

# REQUEST FOR PROPOSAL



## “REPAIR SERVICES OF IT AND ALLIED EQUIPMENTS AT PEOPLE SERVICE CENTERS”

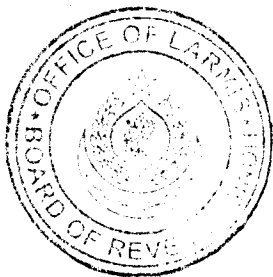
JANUARY 2023

*N.B*

*The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.*

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OFFICE OF LARMIS ADMINISTRATION  
REFORMS WING & SPECIAL CELL  
BOARD OF REVENUE, GOVERNMENT OF SINDH



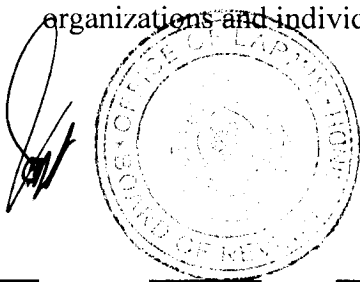
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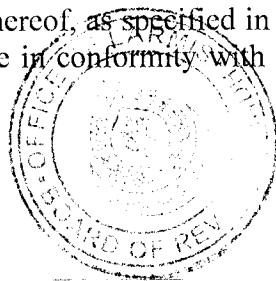


## Definitions:

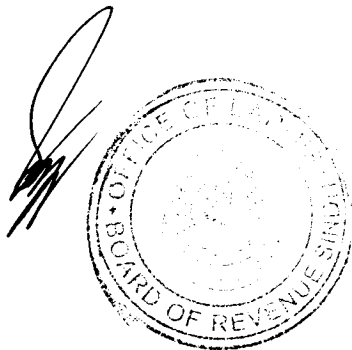
- (1) In these rules, unless there is anything repugnant in the subject or context;
- a) "Act" means Sindh Public Procurement Act, 2009;
  - b) "Authority" means the Sindh Public Procurement Regulatory Authority established under Section 3 of Sindh Public Procurement Act, 2009;
  - c) "Most advantageous bid" (i) a bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposals documents; and  
(ii) evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority;"
  - d) "Bid" means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a procuring agency;
  - e) "Bidder" means a person or entity;
    - (i) submitting a bid; or
    - (ii) who intends to submit a bid and is able to substantially prove such intention;
  - f) "Bidding Documents" means the documents notified by the Authority for preparation of bids in uniform manner;
  - g) "Bidding Process" means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;
  - h) "Blacklisting" means barring [or debarring] a bidder, contractor, consultant or supplier from participating in any future procurement proceedings by the procuring agency;
  - i) "Calendar Days" means days including all holidays;
  - j) "Competent Authority" means an officer of the procuring agency empowered to exercise financial powers and approve the award of contract for procurement of goods, works or services, as the case may be;
  - k) "Conflict of Interest" means –
    - (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to a procuring agency to obtain an undue benefit for himself or those affiliated with him;
    - (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
    - (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the procuring agency under the contract;
    - (iv) where an official of the procuring agency engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;
  - l) "Consultant" means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, non-governmental organizations and individuals;



- m) "Consulting Services" means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies and architectural design services, supervision, social and environmental assessments, technical assistance and programme implementation;
- n) "Contract" means an agreement enforceable by law and includes general and special conditions, specifications, drawings and bill of quantities;
- o) "Contractor" means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;
- p) "Corrupt and Fraudulent Practices" means either one or any combination of the practices given below;
- q) "Coercive Practice" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- r) "Collusive Practice" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- s) "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- t) "Fraudulent Practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- u) "Obstructive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of
- v) inspection and audit rights provided for under the Rules;
- w) "Emergency" means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;
- x) "Framework Contract" means a contract whereby the procurement is made for a certain volume or quantity of a particular good, a set of goods or services and works over a specific period against an agreed sum or rate (lump sum or per item);
- y) "Government" means the Government of Sindh;
- z) "Head of the Department" means the administrative head of the department or the organization;
- aa) " 'most advantageous bid' means -
- (i) a bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposals documents; and
- (ii) evaluated as the highest ranked bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the bidding documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority;"

- bb) ["Lowest Evaluated Bid" means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost;]
- cc) "Lowest Submitted Price" means the lowest price quoted in a bid, which is otherwise not substantially responsive;
- dd) "National Company or Firm" means any enterprise, firm or company set up or incorporated in Pakistan;
- ce) "Notice Inviting Tender" means the notice issued by a procuring agency through publication in the newspapers or through electronic means for the purpose of inviting bids or applications for prequalification or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Prequalification or Request for Expression of Interests;
- ff) "Open Competitive Bidding" means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;
- gg) "Public Private Partnership" means a contractual arrangement between the public and private sectors, built on the expertise and resources of each partner that best meets clearly defined public needs through appropriate allocation of resources, risks and rewards;
- hh) "Public Private Partnership Unit Sindh" or "Unit" means the entity established within the Finance Department, Government of Sindh under the Public Private Partnership institutional framework;
- ii) ["Response Time" means the period starting from the first date of issuance of bidding documents or shortlisting documents or prequalification documents, as the case may be, upto last date of issuance of such documents;]
- jj) "Supplier" means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;
- kk) "Value for Money" means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, upgrade ability, price, source and the combination of whole-life cost and quality to meet the procuring agency's requirements.
- 2) The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Act and, if not defined there, as in the ordinary usage of language.



## Invitation to Bid

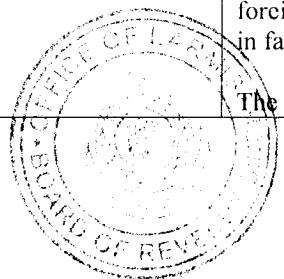
Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for **“REPAIR SERVICES OF IT AND ALLIED EQUIPMENTS AT PEOPLE SERVICE CENTERS”**

### Bid Data Sheet

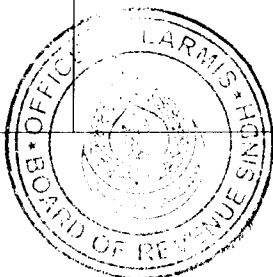
The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the RFP document. Whenever there is a conflict, the provisions herein shall prevail over those in RFP document.

3.1	Name of Project	Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh		
3.2	Name of Contract	REPAIR SERVICES OF IT AND ALLIED EQUIPMENTS AT PEOPLE SERVICE CENTERS		
3.3	Name of Procuring Agency	Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh		
3.4	Procuring agency's address, telephone and facsimile numbers.	Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh Address: ST-04, Block 6, Clifton, Karachi Telephone: +92-21-99251367-8 Fax: +92-21-99251373		
3.5	Method of Bidding	National Competitive Bidding		
3.6	Procedures of Bidding	Single Stage - Two Envelope Procedure		
3.7	Instructions for preparing Bids	<p>a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;</p> <p>b) envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL"</p> <p>c) in bold and legible letters to avoid confusion;</p>		
3.8	Date / Events	<b>Event</b>	<b>Date</b>	<b>Time</b>
		Bid Availability:	Friday, January 27 <sup>th</sup> , 2023	During Office Hours or through website
		Site Visit (if desired by any prospective bidder faulty equipment can be examined at site)	Monday, 6 <sup>th</sup> February 2023 and Tuesday, 7 <sup>th</sup> February 2023	During Office Hours
		Pre-Bid Meeting:	Monday, February 13 <sup>th</sup> , 2023	2:00 PM
		Bid Submission:	Thursday, February 16 <sup>th</sup> , 2023	2:00 PM
		Bid Opening:	Thursday, February 16 <sup>th</sup> , 2023	2:30 PM
3.9	Clarification of Bidding Document	Any interested bidder may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.		

