the time of issuance of work order for replacement of imported consumable parts, the exchange rate difference (the selling rate of the published rate sheet of National Bank of Pakistan) between US Dollar and Pakistan Rupees if more than $\pm 10\%$ from the exchange rate applicable on contract signing date, then the current exchange rate shall be applicable for subject purchase / workorder for consumables parts as per HEC issued time to time as per requirement.
- k) The Selected bidder must ensure that the printing cost per page shall be less than 2.0 Rupees, calculated for 5 Years. The details of all consumable parts with respect to printing number of copies must be provided on company letter head or provide from Principal.



- I) The total Bid value shall be cost of equipment and all extended warranty years cost and Consumables. Bidders are requiring to quote the costs in PKR and Dollar (\$) for imported Consumables.

4. BIDS SUBMISSION REQUIREMENTS

The objective of bid submission requirement is to provide bidders the information to submit their bid in response of this RFQ according to the specifications defined in this RFQ and in order/sequence as set forth in this document. Bidders must follow following requirements for their proposals/bids.

- 4.1. For this tender PPRA's Rule 36(b) 'Single stage - Two Envelope Procedure' for open competitive bidding shall be adopted.
- 4.2. The bidder must quote all items in a category as required in BOQ and the tender will be awarded as per lowest evaluated firm in a category.
- 4.3. The Bidders can quote single category or all categories, however bidder are required to quote all items in a category. In-complete category will be not entertained, and the bid will be rejected.
- 4.4. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- 4.5. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
- 4.6. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
- 4.7. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.
- 4.8. the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- 4.9. Bidders shall submit a signed letter with Official stamp affixed on it as per the format given in Annex I as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this cover letter will not be accepted and bids will likely be rejected straightaway.
- 4.10. Bidders shall provide Company profile, Manufacturer Authorization Letter from Principal & relationship with principal firm(s), location of branch offices, company experience in related field, technical staff details (branch-wise), project completed, equipment's technical details (brochures, data sheets etc.) mentioning compliance and properly highlighting all the compliance specification as requested in Annexure-II



- 4.11. "Technical Requirement Form-I" using florescent highlighter of quoted hardware/equipment and material with their make, model, part number, etc.
- 4.12. Bidders are required to fill and sign the Annexure-II Technical Requirement as provided in this RFQ and must submit it along with Proposal.
- 4.13. Bidders are required to fill and sign all pages of the Annex-III "Bill of Quantity (ies)" while following the format given, and submit it as Financial Proposal. Financial Proposals not following the given format may lead to the rejection of bid.
- 4.14. Bidders are required to submit their financial proposals in PAK Rupees (PKR).

5. SELECTION PROCEDURE

- 5.1. PPRA's Rule 36(b) 'Single stage - Two Envelope Procedure' will be used for the selection of a bidder for the award of this tender.
- 5.2. HEC's intent in issuing this Tender Document is to award a contract to the lowest evaluated and best responsive bidder who meets Technical Evaluation criteria mentioned at **Serial No. 9** and specifications as laid out in Technical Information Form I. If any of the requirements or equipment specifications is not met by the bidder, the bid will be considered as non-responsive, and the bid of the next bidder will be considered.
- 5.3. During the technical evaluation no amendments in the technical proposal shall be permitted;
- 5.4. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- 5.5. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; the bid found to be the lowest evaluated bid shall be awarded.
- 5.6. The bid found to be the lowest evaluated bid shall be accepted.
- 5.7. The procuring agency shall evaluate the technical proposal in a Manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- 5.8. After the approval of contract award, a contract agreement on the stamp paper worth Rs. 100/- shall be executed by the firm with selected bidder within 15 days from the date of issuance of Letter of Intent.



