



NATIONAL INFORMATION TECHNOLOGY BOARD

Request for Quotation (RFQ)

For

Supply of Hardware & Software

Government of Pakistan

Ministry of Information Technology & Telecommunications

NATIONAL INFORMATION TECHNOLOGY BOARD

www.nitb.gov.pk

April. 2017



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

General Terms & Conditions

1.0 Scope of Work, Timeframe and penalties

1.1 Supply of Hardware & Software

Supply and Installation of equipment at the NITB, Islamabad

S#	Milestone	Time Period
1	Supply of 177 PCs with LED Monitor, 49 Laptops, 02 Server (Rack Mounted), 02 Heavy duty scanners, 30 Standard scanner, 57 Flatbed Scanners, 01 UPS 10-KVA Pre-Installation setup, commissioning ,configuration/ Turnkey Solution	Seven (07) days from date of signing of contract / issuance of purchase order.

About responding organizations-ROs

- 1.2 The Responding Organization-RO must be registered with Sales Tax Registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.
- 1.3 The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last **02 years in existence**). List of certified and dedicated service Engineers/technicians along with contact information should also be provided.
- 1.4 The RO to provide information as per (Annexure I, II and III). RO may not propose any kind of refurbished/Used/End of Life/ Near End of Life equipment /components in their proposals.
- 1.5 The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project.
- 1.6 The RO should be authorized reseller / partner of the quoting active products from Original Manufacturer for **at least past 02 years**. Onsite services to be provided by the vendor.
- 1.7 The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government.
- 1.8 Financial capability and yearly growth rate (business revenue) in past 2 years.
- 1.9 RO must provide value, size and nature of projects done in past 2 years with respect to quoted products. Purchase orders and satisfactory performance certificates by the customers may be attached.
- 1.10 RO must be in IT business for last three years at least.
- 1.11 RO or partners /affiliates should have successfully completed three similar projects in size, nature & value.

How to prepare bid(s)?

- 1.12 **Detail of technical specifications is attached at Annex-II and evaluation will be done as per Annex I. Responding Organizations should provide all details required in Annex I and datasheet for Annex- II items.**
- 1.13 Responding Organizations should provide the financial details as per **Annex -III**.
- 1.14 Responding Organizations may quote any items in Lot or whole items.
- 1.15 A bid bond, in the shape of a Bank Draft/Pay Order in the name of Executive Director, National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender. All proposal and price shall remain valid for a period of **150 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 1.16 All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- 1.17 The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

- 1.18 Hardware equipment should have one (01) year warranty, including parts and Labour with onsite support.
- 1.19 The end user licenses, end user warranties and end user contracting support services will be in the name of Customer, for all the equipment and Software loaded on the equipment delivered during the course of the project.
- 1.20 All equipment should be supplied through verifiable distribution channels.
- 1.21 RO should clearly indicate the duration of delivery of equipment after the award of contract.

Pre-Bid Conference: -

- 1.22 A Bidders' conference will be held in the premises of National Information Technology Board, on below mentioned address on 4th **May 2017 at 12:00 Noon**. All queries relating to RFQ should be faxed or mailed to jamil.warraich@nitb.gov.pk at least 04 days before the bidders' conference.

Bid preparation: -

- 1.23 The Bid Bond to be enclosed in a separate envelope, labelled as "Bid Bond", and which should be sealed. It must be ensured that bid bond should not be in the same envelope as the financial proposal. *In the technical bid, RO must confirm on company's letter head that the Bid Bond is being submitted as required by NITB.*
- 1.24 Envelope for financial proposals should clearly mark: "Financial Proposal". Two hard copies of Technical Proposal and Financial proposal are required. *Soft copies of both Technical proposal and financial proposal must be provided along with bid envelopes in inerasable format.*
- 1.25 Main Envelope for Technical proposal should clearly mark "Technical Proposal". Main envelope for technical proposal should contain 02 hard copies and 02 soft copies of the technical proposal (each being physically separated, bound, sealed and labelled as "Technical Proposal"). Each envelope should contain similar supporting documents.

How bid(s) should be submitted?