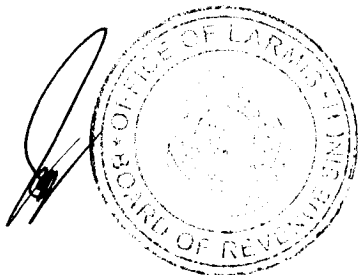
3.10	Bid Submission	<p>Proposal should be submitted as per bid submission date at the procuring agency's address given above.</p> <p>Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. <b><u>PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.</u></b></p> <p>The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive.</p>
3.11	Bid Opening Procedure	<p>a) All bids will be opened publicly in the presence of all the bidders, or their representatives, who may choose to be present in person, at the time and place announced in the invitation to bid;</p> <p>b) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;</p> <p>c) envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;</p>
3.12	Bid Evaluation Procedure	<p>a) Procuring agency will 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;</p> <p>b) no amendments in the technical proposal shall be permitted during the technical evaluation;</p> <p>c) financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;</p> <p>d) financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and</p> <p>e) Bid founds to be the Most advantageous bid shall be accepted.</p>
3.13	The price quoted shall be...	<p>Prices must be quoted, strictly using the format mentioned in Schedule of Requirements of this RFP. Bidders may be required to provide a breakdown of any composite or lump-sum items included in the Price Schedules.</p> <p>These prices must include all incidental costs associated with the provision of the service, such as travel, subsistence, office support, communications, printing of materials, etc., and all taxes, levies, duties and fees imposed on the Bidder, its Sub-Consultants, or employees on account of such services in the Purchaser's country or in any other country.</p> <p>Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected.</p>
3.14	Bid Price	<p>Must be in Pakistani Rupee (PKR). All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax and / or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes.</p>
3.15	Amount and manner of payment of Bid Security	<p>The Bid security, (Three) 3% of the Bid Amount, is required (with Bid) in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favour of the procuring agency.</p> <p>The Bid Security must be enclosed in a separate envelope, labeled as</p>



		<p>“Earnest Money/Bid Security”, and which should be sealed.</p> <p>The procuring agency will get the bid security verified in the following form or manner:  (a) All bid securities of contracts with estimated cost upto Rs.50.00 million (Rupees fifty million) shall be verified by the issuing agency;  (b) All bid securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head Office of the issuing agency.</p>
3.16	Validity of Bid Security	Bid Security should be valid for a period of 28 days beyond the Bid Validity date.
3.17	Amount and manner of payment of Performance Guarantee / Performance Security	<p>The procuring agency will require performance security, Ten (10%) of the Bid Amount, in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favour of the procuring agency.</p> <p>The procuring agency will get the performance security verified in the following form or manner:  (a) All performance securities of contracts with estimated cost upto Rs.50.00 million (Rupees fifty million) shall be verified by the issuing agency;  (b) All performance securities of contracts with estimated cost above Rs.50.00 million shall be verified by the Head Office of the issuing agency.</p>
3.18	Validity of Performance Guarantee / Performance Security	Validity of performance security shall extend to cover defects liability period or maintenance period, if any, and subject to final acceptance by the procuring agency.
3.19	Stamp Duty	Stamp Duty charges will be @ 0.35% of the total value of Contract.
3.20	Mandatory Qualification	<p>The bidders must be registered under the applicable company registration laws in Pakistan.</p> <p>The bidders must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.</p> <p>The bidder must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB’s Active Taxpayers List.</p>
3.21	In case of Joint Venture...	<p>In case of Joint Venture, the Bidders must comply with the following mandatory requirements:</p> <p>All the bidders (in case of JV) must be registered under the applicable company registration laws in Pakistan;</p> <p>All the bidders (in case of JV) must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.</p> <p>All the bidders (in case of JV) must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB’s Active Taxpayers List.</p> <p>Bidders may submit bids as a Joint Venture (JV) but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end-to-end delivery of the entire project.</p> <p>All the bidders (in case of JV) must be registered under the applicable company registration laws in Pakistan;</p> <p>All the bidders (in case of JV) must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.</p> <p>All the bidders (in case of JV) must be registered with Sindh Revenue</p>



		<p>Board (SRB) for Provincial Sales Tax and must be on SRB's Active Taxpayers List.</p> <p>In case of joint venture, "Joint Venture Agreement" comprising of all JV partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 500) duly attested by the authorized Oath Commissioner / Notary Public shall be required OR in case of partnership, "Partnership Agreement" comprising of all partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 2,000) duly attested by the authorized Oath Commissioner / Notary Public shall be required.</p> <p>Affidavit that the firm is not blacklisted on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.</p> <p>Affidavit that the firm is not in litigation on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.</p>
3.22	Address for bid submission	<p>Office of LARMIS Administration, Reforms Wing &amp; Special Cell, Board of Revenue, Government of Sindh Address: ST-04, Block 6, Clifton, Karachi Telephone: +92-21-99251367-8 Fax: +92-21-99251373</p>



## General Terms & Conditions

1. Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
2. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
3. Incomplete applications will not be considered.
4. Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
5. Office of LARMIS Administration, Board of Revenue reserves the right to accept or reject any overall proposals without assigning any reason thereof.
6. Every page of this tender document should be signed and sealed by the bidder.
7. The tender must be filled in prescribed form without any alteration/over writing.
8. Conditional tenders/bids will not be acceptable.
9. Only companies registered with Sales Tax, Income & Sindh Revenue Board Tax Departments shall be eligible to participate in the tender (proof of registration is required).
10. The Procuring Agency shall have right of rejecting all or any of the tenders as per SPPR 2010.
11. Rights and obligations of the procuring agency and the consultant shall be governed by General and Special conditions of contract signed between the procuring agency and the consultant.
12. Successful bidder is bond for Execution / Installation / Servicing of all the components of the bid may be at Purchaser's or any remote offices located at other areas or as per the decision of Purchaser at the time of deployment.
13. The following shall result in blacklisting of suppliers, contractors, or consultants, individually or collectively as part of consortium:
  - a) conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
  - b) involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
  - c) final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
  - d) willful failure to perform in accordance with the terms of one or more than one contract;
  - e) failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor, supplier or consultant.
14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.
16. Conditional tender / application will not be entertained.
17. Bids not confirming to the terms, conditions and specifications stipulated in this RFP will be rejected. Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
18. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
19. In case of cancellation of bidding process in terms of Rule 25, the bid security shall be returned to the bidders, not later than fifteen (15) days from the date of cancellation notice.
20. Bid security shall be forfeited in following circumstances if -
  - a) a bidder requests to withdraw his or its bid after opening but within the bid validity period;
  - b) successful bidder fails to furnish performance security;
  - c) successful bidder fails to sign the contract;
  - d) a bidder does not accept the correction of the quoted amount following the correction of arithmetic errors.
  - e) a bidder has been found black listed by any agency of Federal or Provincial Government
21. The bid security money of the successful bidder will be released after the submission of completion certificate issued by the **Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi** and after warranty period.
22. Procurement of used or reconditioned equipment, plant or machinery is not permissible in any case whatsoever.
23. All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPR 2010.