6. TERMS OF PAYMENT

- 6.1. No payment shall be made in advance to the Contractor as mobilization advance.
- 6.2. Eighty percent (80%) cost of equipment shall be paid after successful delivery of equipment at HEC at (Islamabad).
- 6.3. Twenty percent (20%) cost of equipment shall be paid after successful implementation of Photocopier Machines Management Software/Deployment of MFPS, Integration of Mafair Card and Card Readers. Installation of Operating Systems/ Software's in Laptops.
- 6.4. Ten Percent (10%) of the payable amount against each invoice/payment will be retained as security/retention money or the Selected Bidders have to furnish the Performance Bank Guarantee from schedule bank of Pakistan equivalent to 10 % of total contract value. 10% retained money/ Performance Bank Guarantee will be released after successful completion of warranty Services.
- 6.5. The selected bidder shall provide a 10% performance bank grantee of the total contract value at the time of contract signing, which will be returned after the successful Installation of equipment to the HEC designated site.
- 6.6. All payments shall be made through cross cheque in the Pak Rupees.
- 6.7. Taxes will be deducted at source as per government rules at the time of payment.
- 6.8. The earnest money of the successful bidder will be returned with first payment.
- 6.9. If the progress of the work is not to the satisfaction of the Executive Director, HEC. Executive Director HEC has the right to cancel the order, get the work done from third party selected in accordance with the PPRA rules subject to the condition that if the first party has to pay any amount in excess of the agreed amount, the difference will be recovered from the second party.

7. Earnest Money (EM):

- 7.1. Bidders are required to submit their financial proposals in PAK Rupees. A bank draft/Pay Order of fixed amount of Rs. 1,000,000/- should accompany the bid as part of the financial proposal as earnest money drawn in favor of D.G. (Finance), Higher Education Commission, Islamabad for CAT-I Laptops.
- 7.2. Bidders are required to submit their financial proposals in PAK Rupees. A bank draft/Pay Order of fixed amount of Rs. 250,000/- should accompany the bid as part of the financial proposal as earnest money drawn in favor of D.G. (Finance), Higher Education Commission, Islamabad for CAT-II Photocopier. The Earnest Money in the form of a Bank Guarantee or Insurance guarantee is not acceptable.



- 7.3. The Earnest Money (EM) of the unsuccessful Bidders will be refunded within a reasonable time after the award of the tender to the Selected Bidder. The EM amount held by the HEC till it is refunded to the unsuccessful Bidders may not earn any interest thereof.
- 7.4. Subject to the award of the contract, the Earnest Money shall be returned in PKR to the Selected Bidder against submission of a 10% Performance Guarantee of the total cost of the bid in the form of a Bank Guarantee.
- 7.5. The Earnest Money (EM) may be forfeited by the HEC, if the Bidder withdraws the Bid during the period of its validity specified in the RFP Document or if the Selected Bidder fails to sign the contract, or the Selected Bidder fails to remit the Performance Guarantee within the respective due date.
- 7.6. Earnest Money shall be valid only for one bid as has been required by the HEC as per Technical Specifications.

8. LIQUIDATED DAMAGES

- 8.1. In case of delay, the Executive Director, HEC reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.
- 8.2. If the work is not executed according to the satisfaction of the Executive Director, the Executive Director reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.
- 8.3. In case of services delay or unsatisfactory service deliver non-complying the terms of the comprehensive warranty services, Contractor performance Bank Guarantee / Retention Money will be forfeited

9. GENERAL TERMS AND CONDITIONS

- 9.1. The bidder must Fill and attach Technical Compliance Sheet Annex-II.
- 9.2. All Hardware will be delivered and installed in HEC designated sites and consequently services support.
- 9.3. The Commission reserves the right to accept/reject wholly or partially any tender at any stage of the tender process.
- 9.4. Validity period of the bids shall be 4 months (120 days).
- 9.5. The decisions of HEC will be binding on all concerned and will in no case be challengeable at any forum or any court of law.



- 9.6. It is sole discretion of HEC to opt or Drop optional items.
- 9.7. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this RFQ.
- 9.8. During the examination, evaluation and comparison of the bids, the HEC at its sole discretion may ask the bidder for clarifications of its bid.
- 9.9. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 9.10. Total Bid Value shall cover cost of equipment and consumable including all Government Taxes applicable with. And shall account for financial evaluation and so shall be included in Total Bid Value.
- 9.11. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision of "Tender Committee" for the award of said tender.
- 9.12. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
- 9.13. Incomplete and conditional Bids will not be entertained.
- 9.14. For this tender all updates/changes shall be communicated through email and also be posted on HEC website.
- 9.15. In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Executive Director, HEC whose decision shall be final and binding on both parties.
- 9.16. Bids submitted via email or fax will not be entertained.
- 9.17. Bids submitted through courier must reach IT Division Room No. 7 Building 4 before the given time of submission.
- 9.18. Bidders indemnify HEC against all third party claims of infringement of patent trade mark, industrial design rights arising from use of the goods of any part thereof in Pakistan.
- 9.19. Number of equipment and its parts may be increase or decrease as per HEC requirement.
- 9.20. Repeat Order may be issued as per PPRA Rule within permissible limit of 15% of total contract value.



