



Tender Number: TSE-222308118841

Published Dated: 8/16/2022

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Gwadar Development Authority

**BIDDING DOCUMENT FOR**

Supply of High Quality Camera, Video Editing  
Machine and Other IT Equipment

**(FINANCIAL PROPOSAL)**

TSE-222308118841

**NAME OF BIDDER:**

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(To be filled-in by the Bidder)

**Letter of invitation for Bids:**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the **Gwadar Development Authority** from "Eligible Bidders" dealing in Sales and after - sale services(as applicable) relating to supply of High Quality Camera, Video Editing Machine and IT Equipment as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Director General
Postal Address of the Procuring Agency	Ms
Phone Number & Fax Number	8649201010 ,
E-Mail Address & Website (If Available)	info@gda.gov.pk
Bidding Procedure	Single Stage One Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From <b>Deputy Director Staff</b> during working hours up-to one working day prior to the opening of bids and from BPPRA Website <a href="http://www.bppra.gov.pk">www.bppra.gov.pk</a> <b>TSE-222308118841</b></p> <p><b>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</b></p>
Deadline for Submission of Bids	Date <b>September 02, 2022</b> & Time <b>11:00 AM</b> through courier or may be dropped in the <b>Tender Box</b> at the office of the Procuring Agency <b>or the place of Bid Opening</b>
Bidding Document Fee	<p>Amount: 1,000 PKR. In the form of: Green Challan, Demand Draft, Pay Order</p> <p><b>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the</b></p> <p>Account Title: <del>Credibility evaluation</del> Collection or Fund</p> <p>Account Number: 3002-0081-0083-6601</p>
Bid Security	<p>Amount: 2.00 % of the Bid Value</p> <p>Manner of Payment: Bank Gurantee, Deposit at Call in favor of : Gwadar Development Authority</p>
Performance Security	No
Bid Validity Period (Days)	90 Days.

**Eligibility Criteria for Bidders:**

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Similar Assignment	2 Assignments of Similar Nature and Complexity	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's
2	Turn Over	Turn over of at least 1,350,000 PKR Amount in 3 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate
4	Sales Tax	Sales Tax Certificate	GST Registration Certificate
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Daclaration of non blacklisting on company letter head by the bidder
6	Similar Assignment	The bidder should completed at least two assignments relating to supply of IT equipment amounting to PKR 700,000	Purchase order or work order, Completion certificate etc,

each in recent last 5 years

**NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"**

**Scope Of Work:**

The Gwadar Development Authority intends to procure High Quality Camera, Video Editing Machine and following IT equipment:

The specification of the required products are as under:

**1.Camera Equipment ( 1- Unit)**

- **Camera Body:** Sony A7iii / 1 extra battery.
- **Camera Lens:** sigma 24-70 f2.8 and Samyang 14mm f2.8
- **Gimbal:** DJI Ronin Rsc2.
- **ND filter:** Variable ND filter.
- **Tripod:** video tripod
- **Lights:** LED light with stand and umbrella. Two Units - LED Battery
- **Mic:** Rodeg> Rodeg> Rodeg> Rodeg> Rodeg> Rodeg> Rode wireless mic and 2 color mics
- **Camera memory:** Two units - 128GB 120mbps

**2. Editing Machine (1 - Unit)**

- **Generation:** Above 8th GEN
- **Processor:** Intel above Core i7
- **RAM:** 32 GB
- **Graphic card:** Above 4GB
- **SSD:** 512 GB
- **Hard drive:** 2 TB
- **External hard drive:** 1 TB
- **USB:** 128 GB
- **Monitor:** 4K, minimum 27 inches, IPS display
- **Speaker:** Wireless Headphones, Keyboard, Mouse.

**3. Laptop (1-Unit)**

- 8th Gen
- Ram 8 GB
- Hard drive: 4 TB
- Processor: Core i5
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**4. Color Printer (1-Unit)**

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**Data-Sheet of the Assignment**