### Special Terms & Conditions

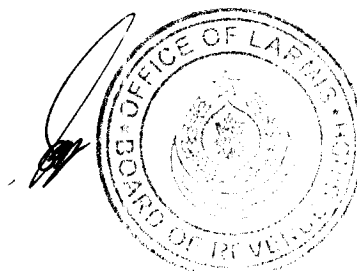
#### (i) OEM relationships

- The support and Maintenance should be supplied through verifiable distribution channel in Pakistan.
- The responding organization (RO) or one of the Joint Bidding Company to be authorized Partner/ Reseller, OF THE ORIGINAL MANUFACTURER.

#### (ii) Compliance to Specifications

The Responding Organization (RO) to provide information as per (Complaisance sheet). RO may not propose any kind of refurbished Hardware / components in their technical proposals.

#### (iii) Financial Capabilities



The RO(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

**(iv) Penalty Clause**

It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of the **Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi.**

- An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
- An affidavit that the firm has never been blacklisted by any Government Department.
- Liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of goods and services.

**(v) Support Capabilities**

Responding organization should indicate the support capabilities for the period of one year after repair service in the following format:

S.No.	Item	Action Item	Response Time (in Hours)
1.	Imported Equipment / Hardware	Replacement	
		Repair	
		Re-Configuration	
		Backup Replacement	
2.	Local Equipment / Hardware	Replacement	
		Repair	
		Re-Configuration	
		Backup Replacement	

- Bidder should provide warranty of 12 months of Repair Services.

**The technical offer must be submitted (in duplicate) with the following documents**

1. Company Profile with complete address, telephone No. Fax. No. and email address and contact person.
2. Letter or Agreement or Valid Certificate of Authorized Service Partnership from the Original Equipment Manufacturer (OEM) or Distributor of this region (only in case of non-presence of OEM in Pakistan) to install / integrate / repair.
3. Document Fee and Bid Security of the specified form and amount as per RFP.
4. Bid must be signed, named and stamped by the authorized person of the firm along with Authorization Letter.



5. Audited Financial Statements of last three years should also be submitted with Technical Proposals.
6. Valid Registration Certificate with FBR and SRB, Professional Tax and any other valid Tax Registration Certificate required by law in force.
7. In case of joint venture, "Joint Venture Agreement" comprising of all JV partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 500) duly attested by the authorized Oath Commissioner / Notary Public shall be required **OR** in case of partnership, "Partnership Agreement" comprising of all partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 2,000) duly attested by the authorized Oath Commissioner / Notary Public shall be required.
8. Affidavit that the firm is not blacklisted on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.
9. Affidavit that the firm is not in litigation on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.
10. Drawings, operational manuals and brochures of the products and services offered.
11. Complete schedule Repair Services is to be provided.
12. Ability to provide Repair Services at hardware installed place.

### **Selection Criteria**

Single stage Two-envelop procedure as defined in SPP Rules 2010 will be used for the final selection of the bidder for the subject procurement process. Bid / Proposal shall comprise two enveloped separately sealed called, "technical" and "financial" proposals and required information mentioned in General Terms & Conditions and technical evaluation criteria of this bidding document. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

### **Instructions for Responding Organizations**

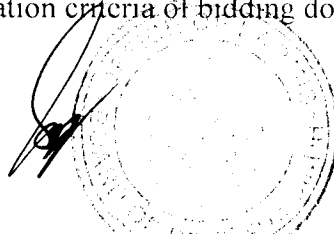
#### **Communication**

Enquiries regarding this bidding document shall be submitted in writing to:

Member (R&S), Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, situated at ST-04, Block 6, Clifton, adjacent Dr. Ziauddin Hospital, Karachi, Tel: +92-21-99251367-71 / Fax: +92-21-99251373.

#### **Evaluation and Comparison of Technical and Financial Bids**

Bid / Proposal shall comprise two separate envelopes, i.e. the technical & financial proposal and required information mentioned in General Terms & Conditions & technical evaluation criteria of this bidding document. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.



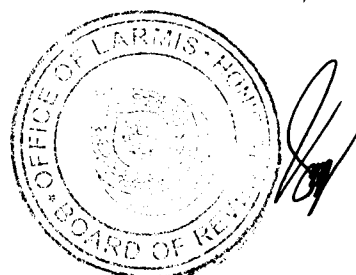
### **Basis of Evaluation and Comparison of Bid**

The bidders meeting the following mandatory clause will be eligible for consideration of evaluation of their technical proposal against the evaluation criteria given hereafter against the tender:

### **Mandatory Qualification Criteria:**

The Bidders must comply with the following mandatory requirements:

- Bidders may submit bids as a Joint Venture (JV) but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end-to-end delivery of the entire project.
- All the bidders (in case of JV) must be registered under the applicable company registration laws in Pakistan;
- All the bidders (in case of JV) must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.
- All the bidders (in case of JV) must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB's Active Taxpayers List.
- The Bidder or any bidding partner (in case of JV) must have authorization letter or Agreement or Valid Certificate of Authorized Service Partnership from the Original Equipment Manufacturer (OEM) or Distributor of this region (only in case of non-presence of OEM in Pakistan) to install / integrate / repair for the hardware in the RFP, of the following (OEMs)
  1. HP
  2. Cisco Systems
  3. DELL/EMC
- The Bidders must be able to demonstrate that they have expertise in performing the tasks enlisted under scope of work.
- Bidders or any of its consortium partners must not have been blacklisted or declared bankrupt by any Government or Financial institution.
- Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.

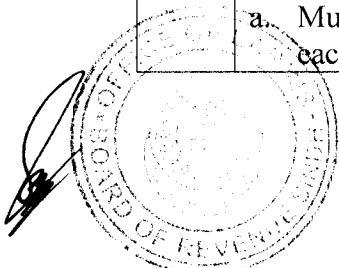


## **EVALUATION OF TECHNICAL PROPOSAL**

Technical bids of Bidders qualifying the above mandatory qualification criteria will be further evaluated as per the following evaluation criteria and the financial bid of only those bidders will be opened who meet the mandatory requirements and qualify the following evaluation criteria against the tender.

The financial bid of technically disqualified/non-compliant bidders will be returned unopened.