- 1.26 Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

Director (PMO)

National Information Technology Board, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad.
Phone: 051- 9265055, Fax: 051- 9257724

- 1.27 Bids may be submitted to undersigned in a SEALED CONFIDENTIAL COVER at the address given above latest by 17th **May 2017 at 1100hrs**. Technical & Financial bids will be opened on the same date and venue at **1130hrs** in front of bidders. Technical Bids will be opened first. The Financial Bids of only & only technically qualified vendors will be opened; whereas the Financial bids of technically disqualified vendors shall be returned un-opened. In this connection, see PPRA Rule: 36(b) in general and PPRA Rule: 36-b(viii) in particular.

2. Award of Contract

2.1 Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in **Annexure-I** and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

2.2 Procuring Agency's Right over quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of Contract to increase



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements (Annexure-I) without any change in unit price or other terms and conditions. Payment related to Lot-1 will be made for the items actually delivered as per rate per unit provided by the bidder.

2.3 Notification of Award

2.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.

2.3.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

2.3.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA-2004.

2.4 Signing of Contract

2.4.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form.

2.4.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

2.4.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

2.5 Performance Guarantee

2.5.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.

2.5.2 The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.

2.5.3 Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

3. Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Supply, Installation, configuration and testing of Equipment (Hardware/Software)	Fifteen days from date of signing of contract / issuance of purchase order.	100%
2.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be three(03) year from the date of successful testing and acceptance.	Release of Performance Guarantee



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

Annexure-I

Evaluation Criteria

Bids will be evaluated on the basis of following basic parameters:

General terms and conditions compliance	Clause	Yes/No
1) The Responding Organization-RO must be registered with Sales Tax Registration Department and should be in possession of valid NTN number. Copies of the certificates must be provided with the bid.	1.2	
2) The RO should be authorized Reseller / Partner of the quoting active products from Original Manufacturer for at least past 02 years .	1.6	
3) RO must be in IT business for at least last three years.	1.10	
4) RO or partners /affiliates should have successfully completed three similar projects in size, nature & value.	1.11	
5) A bid bond, in the shape of a Bank Draft/Pay Order in the name of Executive Director, National Information Technology Board, equivalent to 2% of the total cost of bid should be submitted along with the tender.	1.15	
6) The product must be compliant to the technical specifications mentioned in Annexure-II		

Evaluation & Award Committee will verify the compliance with specifications mentioned in Annexure-II



Technical Specification

LOT #	Item	Description	Specifications *
1	Branded PCs with LED Monitor (Well Known Brands)	Processor	6 th Generation Intel® Core™ i7 6700 or - with Intel HD Graphics, 8 MB cache, 4 cores) or higher/above
		Operating System	Licensed Windows® 10 Professional, 64-bit
		Antivirus	Licensed Endpoint Security Protection
		Motherboard/Chipset	Intel Chipset
		Display	17 Inch or higher HD LED Monitor
		Memory	4GB DDR4 SDRAM or higher
		Hard Drive	500 GB/7200 rpm, SATA 6.0 Gb/s, or higher/better
		Optical Drive (Optional)	DVD-RW or Higher
		Connectivity	Ports: At least four (04) USB ports, one of them must be USB 3.0, Ethernet RJ -45, VGA, HDMI, DVi-D (Optional), RJ-45, Serial (Optional), Audio In/Out for Headphone and Microphone Wi-fi: 802.11 b/g/n/ac or higher, Bluetooth 4.0 (optional)
		Accessories	Keyboard(USB/BT), mice (USB/BT), power cable, and other relevant cables
		Form Factor	Full/Mid/Mini/Slim/Small Tower
		Warranty	01 Year On-Site local warranty
	Laptop	Type	Branded
		Processor	6 th Generation Intel® Core™ i7 with Intel integrated HD Graphics, 4 MB cache, 2 cores or higher/above
		Operating System	Licensed Windows® 10 Pro, 64-bit OEM
		Antivirus	Licensed Endpoint Security Protection
		Motherboard/Chipset	Intel
		Display	Non -Touch 15.6" diagonal HD anti-glare LED backlit or better
		Memory	4 GB DDR4 or higher
		Hard Drive	500 GB 5400 RPM - SATA or SSD or higher/better
		Optical Drive (Optional)	DVD-RW or Higher
		Input Type	Touchpad
		Battery Type	Lithium minimum 3-cell, 60w or higher
		Camera	Integrated 720P HD Webcam
		Connectivity	Ports: At least four (03) USB ports, one of them must be USB 3.0, Ethernet RJ -45, VGA\HDMI, RJ-45, Serial (Optional), Audio In/Out for Headphone and Microphone Wi-fi: 802.11 b/g/n/ac or higher, Bluetooth 4.0
		Warranty	01 years Local Warranty
Carrying Case	Leather laptop carrying bag.		
3	Server Installation & Configuration (Rack Mounted)	Type	Branded servers
		Processors	2xIntel® Xeon® E5-2650v4 (2.2GHz/12core/30MB/105W) or higher
		RAM	64GB (4 X 16 GB) RDIMM
		Hard Drive	4 x 600 GB 15k SAS Drivers