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	45121504-Digital cameras	1	<ul style="list-style-type: none"> <li>• <b>Digital Camera:</b> Camera Body: Sony A7iii / 1 extra battery · Camera Lens: sigma 24-70 f2.8 and Samyang 14mm f2.8 · Gimbal: DJI Ronin Rsc2. · ND filter: Variable ND filter. · Tripod: video tripod · Lights: LED light with stand and umbrella. Two LED Battery · Mic: Rode wireless mic and Two color mics · Camera memory: Two 128GB 120mbps</li> </ul>	No
2	43211503-Notebook computers/ Laptop	1	<ul style="list-style-type: none"> <li>• <b>HP/DELL Laptop:</b> 8th Gen · Ram 8 GB · Hard drive: 4 TB · Processor: Core i5</li> </ul>	Yes
3	45121712-Film editing desk	1	<ul style="list-style-type: none"> <li>• <b>Video Editing Machine:</b> · Generation: Above 8th GEN · Processor: Intel above Core i7 · RAM: 32 GB · Graphic card: Above 4GB · SSD: 512 GB · Hard drive: 2 TB · External hard drive: 1 TB · USB: 128 GB · Monitor: 4K, minimum 27 inches, IPS display · Speaker: Wireless Headphones, Keyboard, Mouse</li> </ul>	Yes
4	43212105-Laser printers	1	<ul style="list-style-type: none"> <li>• <b>Laser Color Printer:</b> Laser Color Printer</li> </ul>	Yes

**\* Samples of each item must be provided by the Bidder (where applicable)**

\* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

**Not Allowed**

**Method of Procurement Used:**

Procedure of bidding shall be **“Single stage - One envelope bidding procedure”** as per Rule # 41 (2) of the Balochistan Public Procurement Rules 2014.

**Instructions for Bidders:**

For more details please see the relevant section

**FINANCIAL EVALUATION OF BIDS**

S. No.	Item/s Name / Model & description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	45121504-Digital cameras	1						
2	43211503-Notebook computers/ Laptop	1						
3	45121712-Film editing desk	1						
4	43212105-Laser printers	1						

**Bid Security & Performance Security:**

1. The Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at \_\_\_\_\_ Call from a scheduled bank @ 2% (2% of the total bid value favoring the \_\_\_\_\_
2. Performance Security @% of the Total Bid \_\_\_\_\_ value) in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA \_\_\_\_\_ ranking Insurance Company) favoring the \_\_\_\_\_ shall be required to be provided by the bidder at the \_\_\_\_\_ time of acceptance of Supply Order/ award of contract.

**Submission of Bids:**

Sealed Tenders (Single Envelope containing bids) must reach the office of the **Procurement Officer** in accordance with the Letter of Invitation for Bids, through courier or may be dropped in the **Tender Box** at the office of the **Procurement Officer**

**Opening of bids:**

The proposals will be opened on the same day/ last day declared for submission for bids **on September 02, 2022** at sharp **12:00 PM** in the Office of \_\_\_\_\_ in presence of the bidders who want to be present in the Bid opening session.



**Evaluation Criteria:**

Selection of the successful bidder shall be based on

**"Least-Cost Selection Method"**

which means, "Lowest Financial bid, received from Eligible Bidders" (as specified under the heading of the "Letter of invitation for Bids - Eligibility Criteria for Bidders") Procedure for which is as follows:

The procedure shall be applied on knock-down basis as follows:

1. **Bidders Eligibility Assessment.** Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" and Bidders shall be categorized as:

- i. Eligible Bidders
- ii. Ineligible Bidders

2. **Rejection of Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared "Non-Responsive", consequently shall **NOT** be accepted for any further evaluation and their Bid security shall be released upon their written request.

3. **Package wise Evaluation:**The Bids received from the Eligible Bidders shall then be evaluated by the **"the Procurement Committee."** The Proposal shall be evaluated Package wise on specifications / requirements (as stated in the Data-Sheet) compared with specifications mentioned in the bid. The Financial Bids of the Eligible Bidders conforming to the required specifications will be announced publicly.

4. **Return of Proposals of Ineligible Bidders & preparation of Evaluation Report.** The Proposals not fulfilling the specification as per the Data Sheet shall be declared as "Non-Responsive", consequently shall **NOT** be accepted for any further evaluation:

- i. Their financial proposals shall not be considered.
- ii. Their Bid security shall be released upon their written request.
- iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific items in which it does not meet the minimum qualification. And may be recommended for items in which it is responsive.
- iv. Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
  - 1. Acceptance of the Eligible Bids and;
  - 2. Rejection of the Ineligible Bids

5. **Financial Evaluation.** Financial Proposal of the Eligible Bidders shall be publicly announced in the **same/next** meeting by the Procuring Agency. Financial Evaluation Report /Comparative Statement of the "Proposals" shall be prepared by the **Procurement Committee** as per the format given hereunder. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After the Evaluation of the Bids, this Report shall be called as the "Evaluation Report". This Evaluation Report must clearly state, justification for acceptance of lowest evaluated Bid, and reasons for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible Bidders" shall be recommended for the Award of Contract by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority, at-least ten days prior to the award of Contract. Copy of the same shall also be provided to bidders upon their written request.