	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks obtained</b>
<b>A</b>	<b>COMPANY PROFILE</b>	<b>200</b>	
A.1	Years in relevant Business. (10 marks for each year to the maximum of 100 marks)  (Attach Certificate of Incorporation/Company Registration Documents)	100	
A.2	The firm must have IT Employees on company's permanent payroll in relevant category for last one (01) year. a. More than 20 employees = 100 marks b. More than 10 but less than 20 = 50 marks c. No marks for less than 10 employees  (Attach atleast 12 months Authenticated Company's Payroll)	100	
<b>B</b>	<b><u>SPECIFIC &amp; GENERAL EXPERIENCE</u></b>	<b>400</b>	
B.1	<b><u>SPECIFIC EXPERIENCE</u></b> Having experience of Repair Services of IT and Allied Equipment's. (20 marks for each Project to the maximum of 200 marks)  (Attach Successful Completion Certificates)	200	
B.2	<b><u>SPECIFIC EXPERIENCE</u></b> Having experience in Repair Services of Data Center Equipment (of atleast one of the hardware such as Modular HVAC / Modular UPS / VESDA) (50 marks for each Project to the maximum of 100 marks)  (Attach Successful Completion Certificates)	100	
B.3	<b><u>GENERAL EXPERIENCE</u></b> Having experience of projects of Repair Services of IT and Allied Equipment's for diverse locations. (50 marks for each Project to the maximum of 100 marks)  (Attach Successful Completion Certificates / Contract Agreements)	100	
<b>C</b>	<b><u>QUALITY</u></b>	<b>200</b>	
C.1	<b>Technical/Management credentials:</b> a. Must be atleast 20 employees on permanent basis, each comprising 10 marks (preferably PMP's ,	200	



	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks obtained</b>
	Network Engineer, System Engineer)  (Attach Authenticated CV's and Valid Certificate(s)/ Degree(s) of Employees)		
<b>D</b>	<b>FINANCIAL CAPABILITY</b>	<b>200</b>	
D.1	Average turnover in business during last 3 Years. 1 marks for each million to the maximum of 200 marks.  (Attach Audited Financial Statements)	200	
<b>Total Marks:</b>		<b>1000</b>	
<b>Passing Marks:</b>		<b>800</b>	

### **Preliminary Evaluation Checklist**

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

#### **Information Required**

##### **a) General**

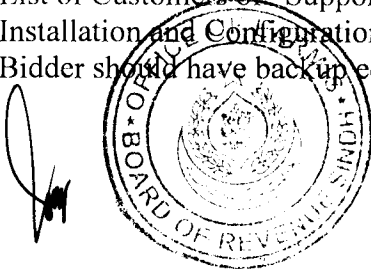
- 1 Name of Bidder or Group of companies going into bid.
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Average Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation/Registration of Company
- 7 Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company
  - Public Limited Company
  - Entity registered / incorporated outside Pakistan (Give details)
  - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

##### **b) Details of total staff employed**

- 1 No of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Total No. of Support professionals in Technical Domain
- 4 Total No. of Staff assigned for the proposed project.

##### **c) Support Capabilities**

- 1 Experience in Support area
- 2 No. of Staff employed: (Capable of providing Support)
- 3 Cumulative Experience (in years)
- 4 List of Customers of "Support" along with contact details.
- 5 Installation and Configuration will be the responsibility of the successful Bidder.
- 6 Bidder should have backup equipment to provide sufficient services.



**d) Joint Ventures**

Bids submitted by a Joint Venture (JV) of two or more companies or partners shall comply with the following requirements:

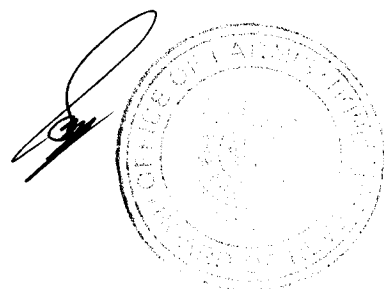
- a) Bidders may submit bids as a Joint Venture but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project.
- b) The Bid, and in case of successful Bid, the Contract form, shall be signed by the lead bidder duly nominated by all the JV partners;
- c) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- d) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- e) All partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- f) In case of joint venture, "Joint Venture Agreement" comprising of all JV partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 500) duly attested by the authorized Oath Commissioner / Notary Public shall be required OR in case of partnership, "Partnership Agreement" comprising of all partners' details also authorizing the Lead Bidder's; on Stamp Paper (not less than PKR 2,000) duly attested by the authorized Oath Commissioner / Notary Public shall be required.
- g) Affidavit that the firm is not blacklisted on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.
- h) Affidavit that the firm is not in litigation on Stamp Paper duly attested by the authorized Oath Commissioner / Notary Public shall be required.

**Contacting the Purchaser**

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

**Purchaser's Right to Accept the Bid or Reject the Bid**

The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action as per SPP Rules, 2010.



## **Scope of Work**

- (1) Reforms Wing & Special Cell under its computerized land records system (LARMIS) is actively engaged in providing computerized land records services across the Province backed by State of the Art Tier III Data Center – Karachi, where state of the art, high-end hardware and equipment, electronic and electrical appliances, equipment and accessories/peripherals are installed for which Repair Services are required with a single company catering for the Repair Services requirements only at Data Center - Karachi.
- (2) Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, invites tender through National Competitive Bidding as per Single Stage Two Envelope Procedure.
- (3) Contractor shall be responsible to provide Repair Services for the IT and Allied Equipment's listed in BOQ section of this bidding document.
- (4) Penalty would be imposed on vendor to makeup the loss if any caused in discharge of contractual liabilities; in case of finding carelessness in provision of required services.
- (5) Vendor shall be responsible for Repair Services. Payment will be made to contractor against the respective satisfactory report from concerned office / end-user.
- (6) Vendor shall be responsible for replacement of faulty parts within warranty period of six (6) month which is listed in BOQ section of this RFP document.
- (7) Office of LARMIS Administration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh shall have right to terminate the contract if vendor fails in providing satisfactory services in given scheduled time. In addition to that, Performance Security amount will also be forfeited.
- (8) Any unforeseen requirement for the implementation and maintenance of the project would be core responsibility of vendor.



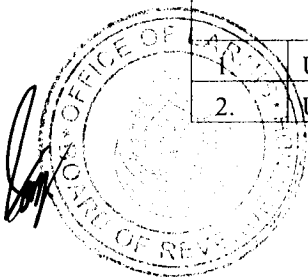
# **BILL OF QUANTITY**

## **ALONG WITH DETAILED TECHNICAL SPECIFICATION**

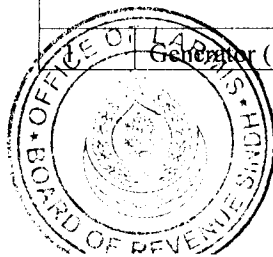
Contractor shall also be responsible to provide Repair Services for the IT and Allied Equipment's listed in BOQ section of this bidding document for Board of Revenue Sindh up to the satisfactory performance of the following equipment. List of faulty equipment and expected faulty part of that hardware can be find below, but the faulty equipment may require any additional part or service for tis satisfactory performance. Bidder should examine the hardware on prescribe date and time and submit the bid in consideration that after the repair / service hardware will be faulty up to is satisfactory performance as per standards and no additional cost can be admissible (in case of any additional item is required to repair the hardware). Warrant for the item / part replace would be for 12 months after installation.