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

		Operating System	Licensed Microsoft Windows Server 2016 Standard (OLP) & 250 CALs
		Optical Drive	9.5mm SATA DVD-RW internal.
		Network Controller	4x1Gbe and 10Gb 2-port BASE-T Adapter
		Raid controller	Raid Controller with 2GB cache
		Expansion Slots	(6) X PCIe; PCIe 3.0
		Power supply	Up to 2 X 750W hot plug or higher
		Warranty	(03) Three years local warranty on site
4	Heavy duty scanner	Scan Type	ADF Scanner/ ADF with Flatbed (legal size)
		Digital sending standard features	Local or network folder; e-mail; SharePoint 2007 & 2010; Cloud destinations; Google Drive; Box; FTP; printer; fax; user-defined command-line application; web folder
		Through put Speed Color/greyscale/B&W	50 ppm/100 to 120 ipm (black & white, color, greyscale, 200 dpi) or higher
		Operator Control Panel	User Friendly Preferably LCD controls.
		Imaging Technology	Color/Dual CCD/CIS/CMOS (Grayscale output bit depth is 256 levels)
		Illumination	LED
		Output resolution	500dpi or higher
		Max Document size.	Legal, with option to scan long documents
		Min Document size.	2 x 2 inch or less
		Paper thickness and weight	27 to 413 g/m ²
		Paper Path	Straight paper path for ADF
		Multi Feed Detection	Ultrasonic
		Recommended Daily Volume	7000 to 8000 pages or higher
		Document Feeding Capacity	60 sheets 80 g/m ² or 20 lb or higher
		Connectivity	USB 2.0 or 3.0
		Imaging Features	Barcode reading; Perfect Page scanning; Deskew; Auto crop; Fixed cropping; Relative cropping; Multi-lingual auto orientation; Orthogonal rotation; Add border; Remove border; Intelligent image edge fill; Round/Rectangular Hole Fill; Content or file size-based blank page removal; Sharpening; Streak Filtering; Automatic brightness/contrast; Background color smoothing; Automatic color balance; Auto white balance; Enhanced color adjustment; Enhanced color management; Automatic color detection; Adaptive threshold processing; Fixed thresh holding; iThresholding; Lone pixel noise removal; Majority rule noise removal; Halftone removal; Electronic color dropout (R, G, B); Predominate (1) color dropout; Multiple (up to five) color dropout; All color dropout; Dual stream; Compression (Group 4, JPEG); Image merge; Long document scanning (up to 4,064 mm/160 in.
OS Compatibility	Microsoft Windows family, RHEL, MAC OS v. 10.7 or higher		
Smart Touch	Sends documents to file/ email/ printer/ fax printer & desktop		