7. **Award of Contract.** Contract for Supply of the Item/s to the recommended Bidder/s shall be placed with the lowest evaluated bidder/s (**"Lowest Financial Bid, received from Eligible Bidder/s, for each item"**)

/package”) after ten days of uploading of the Evaluation Report at B-PPRA Website.

**Tender Price Assessment and Tax liability**

**i. Tender Price Assessment Mechanism**

1. Initially, Eligibility of Bidders as required under the heading “Letter of invitation for Bids” shall be assessed by the “Procurement Committee” during the evaluation in the following manner:

<b>FORMAT FOR ASSESMENT OF BIDDERS ELIGIBILITY</b>				
<b>Bidders Eligibility Factor</b>	<b>Requirement</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
		<b>YES / NO</b>	<b>YES / NO</b>	<b>YES / NO</b>
Similar Assignment	2 Assignments of Similar Nature and Complexity			
Turn Over	Turn over of at least 1,350,000 PKR Amount in 3 Subsequent Previous Years			
Active Tax Payer	Presence in Active Tax Payer List			
Sales Tax	Sales Tax Certificate			
Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
Similar Assignment	The bidder should completed at least two assignments relating to supply of IT equipment amounting to PKR 700,000 each in recent last 5 years			

2. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
3. The Financial Bids of the Eligible Bidders shall be evaluated on the format prescribed hereunder:

**FINANCIAL EVALUATION OF BIDS**

S.No.	Items Name	Quantity	Eligible Bidder 1 Yes/No		Eligible Bidder 2 Yes/No		Eligible Bidder 3 Yes/No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	45121504-Digital cameras  ( <b>Digital Camera:</b> Camera Body: Sony A7iii / 1 extra battery. · Camera Lens: sigma 24-70 f2.8 and Samyang 14mm f2.8 · Gimbal: DJI Ronin Rsc2. · ND filter: Variable ND filter. · Tripod: video tripod · Lights: LED light with stand and umbrella. Two LED Battery · Mic: Rode wireless mic and Two color mics · Camera memory: Two 128GB 120mbps)	1						
2	43211503-Notebook computers/ Laptop  ( <b>HP/DELL Laptop:</b> 8th Gen · Ram 8 GB · Hard drive: 4 TB · Processor: Core i5)	1						
3	45121712-Film editing desk  ( <b>Video Editing Machine:</b> · Generation: Above 8th GEN · Processor: Intel above Core i7 · RAM: 32 GB · Graphic card: Above 4GB · SSD: 512 GB · Hard drive: 2 TB · External hard drive: 1 TB · USB: 128 GB · Monitor: 4K, minimum 27 inches, IPS display · Speaker: Wireless Headphones, Keyboard, Mouse)	1						
4	43212105-Laser printers  ( <b>Laser Color Printer:</b> Laser Color Printer)	1						

4. Bid/s found to be financially lowest among the Responsive Bids shall be recommended for the award of contract.

**Terms and Conditions:**

**ii. Tax Liability**

1. Complete Tax liability is to be borne by the Vendor.
2. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
3. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.

**CURRENCY & BID VALIDITY**

Bid Validity Period (Days): 90

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder”**
  - b. **“Name of Tender”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
  - a. Original Bid Security (If required by the Procuring Agency)
  - b. Taxes must be included along-with the price of each item
  - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	$(C \times D) + E = F$
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules



**The Gwadar Development Authority intends to procure High Quality Camera, Video Editing Machine and following IT equipment: The specification of the required products is as under:**

**1. Camera Equipment ( 1- Unit)**

- **Camera Body:** Sony A7iii / 1 extra battery.
- **Camera Lens:** sigma 24-70 f2.8 and Samyang 14mm f2.8
- **Gimbal:** DJI Ronin Rsc2.
- **ND filter:** Variable ND filter.
- **Tripod:** video tripod
- **Lights:** LED light with stand and umbrella. Two LED Battery
- **Mic:** Rode wireless mic and Two color mics
- **Camera memory:** Two 128GB 120mbps

**2. Editing Machine (1 - Unit)**

- **Generation:** Above 8th GEN
- **Processor:** Intel above Core i7
- **RAM:** 32 GB
- **Graphic card:** Above 4GB
- **SSD:** 512 GB
- **Hard drive:** 2 TB
- **External hard drive:** 1 TB
- **USB:** 128 GB
- **Monitor:** 4K, minimum 27 inches, IPS display
- **Speaker:** Wireless Headphones, Keyboard, Mouse.