### **LIST OF REPAIR SERVICES IT AND ALLIED EQUIPMENTS AT VARIOUS PEOPLE SERVICE CENTERS**

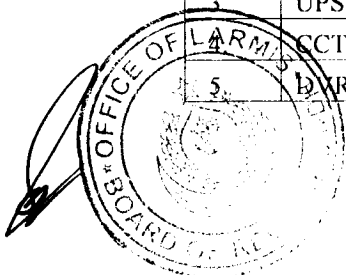
<b>PSC Badin</b>		
<b>S. No.</b>	<b>ITEM NAME</b>	<b>Quantity</b>
1.	Generator (Service, Oil and Battery)	1
2.	Air Conditioner (service & repair)	7
3.	UPS (faulty)	2
4.	UPS (Battery)	60
5.	Color Printer	2
6.	DVR (Hikvision)	1
7.	DVR	1
8.	Scanner	1
9.	CCTV Cameras	5
10.	Feedback system	1
11.	Cisco switch	1
<b>PSC Dadu</b>		
1.	Generator (Service, Oil and Battery)	1
2.	AC (service & repair)	7
3.	UPS (faulty)	3
4.	UPS (Battery)	60
5.	DVR (Hikvision)	1
6.	DVR	1
7.	Color Printer	1
8.	Document Scanner	1
9.	Feedback System	1
10.	Thumb Scanner	1
11.	Camera	5
12.	Fire & safety system	1
13.	Cisco switch	1
<b>PSC Ghotki</b>		
1.	UPS	3
2.	UPS (battery)	60



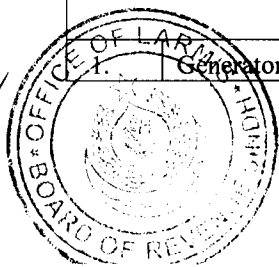
3.	Generator (20 KVA) (service & repair)	1
4.	AC (service & repair)	7
5.	Color Printer	3
6.	Thumb Scanner	3
7.	DVR (Hik Vision)	1
8.	DVR	1
9.	CCTV camera	8
10.	Fire Alarm system	1
<b>PSC Hyderabad</b>		
1.	UPS (Batteries Replacement)	60
2.	UPS (repair)	3
3.	Generator (Service, Oil and Battery)	1
4.	AC (service & repair)	7
5.	CCTV cameras (faulty)	3
6.	DVR (faulty)	1
7.	Network device (2KTecho) faulty	1
8.	Color Printer (faulty)	1
9.	Thumb scanner	1
10.	KVM switch	1
11.	Server (faulty)	2
12.	Scanner	1
<b>PSC Jacobabad</b>		
1.	UPS	2
2.	Scanner	1
3.	Color Printer	1
4.	DVR (Hikvision)	1
5.	DVR	1
6.	Generator (Service, Oil and Battery)	1
7.	AC (service & repair)	7
8.	CCTV Camera	4
9.	Biometric reader / access control	1
<b>PSC Jamshoro</b>		
1.	DVR 04 channel	1
2.	CCTV cameras indoor / outdoor (faulty)	4
3.	Finger print reader / thumb scanner	1
4.	Token Machine	1
5.	Generator (Service, Oil and Battery)	1
6.	UPS	2
7.	UPS (Battery Replacement)	60
8.	Color Printer (not working)	1
9.	Network Switch- Cisco	1
10.	Scanner	2
11.	AC (service & repair)	7
<b>PSC Kamber@Shahdadkot</b>		
	Generator (Service, Oil and Battery)	1



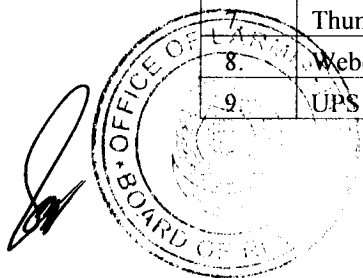
2.	AC (service & repair)	7
3.	UPS	3
4.	UPS Batteries	60
5.	Color Printer	2
6.	DVR	1
7.	CCTV cameras indoor / outdoor (faulty)	4
<b>PSC Karachi Central</b>		
1.	UPS (Faulty)	2
2.	UPS (battery)	60
3.	Generator 20 KVA	1
4.	AC (service & repair)	7
5.	Finger print reader / thumb scanner	1
6.	DVR	1
7.	Token Dispenser Machine	1
8.	Feedback System (HP Pro One 400 G1 AIO)	1
9.	Color Printer	1
<b>PSC Karachi East</b>		
1.	Generator	1
2.	AC (service & repair)	7
3.	UPS	3
4.	UPS battery	60
5.	DVR	1
6.	CCTV camera / DVR (faulty)	8
7.	Token Dispenser Machine	1
8.	Feedback System (HP Pro One 400 G1 AIO)	1
9.	Color Printer	2
10.	Fire alarm control panel	1
<b>PSC Karachi Malir</b>		
1.	Generator (service & repair)	1
2.	AC (service & repair)	7
3.	DVR 4 channel	1
4.	CPUs	5
5.	Token Dispenser	1
6.	Color Printer	1
7.	Finger Print Thumb Sensor	1
8.	UPS	1
9.	UPS battery	60
10.	Fire Alarm Control Panel	1
11.	Cisco Switch	1
<b>PSC Karachi South</b>		
1.	Token Dispenser Machine	1
2.	UPS	3
3.	UPS battery	60
4.	CCTV camera	3
5.	DVR (Hikvision)	1



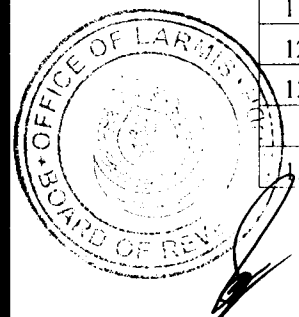
6.	Display LCD	2
7.	Thumb Impression Reader	2
8.	Color Printer	2
9.	AC service & repair	2
10.	Scanner	1
<b>PSC Karachi West</b>		
1.	Generator (Service, Oil and Battery)	1
2.	DVR	1
3.	Feedback System	1
4.	CCTV camera / DVR (faulty)	4
5.	AC (service & repair)	7
6.	UPS (repair)	3
7.	UPS battery	60
8.	Fire Alarm System	1
<b>PSC Kashmore@Kandhkot</b>		
1.	Generator	1
2.	AC (service & repair)	7
3.	UPS	3
4.	UPS Battery	60
5.	DVR	1
6.	Scanner	1
7.	Color Printer	2
8.	Document Scanner	1
9.	CCTV Cameras	6
10.	Amplifire for QMS	1
<b>PSC Khairpur Mirs</b>		
1.	Generator (Service, Oil and Battery)	1
2.	AC (service & repair)	7
3.	UPS	3
4.	UPS battery	60
5.	Thumb Scanner Reader	1
6.	Flatbed Scanner	1
7.	Color Printer	2
8.	DVR (Hikvision)	1
<b>PSC Larkana</b>		
1.	UPS (faulty)	2
2.	UPS (battery)	60
3.	Generator (Service and Oil)	1
4.	AC (service & repair)	7
5.	Document scanner	1
6.	Color Printer	1
7.	CCTV camera / DVR	2
8.	Thumb scanner	2
<b>PSC Matiari</b>		
	Generator (Overhauling, Service, Oil and Batter)	1