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

		Scan file format	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, OPE, JPG, BMP, PNG
		Warranty	One year local onsite with parts and labor
5	Standard scanner	Scan Type	ADF + Flatbed Scanner
		Through put Speed Color/greyscale/B&W	20-30ppm (200 dpi) Duplex 50 ipm (200dpi) or higher
		Imaging Technology	CMOS/CIS/CCD x 2 or higher
		Illumination	Dual Led or higher
		Output resolution	200 or above
		Max Document size.	Maximum: A4 Portrait (210 x 297 mm) or Legal (8.5 x 14 in.) or 8.5 x 34 in. (215.9 x 863.6 mm) (long page scanning: up to 3000 mm Flatbed legal size or higher.
		Min Document size.	Minimum: A8 Portrait / Landscape (52 x 74 mm)
		Paper thickness and weight	30–300 g/m ² /(9 to 80 lb.) with optional Plastic Card :(0.76 mm or less, embossed plastic cards with total thickness of 1.24 mm or less)
		Scan file format	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, JPG, BMP, PNG
		Scan input modes	Scan front-panel function for Save as PDF, Save as JPEG, E-mail as PDF, E-mail as JPEG, Send to Cloud, Everyday Scan and Save as Editable Text (OCR). ICA in Mac OS and third parties applications via TWAIN.
		Recommended Daily Volume	At least 4000 pages per day ADF, 100 pages Flatbed
		Document Feeding Capacity	50-75 sheets (20 lb./80 g/m ²) or higher, must handles small documents such as ID cards, business / security / insurance / embossed hard cards
		Connectivity	USB 2.0 or higher
		Imaging Features	Auto color detection, Automatic page size detection, De-Skew, Multi-image, Blank page skip, Error diffusion, Dropout color (R, G, B, Saturation), Image emphasis, Advanced DTC, sRGB, Halftone, Smoothing, Split image, Vertical streaks reduction, Digital endorser, Edge correction, Dynamic threshold(iDTC), Fixed Cropping, Multi-Lingual Auto Orientation, Add Border, Remove Border, Intelligent Image Edge Fill, Background Color Smoothing, Automatic Brightness/Contrast, Lone Pixel Noise Removal, bar code reading
		OS Compatibility	Windows 7-10 (x86/x64 bit), MAC family, Linux family.
Smart Touch	Sends documents to file/ email/ printer/ fax printer & desktop		
Including software's	Error recovery guide, Page Manager, Abbyy Fine Reader or better		
Warranty	One year onsite local warranty (Parts and Labor)		
6	Flatbed Scanners	Type	Flatbed
		Scan Size	Standard
		Scan Technology	CIS/CCD/CMOS
		Scan Resolution	Up to 600 x 1200 dpi or better



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

		File Format	PDF, Searchable PDF, BMP, TIFF, JPEG, GIF, PNG, RTF, TXT
		Speed	Up to 10 seconds (preview) 20 Seconds to finalization.
		One Touch Operations	Scan, Copy, Scan to PDF.
		Connectivity	USB 2.0 or higher
		Scan Thick	Able to scan thick document e.g. from book.
		OS Compatibility	Windows, Mac, and Linux family
7	*UPS 10 KVA rack mount	Features	<p>Single/3 phase Output Voltages - 220/230/240V RPA functionality for paralleling and redundancy - Internal automatic bypass switch - Continuous power supply to the load even if the UPS is overloaded 0.8 output power factor - Prevents the need to oversize the UPS Manual automatic bypass switch - Integrated as standard to the rear of the UPS protection for the UPS core component</p> <p>High efficiency 91% - 94% (model dependent) - Using ECO mode, high efficiency and low losses</p> <p>No load shutdown - Prevents deep battery discharge at low loads. Frequency conversion 50/60Hz -</p> <p>Compliance to all safety and EMI standards With Battery bank/Built-in Backup System 03 years Warranty.</p> <p>10 to 15 minutes backup time or higher.</p>

* The clarifications sought by the Vendors in the Bidders Conference held on 4th May 2017 have been addressed in these specifications.



National Information Technology Board

RFQ for Procurement of Hardware & Software for NITB

Annexure III

Format for Financial Proposal

Provision of Hardware and Licensed Software

S.N.	Item	Qty	Unit Cost without Taxes	GST/WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
HARDWARE AND SOFTWARE						
1.	PCs with LED Monitor	177				
2.	Laptops	49				
3.	Server(Rack Mounted)	02				
4.	Heavy duty scanner	02				
5.	Standard scanner	30				
6.	Flatbed Scanners	57				
7.	UPS 10 KVA Pre-Installation setup, commissioning ,configuration/TurnKey Solution	01				