10. TECHNICAL EVOLUTION CRITERIA

Part-A: Mandatory Requirement			
Sr. No	Description	Documentary Proof	Reference Page#
1	Firms with Income Tax Certificate and GST Certificate	GTS / NTN Certificate	
2	Past Experience in term of delivery & Installation /Service Maintenance of quoted product with software solution.	Copy of Contract Agreement / PO/Work Order/ Company Profile	
3	Firms must have Location of Offices/Service Centers (Islamabad / Rawalpindi/ Lahore/ Karachi / Peshawar.	(Documentary Proof Required on company letter head)	
4	Bidder must be authorized partner / distributor for last five years of quoted brand.	Principal manufacture authorization certificate	
5	Approx. 50 million Financial Turnover annually quoted brand last two Years (Documentary Proof Required).	Financial Statement	
6	Satisfactory Certificate from any Three (3) government/Semi government /Private organization/department of quoted brand last (3) Years.	From Government / Semi Government/Private organization /department letter	
7	Must have completed 2 similar projects in terms of Supply, Installation and Commissioning of 10 MFP's with Managed Print solution and 200 Laptops.	Purchase Order Last 5 Years	
8	An affidavit on legal stamp paper worth Rs. 100 to the effect that the firm has never been blacklisted any Government/semi-Government organization in the Past.	Legal Stamp Paper Duly verify by rotary public Sign & Stamp	
9	Quoted product principal / distributor must have parts replacement / store facility In Pakistan, mention the warehouse.	Proof on company Letter head.	
10	Quoted Brand must have valid ISO Certification	Documentary Proof Required.	



11	Quoted product must be Latest / Brand New / Continue and shown on Manufacturer's Official Website to ensure the product is genuine available with OEM / Principal.	OEM/Principal Website link/ Documentary Proof	
12	Major clients' list	As per given in An Firm's References	

Sr. No	Attributes	Max. Score	Weightage	Criteria	Reference Page# (Documentary Proof)
Part-B: General Evaluation- Corporate Profile					
13	Details of Offices	10	10	Firm has sales and services offices at four (4) provincial headquarters with proof of authorized service provider from principal manufacturer. Two and half (2.5) points for each parts head quarter	Location of Branches Service and sale center on Bidder Letter Head
14	Spare Parts Availability	10	10	Firm has Spare Parts of the quoted model (Laptops & Photocopier) Depot/facility at Islamabad / Rawalpindi/Karachi	Bidder letterhead with an address of warehouse
15	Replacement time for faulty under warranty equipment/parts	15	15	1-2 working days	Certificate has to be produced
			10	2-4 working days	
			5	4-6 working days	
16	Total strength of relevant Technical Staff at Rawalpindi / Islamabad/Karachi/Lahore	10	10	Firm has more than ten (10) relevant technical staff in Islamabad / Rawalpindi.	(List shall be attached with name, designation, qualification and related experience)
			7	Firm has more than five (5) and up to ten (10) relevant technical staff in Rawalpindi / Islamabad/Karachi/Lahore	



			5	Firm has minimum five (4) relevant technical staff in Rawalpindi / Islamabad/Karachi/Lahore	
17	Financial Strength	10	10	Turnover of Bid in consideration/ maximum Turnover amongst all the Bids *10	Audit Report/ Financial Report/Tax return for the last two years
18	Firms Experience (Minimum five Years experience required)	10	10	Two and half points (2.5) will be given for each year of experience beyond five years of mandatory experience	Experience Certificate attached
Sub-Total		65			
The weight of Part B is 50% and the Score will be calculated by the following formula:					
Firm's Score = Marks Obtained by Firm in Part B / Total Max. Marks of Part B * 50		50			
Part-C: Relevant Experience					
19	Similar Projects Completed in Higher Education Sector (Supply of quoted product Laptops and Photocopier)	10	10	Firm has completed more than ten (8) projects in Education Sector	Purchase/ Work Order/ LOI Copies
			7	Firm has completed more than five (5) and up to ten (8) projects in Education Sector	
			5	Firms has completed minimum 5 projects in Education Sector	