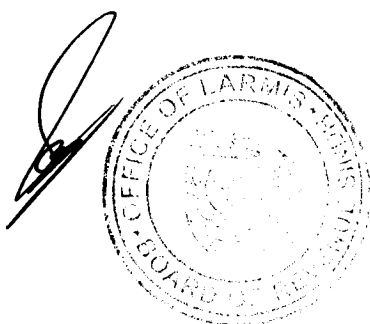
2.	AC (service & repair)	7
3.	UPS (repair)	3
4.	UPS Batteries	60
5.	DVR	1
6.	Color Printer	2
<b>PSC Mirpurkhas</b>		
1.	Generator (Service & battery)	1
2.	AC (service & repair)	7
3.	UPS (repair)	3
4.	UPS (Batteries)	60
5.	Color Printer	2
6.	Biometric reader	2
7.	Server (repair)	1
<b>PSC Noushero feroze</b>		
1.	Generator (overhauling)	1
2.	UPS	3
3.	UPS battery	60
4.	Color Printer	2
5.	DVR	1
6.	DVR (Hikvision) / CCTV cameras	3
7.	Feedback System	1
8.	AC (service & repair)	7
9.	CCTV Cameras (faulty)	5
10.	HP laser jet printer (color) faulty	1
11.	Fire alarm system (faulty)	1
12.	Fire extinguishers	1
<b>PSC Sanghar</b>		
1.	Generator (Overhauling / service)	1
2.	AC (service & repair)	7
3.	UPS (repair)	3
4.	UPS battery	60
5.	DVR	1
6.	CCTV Cameras (faulty)	5
7.	HP laser jet printer (color) faulty	1
8.	Fire alarm system (faulty)	1
<b>PSC Shaheed Benzairabad</b>		
1.	Generator (Service, Oil and Battery)	1
2.	AC (service & repair)	7
3.	Biometric Devices (faulty)	2
4.	HP color printer (repair)	1
5.	DVR (Hikvision) CCTV cameras	3
6.	DVR	1
7.	Thumb Finger Scanner	2
8.	Webcam (faulty)	1
9.	UPS	3



10.	UPS Batteries	60
<b>PSC Shikarpur</b>		
1.	UPS (repair)	3
2.	UPS (battery)	60
3.	Generator (Service, Oil and Battery)	1
4.	AC (service & repair)	7
5.	Scanner	1
6.	CCTV – DVR (Hikvision)	5
7.	DVR	1
8.	Thumb Scanner	2
9.	Color Printer	2
10.	Feedback system	1
<b>PSC Sukkur</b>		
1.	Generator (Service, Oil and Battery)	1
2.	UPS (faulty)	3
3.	UPS battery	60
4.	Color Printer	2
5.	LED monitor (repair)	1
6.	DVR / CCTV camera	6
7.	Feedback System	1
8.	Document Scanner	1
9.	Finger Printer Reader / Thumb Scanner	1
10.	Token Dispenser machine	1
11.	Q Matic controller	1
12.	Server	2
13.	Webcam	1
14.	KVM device 4 channel	1
15.	Cisco Router	1
16.	Cisco Switch	1
<b>PSC Tando Allahyar'</b>		
1.	Generator (Overhauling, Service, Oil and Battery)	1
2.	AC (service & repair)	5
3.	HP Color printer X451dw	1
4.	ATS Panel	1
5.	UPS 6 KVA	3
6.	UPS Batteries	60
7.	Server (repair)	2
8.	Feedback System	1
9.	DVR (Hikvision)	1
10.	Webcam	1
11.	KVM Switch	1
12.	Scanner	1
13.	External / Internal Cameras	
<b>PSC Tando Muhammad Khan</b>		
	Token Machine	1



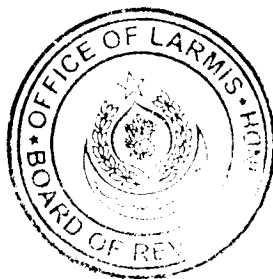
2.	Server (repair)	2
3.	AC (service & repair)	5
4.	Color Printer (repair)	2
5.	Generator 20 KVA (Service, Oil and Battery)	1
6.	UPS	3
7.	UPS Batteries	60
8.	CCTV / DVR (not working)	5
9.	Fire Alarm System	1
<b>PSC Tharparkar@Mithi</b>		
1.	Generator (Service, Oil and Battery)	1
2.	UPS (repair)	3
3.	UPS (battery)	60
4.	Cisco Network switch (SG-300-28) faulty	1
5.	Biometric device	1
6.	Token Machine	1
7.	Color Printer	1
8.	AC (service & repair)	7
9.	Fire Alarm System (faulty)	1
10.	CCTV / DVR (not working)	5
<b>PSC Thatta</b>		
1.	Generator 20 KVA	1
2.	AC (service & repair)	7
3.	CCTV Camera / DVR	4
4.	UPS	3
5.	UPS Batteries	60
6.	Color Printer	2
7.	Color printer	1
8.	Servers	2
<b>PSC Umerkot</b>		
1.	Generator (Service, Oil and Battery)	1
2.	AC (service & repair)	7
3.	UPS	3
4.	UPS batter	60
5.	DVR	1
6.	CCTV camera / DVR recording	4
7.	HP printer Repair & cartridges	2
8.	Token Dispenser Machine	1



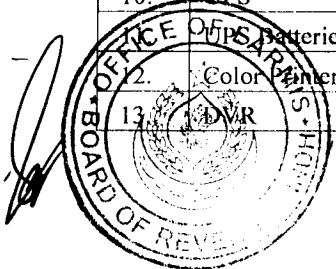
## PRICE SCHEDULE

The bidders should submit their price bid/financial proposal in the following prescribed format detailing item, its quantity, unit price & total price inclusive of all taxes in accordance with the terms and conditions and provisions of this RFP document.

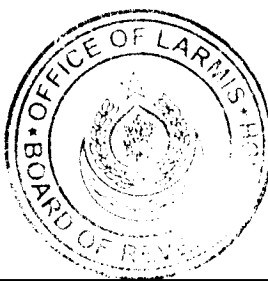
<b>PSC Badin</b>				
S. No.	ITEM NAME	Quantity	Unit Price (PKR.)	Total Price (PKR.)
12.	Generator (Service, Oil and Battery)	1		
13.	Air Conditioner (service & repair)	7		
14.	UPS (faulty)	2		
15.	UPS (Battery)	60		
16.	Color Printer	2		
17.	DVR (Hikvision)	1		
18.	DVR	1		
19.	Scanner	1		
20.	CCTV Cameras	5		
21.	Feedback system	1		
22.	Cisco switch			
<b>PSC Dadu</b>				
14.	Generator (Service, Oil and Battery)	1		
15.	AC (service & repair)	7		
16.	UPS (faulty)	3		
17.	UPS (Battery)	60		
18.	DVR (Hikvision)	1		
19.	DVR	1		
20.	Color Printer	1		
21.	Document Scanner	1		
22.	Feedback System	1		
23.	Thumb Scanner	1		
24.	Camera	5		
25.	Fire & safety system	1		
26.	Cisco switch	1		
<b>PSC Ghotki</b>				
11.	UPS	3		
12.	UPS (battery)	60		
13.	Generator (20 KVA) (service & repair)	1		
14.	AC (service & repair)	7		
15.	Color Printer	3		
16.	Thumb Scanner	3		
17.	DVR (Hik Vision)	1		
18.	DVR	1		



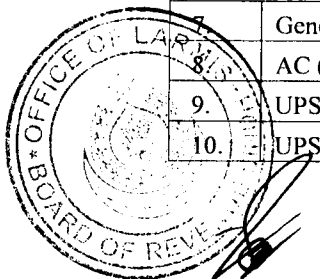
19.	CCTV camera	8		
20.	Fire Alarm system	1		
<b>PSC Hyderabad</b>				
13.	UPS (Batteries Replacement)	60		
14.	UPS (repair)	3		
15.	Generator (Service, Oil and Battery)	1		
16.	AC (service & repair)	7		
17.	CCTV camcras (faulty)	3		
18.	DVR (faulty)	1		
19.	Network device (2KTecho) faulty	1		
20.	Color Printer (faulty)	1		
21.	Thumb scanner	1		
22.	KVM switch	1		
23.	Server (faulty)	2		
24.	Scanner	1		
<b>PSC Jacobabad</b>				
10.	UPS	2		
11.	Scanner	1		
12.	Color Printer	1		
13.	DVR (Hikvision)	1		
14.	DVR	1		
15.	Generator (Service, Oil and Battery)	1		
16.	AC (service & repair)	7		
17.	CCTV Camera	4		
18.	Biometric reader / access control	1		
<b>PSC Jamshoro</b>				
12.	DVR 04 channel	1		
13.	CCTV cameras indoor / outdoor (faulty)	4		
14.	Finger print reader / thumb scanner	1		
15.	Token Machine	1		
16.	Generator (Service, Oil and Battery)	1		
17.	UPS	2		
18.	UPS (Battery Replacement)	60		
19.	Color Printer (not working)	1		
20.	Network Switch- Cisco	1		
21.	Scanner	2		
22.	AC (service & repair)	7		
<b>PSC Kamber@Shahdadt</b>				
8.	Generator (Service, Oil and Battery)	1		
9.	AC (service & repair)	7		
10.	UPS	3		
11.	UPS Batteries	60		
12.	Color Printer	2		
13.	DVR	1		



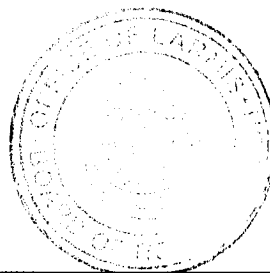
14.	CCTV cameras indoor / outdoor (faulty)	4		
<b>PSC Karachi Central</b>				
10.	UPS (Faulty)	2		
11.	UPS (battery)	60		
12.	Generator 20 KVA	1		
13.	AC (service & repair)	7		
14.	Finger print reader / thumb scanner	1		
15.	DVR	1		
16.	Token Dispenser Machine	1		
17.	Feedback System (HP Pro One 400 G1 AIO)	1		
18.	Color Printer	1		
<b>PSC Karachi East</b>				
11.	Generator	1		
12.	AC (service & repair)	7		
13.	UPS	3		
14.	UPS battery	60		
15.	DVR	1		
16.	CCTV camera / DVR (faulty)	8		
17.	Token Dispenser Machine	1		
18.	Feedback System (HP Pro One 400 G1 AIO)	1		
19.	Color Printer	2		
20.	Fire alarm control panel	1		
<b>PSC Karachi Malir</b>				
12.	Generator (service & repair)	1		
13.	AC (service & repair)	7		
14.	DVR 4 channel	1		
15.	CPUs	5		
16.	Token Dispenser	1		
17.	Color Printer	1		
18.	Finger Print Thumb Sensor	1		
19.	UPS	1		
20.	UPS battery	60		
21.	Fire Alarm Control Panel	1		
22.	Cisco Switch	1		
<b>PSC Karachi South</b>				
11.	Token Dispenser Machine	1		
12.	UPS	3		
13.	UPS battery	60		
14.	CCTV camera	3		
15.	DVR (Hikvision)	1		
16.	Display LCD	2		
17.	Thumb Impression Reader	2		
18.	Color Printer	2		
19.	AC service & repair	2		

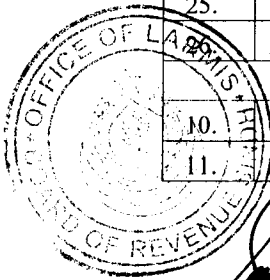
20.	Scanner	1		
<b>PSC Karachi West</b>				
9.	Generator (Service, Oil and Battery)	1		
10.	DVR	1		
11.	Feedback System	1		
12.	CCTV camera / DVR (faulty)	4		
13.	AC (service & repair)	7		
14.	UPS (repair)	3		
15.	UPS battery	60		
16.	Fire Alarm System	1		
<b>PSC Kashmore@Kandhkot</b>				
11.	Generator	1		
12.	AC (service & repair)	7		
13.	UPS	3		
14.	UPS Battery	60		
15.	DVR	1		
16.	Scanner	1		
17.	Color Printer	2		
18.	Document Scanner	1		
19.	CCTV Cameras	6		
20.	Amplifire for QMS	1		
<b>PSC Khairpur Mirs</b>				
9.	Generator (Service, Oil and Battery)	1		
10.	AC (service & repair)	7		
11.	UPS	3		
12.	UPS battery	60		
13.	Thumb Scanner Reader	1		
14.	Flatbed Scanner	1		
15.	Color Printer	2		
16.	DVR (Hikvision)	1		
<b>PSC Larkana</b>				
9.	UPS (faulty)	2		
10.	UPS (battery)	60		
11.	Generator (Service and Oil)	1		
12.	AC (service & repair)	7		
13.	Document scanner	1		
14.	Color Printer	1		
15.	CCTV camera / DVR	2		
16.	Thumb scanner	2		
<b>PSC Matiari</b>				
	Generator (Overhauling, Service, Oil and Batter)	1		
	AC (service & repair)	7		
9.	UPS (repair)	3		
10.	UPS Batteries	60		



11.	DVR	1		
12.	Color Printer	2		
<b>PSC Mirpurkhas</b>				
8.	Generator (Service & battery)	1		
9.	AC (service & repair)	7		
10.	UPS (repair)	3		
11.	UPS (Batteries)	60		
12.	Color Printer	2		
13.	Biometric reader	2		
14.	Server (repair)	1		
<b>PSC Noushero feroze</b>				
13.	Generator (overhauling)	1		
14.	UPS	3		
15.	UPS battery	60		
16.	Color Printer	2		
17.	DVR	1		
18.	DVR (Hikvision) / CCTV cameras	3		
19.	Feedback System	1		
20.	AC (service & repair)	7		
21.	CCTV Cameras (faulty)	5		
22.	HP laser jet printer (color) faulty	1		
23.	Fire alarm system (faulty)	1		
24.	Fire extinguishers	1		
<b>PSC Sanghar</b>				
9.	Generator (Overhauling / service)	1		
10.	AC (service & repair)	7		
11.	UPS (repair)	3		
12.	UPS battery	60		
13.	DVR	1		
14.	CCTV Cameras (faulty)	5		
15.	HP laser jet printer (color) faulty	1		
16.	Fire alarm system (faulty)	1		
<b>PSC Shaheed Benzairabad</b>				
11.	Generator (Service, Oil and Battery)	1		
12.	AC (service & repair)	7		
13.	Biometric Devices (faulty)	2		
14.	HP color printer (repair)	1		
15.	DVR (Hikvision) CCTV cameras	3		
16.	DVR	1		
17.	Thumb Finger Scanner	2		
18.	Webcam (faulty)	1		
19.	UPS	3		
20.	UPS Batteries	60		
<b>PSC Shikarpur</b>				