20	Similar Projects Completed in Banks/Telecom Sector (Supply of quoted product Laptops and Photocopier) mentioned in BOQ and Installation	10	10	Firm has completed more than ten (10) projects in Banks/Telecom sector	Purchase/ Work Order/ LOI Copies
			7	Firm has completed more than five (5) and up to ten (10) projects in Banks/Telecom Sector	
			5	Firms has completed minimum 5 projects in Banks/Telecom Sector	
21	The firm has completed similar activities in different cities in a single project in Pakistan (quoted product Laptops and Photocopier) and installation mentioned in BOQ)	10	10	Firm has completed more than seven (10) projects in a similar activity in different cities	Purchase/ Work Order/LOI Copies
			7	Firm has completed more than five (5) and up to ten (10) projects in a similar activity in different cities	
			5	Firms has completed minimum 5 projects in a single project in a similar activity in different cities	
22	SLA in Hand in Pakistan (Laptops & Photocopiers)	10	10	No. of SLA's in Hand more then Five (5)	Purchase/ Work Order/LOI Copies
			7	No. of SLA's in Hand more then three (3) up to Five (5)	
			5	No. of SLA's in Hand three (3)	
Sub-Total		40			
The weight of Part C is 40% and the Score will be calculated by the following formula: Firm's Score = Marks Obtained by Firm in					
Part C / Total Max. Marks of Part C *40		40			



Part-D: Service Operations					
23	The firm has Customer Compliant Management System with adequate Controls.	15	15	If have implemented online system	Online URL and Login should be shared
Sub-Total		15			
	The weight of Part D is 10% and the Score will be calculated by the following formula: Firm's Score = Marks Obtained by Firm in	10			
	Part D / Total Max. Marks of Part D *10				
Firm's Total Score = Part (B:D) 100					

Note: No Score will be assigned if the information is provided without documentary proof.

- ☐ In case of Confidentiality of any documentary proof, score will be considered subject to the availability of relevant Non-Disclosure Agreement (NDA) in the BID

(Technical Score of the bidder) = as awarded per technical evaluation criteria above

Note: Bidders are required to secure at least 70% score (i.e. 70 points) in total whereas specification of laptops and Photocopier at Form-I shall be compulsory to be declared as technically qualified and so considered for further financial evaluation.

11. FINANCIAL EVALUATION

Financial bids shall be open and will be evaluated of only Technically Qualified bidders. While doing financial evaluation, total bid value shall be considered provided the financial bid includes all the costs involved in the project as per the requirements set forth in this document, and strictly following the format given in BoQ.



12. AWARD OF TENDER

For the purpose of award of tender, the Least-Cost-Selection (LCS) of the PPRA 36 (b) shall prevail, and Lowest Evaluated Bid amongst the technically qualified bidders shall be accepted for the award of tender.

13. MINIMUM REQUIREMENTS FOR WARRANTY SERVICES

Following requirements for Warranty Services apply to this RFQ for this project.

- 13.1. Selected Bidder shall provide onsite Warranty/Services for the equipment and Software Support and Bidder shall ensure that all equipment (items) and its parts supply to HEC (Islamabad) are new (non-refurbished and not reaching end of support in next 3 years and ensure the parts availability for next three years) and free from any sort of defects for the warranty period.
- 13.2. Preventive maintenance in the respect of Photocopier Machines must be carried out on quarterly basis.
- 13.3. Response time of the successful bidder in the context of warranted services at working hours with NBD (Next Business Day) replacement.
- 13.4. The Bidders must ensure a dedicated engineer's deputed onsite in business hours for preventive and corrective maintenance, the escalation time shall be 30 minutes in working hours and 1.5 hours in non-working hours. Maximum restoration time allowed shall be four (4) hours.
- 13.5. The selected bidder will make sure the provisioning 2% of backup equipment in case of fault rectification more than four hours and will provide maintenance onsite backup units / spare parts. The backup of an item and any of its parts with same specification shall be provided within 4 hours and replacement shall be provided within 24 hours.
- 13.6. Selected bidder will be responsible for maintaining the warranty Services and ensure equipment working fine. To meet the warranties Services timelines equipment the bidders are required to provide the Backup equipment.
- 13.7. In case of delay in service provisioning for Category-I and Category-II Liquidated Damages /Penalty will be calculated and imposed as per following tables:



14. Table: SLA (Service Level Agreement)

Level	Event	Description	Maximum time to provide backup	Volition penalty not exceeding 10% of the total amount of the
L1	Severe	e.g. <ul style="list-style-type: none"> • Toner pre alert report not shared in time. • System Monitoring Report delay. • Monthly Preventive Maintenance delay. • Toner Replacement on time. • Partial System Failure. • Not effecting any user i.e. only Disturbing routine work. 	Must be 4 Hours	0.5 % of cost of invoice amount / Earnest Money / Bank Guarantee
L2	Critical	e.g. Full System Failure i.e. one (Laptop/Photocopier)	Must be 8 Hours (after issuance of Purchase Order)	1.0 % of cost of invoice amount / Earnest Money / Bank Guarantee
L3	High	e.g. Multiples Systems (Laptop/Photocopier) Failure Effecting multiple user.	Must be 24 hours (in case of main board the MFP down order will place and replacement shall be within 3 weeks' time)	1.5 % of cost of invoice amount / Earnest Money / Bank Guarantee

- Violation: Breach against activities will be considered as one violation and in case for further delay every subsequent interval equal maximum resolution time will be count as double of previous violation.

Note:-persistent violation in similar nature may lead to cancelation of contract.

15. MEET OR EXCEED SPECIFICATIONS

The specifications provided in this RFQ are the minimum requirements of HEC. The vendors must meet or may exceed these specifications to meet the actual requirements of this Project and its successful practical



implementation. But in such a case additionally proposed or altered specifications should clearly be highlighted to enable HEC to clearly identify modified specifications.

16. CLARIFICATIONS

Queries regarding this RFQ shall be submitted in writing to:

Mr. Zain-ul-Wahab

Director BSD
IT Division
Higher Education Commission H – 9, Islamabad
Phone: +92 (51)90402208 Fax: +92(051) 90401935
E-mail: zwahab@hec.gov.pk

Mr. Saria Saleem Malik

Dy. Director (Networks)
Higher Education Commission H – 9, Islamabad
Phone: +92(51)90402224 Fax: +92(051) 90401935
E-mail: ssaleem@hec.gov.pk

For Site Visit:

**Higher Education Commission
IT Division, Building No. 4 Room No. 7
Sector H-9, Islamabad.
051-90402224-90402208**



17. Annex I: Proposal Submission Form.

PROPOSAL SUBMISSION FORM

The Director BSD
Higher Education Commission,
H-9, Islamabad

Sir

We, the undersigned, offer to provide the consulting services For “Purchase of IT Equipment Laptops and Photocopier” for HEC in accordance with your Request for Proposal dated _____, and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



18. Annexure-II Technical Requirement Form-I

Form I: Technical Requirement Form (To be filled by the bidder as part of Technical Compliance)						
Item .no	S. No	Attributes	Required Specs	Compliance Yes/No	Com ment	References Brochure e is at page # (Mandatory)
Category-I						
1(a)	Laptop Display Size 14"					
	1.1	Brand	Dell/ HP/Lenovo or Equivalent			
	1.2	Processor	11 th Gen or Higher Intel® Core™ i5 1135 G7(8 MB cache, 4 core count/ 8 threads, 1.6 GHz to 4.2 GHz or Equivalent Intel® Integrated Chipset or equivalent			
	1.3	Graphics Card	Integrated Intel Iris Xe Graphics or Equivalent			
	1.4	Memory	2 Slots with 1 free Slot and 8GB RAM DDR4 – upgradeable Up to 32 GB DDR4			
	1.5	Display	14" FHD Display Non-Touch Anti- Glare,			
	1.6	Keyboard touch Pad	Backlit Keyboard /Standard Touchpad, Split Resistance			
	1.7	Battery	50Whr (Watt hour Battery) or Higher			
	1.8	Adapter	65W Standard Power Adapter			



	1.9		1x USB Type C 3.1 Gen 1 with Power Delivery & DisplayPort 2x USB 3.1 Gen 1 (one with Power Share) 1x HDMI 1.4 1x RJ-45, 1x SD 3.0 Memory card reader or Higher 1x Universal Audio Jack			
	1.10	Connectivity	Intel Dual Band Wireless 9560AC 802.11/ac + Bluetooth 3.0 or Higher			
	1.11	Primary Storage	M.2 512SSD PCIe NVMe Class 35 Solid State Drive upgradeable			
	1.12	Camera & Microphone	HD 720p HD Camera and Microphone Standard			
	1.13	Weight	Should be less than or equals to 1.70Kg			
	1.14	Carrying Case	Quoted Brand Bag Pack			
	1.15	OS Support	Windows 8, 8.1, 10 or Higher/ Mac/Linux/Ubuntu			
	1.16	Antivirus	1.Symantec Enterprise/ Trend Micro with central management or Equivalent			
	1.17	Warranty	1 Years Comprehensive warranty along with Adapter and			