11.	UPS (repair)	3		
12.	UPS (battery)	60		
13.	Generator (Service, Oil and Battery)	1		
14.	AC (service & repair)	7		
15.	Scanner	1		
16.	CCTV – DVR (Hikvision)	5		
17.	DVR	1		
18.	Thumb Scanner	2		
19.	Color Printer	2		
20.	Feedback system	1		
<b>PSC Sukkur</b>				
17.	Generator (Service, Oil and Battery)	1		
18.	UPS (faulty)	3		
19.	UPS battery	60		
20.	Color Printer	2		
21.	LED monitor (repair)	1		
22.	DVR / CCTV camera	6		
23.	Feedback System	1		
24.	Document Scanner	1		
25.	Finger Printer Reader / Thumb Scanner	1		
26.	Token Dispenser machine	1		
27.	Q Matic controller	1		
28.	Server	2		
29.	Webcam	1		
30.	KVM device 4 channel	1		
31.	Cisco Router	1		
32.	Cisco Switch	1		
<b>PSC Tando Allahyar</b>				
14.	Generator (Overhauling, Service, Oil and Battery)	1		
15.	AC (service & repair)	5		
16.	HP Color printer X451dw	1		
17.	ATS Panel	1		
18.	UPS 6 KVA	3		
19.	UPS Batteries	60		
20.	Server (repair)	2		
21.	Feedback System	1		
22.	DVR (Hikvision)	1		
23.	Webcam	1		
24.	KVM Switch	1		
25.	Scanner	1		
	External / Internal Cameras			
<b>PSC Tando Muhammad Khan</b>				
10.	Token Machine	1		
11.	Server (repair)	2		



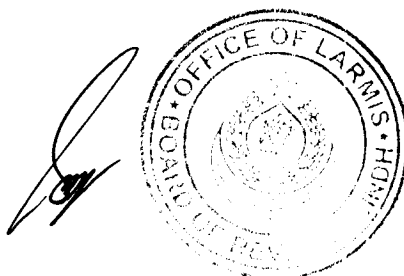
12.	AC (service & repair)	5		
13.	Color Printer (repair)	2		
14.	Generator 20 KVA (Service, Oil and Battery)	1		
15.	UPS	3		
16.	UPS Batteries	60		
17.	CCTV / DVR (not working)	5		
18.	Fire Alarm System	1		
<b>PSC Tharparkar@Mithi</b>				
11.	Generator (Service, Oil and Battery)	1		
12.	UPS (repair)	3		
13.	UPS (battery)	60		
14.	Cisco Network switch (SG-300-28) faulty	1		
15.	Biometric device	1		
16.	Token Machine	1		
17.	Color Printer	1		
18.	AC (service & repair)	7		
19.	Fire Alarm System (faulty)	1		
20.	CCTV / DVR (not working)	5		
<b>PSC Thatta</b>				
9.	Generator 20 KVA	1		
10.	AC (service & repair)	7		
11.	CCTV Camera / DVR	4		
12.	UPS	3		
13.	UPS Batteries	60		
14.	Color Printer	2		
15.	Color printer	1		
16.	Servers	2		
<b>PSC Umerkot</b>				
9.	Generator (Service, Oil and Battery)	1		
10.	AC (service & repair)	7		
11.	UPS	3		
12.	UPS batter	60		
13.	DVR	1		
14.	CCTV camera / DVR recording	4		
15.	HP printer Repair & cartridges	2		
16.	Token Dispenser Machine	1		

**Note:**

The total price against each item includes total cost of Repair Services with warranty period of 12 months after replacement / installation, as per the list of equipment given in the BOQ items.

**Payment Terms:**

Payment will be made to successful contractor after signing of contract against the satisfactory report from concerned office / end-user.



**BID FORM**

To,  
Member (R&S),  
Office of LARMIS Administration,  
Reforms Wing & Special Cell,  
Board of Revenue, Government of Sindh.  
Karachi.

Sir,  
Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures \_\_\_\_\_ in words \_\_\_\_\_ )

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 10% of the Contract Price in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening 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 in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this ----- day of ----- 2022

**WITNESS**

Signature -----

Name -----

Title -----

Address -----

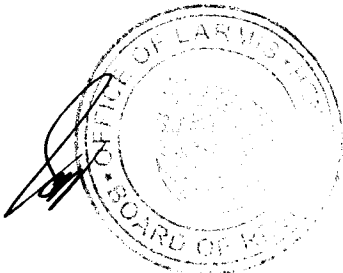
**BIDDER**

Signature -----

Name -----

Title -----

Address -----



**BID SECURITY FORM**

**WHEREAS** [Name of Bidder] (hereinafter called "**the Bidder**") has submitted its bid dated [date] for the "**Procurement of Hardware**", (hereinafter called "**the Bid**").

**KNOW ALL MEN** by these presents that we [Name of the Bank] of [Name of Country] having our registered office at [Address of Bank] (hereinafter called "the Bank") are bound into the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2022

**THE CONDITIONS** of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By [Bank]  
(Title)  
Authorized Representative



**PERFORMANCE SECURITY FORM**

To,

Member (R&S),  
Office of LARMIS Administration,  
Reforms Wing & Special Cell,  
Board of Revenue, Government of Sindh.  
**Karachi.**

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "Procurement of Furniture and Hardware", dated \_\_\_\_\_ 2022, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of [Amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of [Amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until \_\_\_\_\_ day of \_\_\_\_\_, 2022, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature \_\_\_\_\_

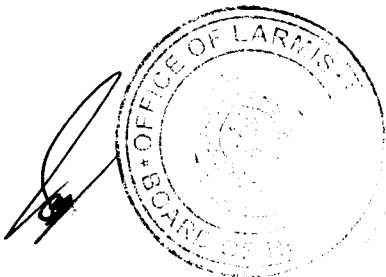
Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Seal \_\_\_\_\_



## INTEGRITY PACT FOR

**Project Name:** Project Name

**Bid Date:** \_\_\_\_\_

{Name of Bidders} hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GOS) or any administrative sub division or agency thereof or any other entity owned or controlled by GOS through any corrupt business practice.

Without limiting the generality of the foregoing {Name of Bidders} 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 anyone within or outside Pakistan either associate, broker, Contractor, 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 Government of Sindh (GoS) that has been expressly declared pursuant hereto.

{Name of Bidders} certify that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with GOS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

{Name of Bidders} 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, other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GOS under any law, contract or other instrument, be voidable at the option of GOS.

Notwithstanding any right and remedies exercised by GOS in this regard, {Name of Bidders} agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to GOS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by {Name of Bidders} 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 GOS.

Stamp & Signatures



The image shows a handwritten signature in black ink on the left. To its right is a circular official stamp. The outer ring of the stamp contains the text "OFFICE OF LARMS" at the top and "SINDH" at the bottom. The center of the stamp features a smaller circular emblem with a star and crescent, and some text in Urdu script.

**COMPANY PROFILE**  
**ANNUAL TURNOVER**

Date: -----

**(Attach relevant authenticated audited statement)**

YEAR	AVERAGE TURNOVER
2022-21	
2021-20	
2020-19	

**Note:**

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims.