			Battery with Warranty card			
	1.18	Operating System with System	Dos			
1 (b) Laptop Display Size 15.6"						
	1.1	Brand	Dell/ HP/Lenovo or Equivalent			
	1.2	Processor	11 th Generation or Higher Intel® Core™ i5 1135 G7 (6 MB cache, 4 core count/ 8 threads, 1.6 GHz to 4.2 GHz or Equivalent Intel® Integrated Chipset or equivalent			
	1.3	Graphics	Integrated Intel Iris® Xe Graphics or Equivalent			
	1.4	Memory	2 Slots 8GB RAM DDR4 –Up to 32 GB DDR4			
	1.5	Display	15.6" FHD (Full High Definition) Display non-touch Anti-Glare			
	1.6	Keyboard / Touch Pad	Backlit Keyboard /Standard Touchpad, Split Resistance			
	1.7	Battery	50WHr (Watt-hour Battery) or Higher			
	1.8	Adapter	65W Standard Power Adapter			
	1.9	Ports	1x USB Type C 3.1 Gen 1 with Power Delivery & DisplayPort 2x USB 3.1 Gen 1 (one with Power			



			Share)			
			1x HDMI 1.4			
			1x RJ-45,			
			1x SD 3.0 Memory card reader or Higher			
			1x Universal Audio Jack			
	1.10	Connectivity	Intel Dual Band Wireless 9560AC 802.11/ac + Bluetooth 3.0 or Higher			
	1.11	Primary storage	M.2 512GB PCIe NVMe Class 35 SSD Solid State Drive and upgrade able			
	1.12	Camera & Microphone	HD 720p Camera and Microphone Standard			
	1.13	Weight	Should be less than or equal to 2 KG			
	1.14	OS Support	Windows 8, 8.1, 10 or Higher/ Mac/Linux/Ubuntu			
	1.15	Antivirus	1.Symantec Enterprise/ Trend Micro with central management or Equivalent			
	1.16	Carrying Case	Quoted Brand Bag Pack			
	1.17	Warranty	1 Years Comprehensive warranty along with Adapter and Battery with Warranty Card			
	1.18	Operating System with Laptop	Dos			
Category-II						
2 (a)	(Multifunction Machine/Copier/MFP)					



	2.1	Brand	Konica/Panasonic/Toshiba/Canon/Ricoh/Gestetner/Xerox HP/Nashuatec or equivalent			
	2.2	Copy per Minute (CPM)	35CPM			
		Operation Panel	Latest Android based Smart Operational Panel			
	2.3	Resolution	Min 600 x 600 or Higher DPI			
		ADF/ RADF	Duplex automatic document feeder standard required			
	2.4	Warm-up Time	45 Sec. Max			
	2.5	First Copy out	15 Sec Max.			
	2.6	Copy Size	A3 to A5R			
	2.7	Reduction /Enlargement	25-400% 1% increment			
	2.8	Reprographic System	Laser Electronic Transfer			
	2.9	Continuous Copying	Minimum 900 and higher			
	2.10	Duty Cycle	Minimum 80,000 Pages or Higher			
	2.11	Copy Paper	Regular or Special paper (Offset master, transparencies, labels, etc.)			
	2.12	Paper Supply	Min 2 Trays x 500 Sheets			
	2.13	Bypass	Min 100 or Higher			
	2.14	Hard Disk	Min 250 GB or Higher			
	2.15	RAM	Minimum 2GB or Higher			
	2.16	CPU	Minimum 1.2 GHz or Higher			
	2.17	HDD Encryption	Data overwrite security service (DOSS)			
	2.18	Protocol	TCP/IP, IPX/SPX(NDS Support), SMB V3 (NetBEUI),LPD, IPP1.1, SNMP, HTTP			
	2.19	Interface(for Printing)	10BASE-T/ 100BASE-TX/1000BASE-T			
	2.20	Scanning (A4 & A3)	Minimum 70 ipm B&W/Color (Minimum 200dpi or Higher)			



	2.21	Electronics Sorting	Standard/Built-in			
	2.22	Trolley	Stranded genuine trolley			
	2.23	Warranty	One Year Warranty with All Parts Battery ,Charger and Labor			
2 (b)	(Multifunction Machine/Copier/MFP)					
	2.24	Copy per Minute (CPM)	60 PPM/CPM or higher			
	2.25	Technology	Laser			
	2.26	Operation Panel	Latest Android-based Smart Operational Panel			
	2.27	Print /Copy Resolution	Min 1200 x 1200 or Higher DPI			
	2.28	Scan Resolution	Min 600 x 600			
	2.29		ADF/			
	2.30	Warm-up Time	22 Sec. or less			
	2.31	First Copy out	7 Sec or less			
	2.32	Copy Size	Up to A3			
	2.33	Reduction /Enlargement	25-400% 1% increment			
	2.34	Reprographic System	Laser Electronic Transfer			
	2.35	Continuous Copying	Minimum 900 and higher			
	2.36	Duty Cycle	Minimum 260,000 Pages or Higher			
	2.37	Toner Capacity High yield supported	65000 pages or above			
	2.38	Copy Paper	Regular or Special paper (Offset master, transparencies, labels, etc.)			
	2.39	Paper Supply	Min 2 Trays x 500 Sheets			
	2.40	Bypass	Min 200 or Higher			
	2.41	Paper capacity Output	500 sheets and above			
	2.42	Hard Disk	Min 250 GB or Higher			
	2.43	RAM	Minimum 3GB or Higher			
	2.44	CPU	Minimum 1.2 GHz or Higher			
	2.45	HDD Encryption	Data overwrite security service (DOSS)			
	2.46	Connectivity Protocol	TCP/IP, IPX/SPX(NDS			



			Support), SMB V3 (Net BEUI),LPD, IPP1.1, SNMP, HTTP			
	2.47	Interface(for Printing)	10BASE-T/ 100BASE-TX/1000BASE-T			
	2.48	Scanning (A4 & A3)	Minimum 80/160 ipm B&W/Color (Minimum 200dpi or Higher)			
	2.49	Electronics Sorting	Standard/Built-in			
	2.50	Trolley	Stranded imported genuine trolley			
	2.51	Solution Supported	Myq Embedded license and reader-supported			
	2.52	Trolley	Stranded genuine trolley			
	2.53	Warranty	One Year Warranty with All Parts Battery, Charger and Labor			
2 (c)	MIFARE Classic® 4K and RFID Contactless smart Card Reader					
	2.2	Card Reader Specification	Frequency: 13.56MHz and 125Khz Tag Supported: ISO14443A, ISO14443B, Interface: RS232/USB Temperature Range: -20°C ~ +50°C Supply Voltage: 4.5 ~ 5.5 VDC Dimension: 110 × 80 × 26 mm Weight: 100g OS Support: Windows 98/2000/XP/NT/ME/Vista/10			
2 (d)	Embedded License for MyQ Version 8.2					
2(e)	Consumable					
	2.1	Print cartridge				
	2.2	Developer				
	2.3	Drum				
	2.4	Cleaning Blade				



RFP Purchase of IT Equipment Laptops and Photocopier for HEC

	2.5	Roller: Charge				
	2.6	Filter: Development:				
	2.7	Transfer Roller:				
	2.8	Seal: Development				
	2.9	Pressure Roller				
	2.10	Sleeve				
	2.11	Any other as per quoted band				

**19. Annex III: Bill of Quantity(ies)**

Sr. No.	ITEM	Minimum Specification	Quantity
Category-I			
1(a)	Laptop 14"	As per specifications mentioned under Technical information Type 1(a) and sub clauses of this document	200
1(b)	Laptop 15.6"	As per specifications mentioned under Technical information Type 1(b) and sub clauses of this document	72
Category-II			
2(a)	Photocopier Machines Manageable 35CPM	As per specifications mentioned under Technical information Type 2(b) and sub clauses of this document.	10
2(b)	Photocopier Machines Manageable 60CPM	As per specifications mentioned under Technical information Type 2(c) and sub clauses of this document.	1
2(c)	Embedded License for MyQ Version 8.2	As per specifications mentioned under Technical information Type 2(a) and sub clauses of this document.	11
2 (d)	RFID Card Reader	As per specifications mentioned under Technical information Type 2(d) and sub clauses of this document.	11
2 (e)	Consumable parts will be purchase as per requirement of HEC time to time, HEC will issue work order/Purchase Order.	As per specifications mentioned under Technical information Type 2 (f) and sub clauses of this document.	As per requirement



Annex IV: Bill of Cost

(To be filled by the bidder as part of Financial Proposal)

Table-A

Sr. No.	ITEM	Minimum Specification	A	B	C	D	E
			Qty.	Unit Cost in PKR Inclusive of all applicable Taxes with 1 Years Warranty Services	2 nd year Warranty Service Cost PKR	3 rd Year Warranty Service Unit Cost PKR	PKR Total E= A * (B+C+D) (Inclusive of all applicable Taxes)
Category-I							
1(a)	Laptop 14"	As per specifications mentioned under Technical information Type 1(a) and sub clauses of this document .	200				
1(b)	Laptop 15.6"	As per specifications mentioned under Technical information Type 1(b) and sub clauses of this document .	72				
Category-II							



2(a)	Photocopier Machine (MFP) 35CPM	As per mentioned under Technical information Type 2(a) and sub clause of this document	10					
2(b)	Photocopier Machine (MFP) 60CPM or Higher	As per mentioned under Technical information Type 2(a) and sub clause of this document	1					
2(c)	MIFARE and RFID Card Reader	As per mentioned under Technical information Type 2(c) and sub clause of this document	11					
2(d)	Printer/MFPs/Photocopier Machine MYQ License Version	As per mentioned under Technical information Type 2(d) and sub clause of this document	11					



2 (e)	Consumable. The consumable quantities may be calculated for 11 photocopiers keeping in view that each Photocopier will print 300,000 copies over the period of 3 years.	As per mentioned under Technical information Type 2(e) and sub clause of this document	11					
Total Cost of Equipment and Software in word:								
Total Cost of Equipment and Software in Figure:								

***Note:**

- The sole discretion of HEC to opt 2nd and 3rd Year Warranty Services for Laptops and Photocopier
- HEC will issue purchase order time to time as per availability of funds. Therefore, selected bidder shall be lock the price for 06 moths after singing of contract agreement.

**20. Annexure-V Table-B Bill of Cost Consumables**

S. No	Original Consumable	Duty Cycle of quoted Product	A	B		D=A*B
			Qty. Copies = 300,000	Unit Cost in USD (Inclusive of all applicable Taxes)	Unit Cost in PKR (Inclusive of all applicable Taxes)	(Total cost in PKR)
1	Print cartridge					
2	Developer					
3	Drum					
4	Cleaning Blade					
5	Roller: Charge					
6	Filter: Development:					
7	Transfer Roller:					
8	Seal: Development					
9	Pressure Roller					
10	Sleeve					
11	Any other as per quoted band					

- **Note:** A list of consumable is given at Form-I Technical Requirement Sheet Category-II Serial No. 2 (e), however if any bidder have different consumable, so they may quote accordingly. The consumable quantities may be quoted for 11 photocopiers keeping in view that each Photocopier have different duty cycle, so the Quantities may be calculated for each photocopier to print 500,000 copies using these consumables over the period of 5 years (Documentary proof is required).
- Consumable parts Purchase Order will be issued time to time as per requirement, however, bidders do mention the prices in USD as well against the consumable items being imported, so the HEC may have reference prices available in USD. On the date of issuance of PO, if the exchange rate (the selling rate of the published rate sheet of National Bank of Pakistan) between US Dollar and Pakistan Rupees fluctuates more than $\pm 10\%$ from that exchange rate applicable on contract signing date, then the current exchange rate shall be applicable for PO. Consumable items prices will be valid for 3 Years
- Earnest Money shall be calculated with PKR.
- Bidder must quote all the items in a single category.



21. Annex VI: Technical Compliance Certificates/Compliance Undertaking

I, (Name); (CNIC#); (Designation), (Company Name) have gone through the Terms/Conditions of this RFQ and have found the document in whole as non-biased to any particular vendor or product/brand. I hereby undertake and firmly bound myself to abide by/ comply all sections of this RFQ except for those items noted below. 1

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**22. Annexure-VII Firms References****Relevant Services carried out that Best Illustrate Qualifications**

Using the format below, provide information on each reference assignment for which your firm/entity and attach PO, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:	
Location within Country:		Key Professional Staff Provided by Your Firm/ entity(profiles):	
Contract Signing Parties Name: Party A:() & Party B : ()			
Name of Client: and the reference Contract		NO. of Staff:	
Address:		NO. of Staff-Months; duration of assignment:	
Start (Month/Year):	Date	Completion (Month/Year):	Date
Approx. Value of Contract:			
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Firm's Name: _____