**3. Laptop (1-Unit)**

- 8th Gen
- Ram 8 GB
- Hard drive: 4 TB
- Processor: Core i5
- 

**4. Color Printer (1-Unit)**

## **INSTRUCTIONS FOR PREPARING TECHNICAL BID**

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
  - a. **“Name of Bidder \_\_\_\_\_”**
  - b. **“Name of Tender \_\_\_\_\_”**
  - c. **“TECHNICAL PROPOSAL”**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder’s covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements.
4. Following information should be attached/contained in the Technical Proposal: -
  - a. Receipt of payment of **Bidding Document Fee**
  - b. **Completion time**, which means; time consumed in delivery to the designated location of the Procuring Agency, time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
  - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Procuring Agency.
  - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Procuring Agency
  - e. **Brochure** / technical literature of the quoted items
  - f. **Description of status** as Dealership / authorization from the manufacturer / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Procuring agency in the schedule of requirements
  - g. Description of post-sales services / service contract stating the **terms of sales and after-sales support** (as the case may be) as required by the Procuring agency in the schedule of requirements
  - h. **Guaranty/Warranty** details. (As applicable) as required by the Procuring agency in the schedule of requirements.
  - i. **Format of Product genuineness** / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable) as required by the Procuring agency in the schedule of requirements.
  - j. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Procuring Agency at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited and may result in disqualification of bid.



**Evaluation Criteria for Single Stage One Envelope:** Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Eligible Bidder quoting items at the lowest financial cost”**

The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Relevant Experience	<b>For Self-experienced / Old Firms:</b> <b>(2)</b> No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached amounting to <b>PKR 700,000 each</b>			
Financial Capacity	Audited Financial Statements along with annual Tax Return with average annual turn-over of PKR. 1,350,000 For the past <b>3</b> years attached			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	By 30 <sup>th</sup> September 2022			
Any other relevant factor	(To be specified by the Procuring Agency if required)			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
  - ii. Subsequent upon said assessment, Bidders shall be categorized as:
    1. Eligible Bidders
    2. Ineligible Bidders
2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
  - i. Their Financial Proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
3. **Package-wise Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Package-wise** basis, in the following manner:

**\* List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.**

- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:

1. Responsive Proposals

## 2. Non-Responsive Proposals

4. **Return of Non-Responsive Proposals.** Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
- i. Their financial proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
  - iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
  - iv. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
    1. Acceptance of the Eligible & Responsive Bid/s and;
    2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
  - v. Technical Evaluation concludes at this stage.

5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the **same** meeting as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

<b>FINANCIAL EVALUATION OF BIDS</b>							
<b>Item/s Name / Model &amp; description</b>	<b>Quantity</b>	<b>Responsive Bidder 1</b>		<b>Responsive Bidder 2</b>		<b>Responsive Bidder 3</b>	
		<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>	<b>Total Price</b>
Digital Camera	1						
Video Editing Machine	1						
Laptop	1						
Color Printer	1						

- i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.
6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least ten days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.
7. **Award of Contract.** Contract for Supply of Item/s to the recommended Bidder/s i.e. the lowest evaluated bidder/s (**“Eligible Bidder/s quoting Technically Responsive items at lowest Financial cost, for Complete Package”**), shall be placed after ten days of uploading of the Evaluation Report at B-PPRA Website.

## **INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder”**
  - b. **“Name of Tender”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal :-
  - a. Original Bid Security
  - b. Original Performance Security (If required by the Procuring Agency)
  - c. The Financial Bid on the bidders letter head in the following format:

<b>S. No.</b>	<b>Item Name / Model No. / Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Digital Camera	1		
2	Video Editing Machine	1		
3	Laptop	1		
4	Color Printer	1		

- d. Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.
4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules
9. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

## **GENERAL TERMS AND CONDITIONS:**

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency, including but not limited to time required for installation, commissioning & training. **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the order is \_\_\_\_\_ Days from the date of Supply Order
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
  - i. Complete Tax liability is to be borne by the Vendor
  - ii. Quoted prices shall be inclusive of all applicable Taxes, be filled item-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
  - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
5. Validity of the bid would be at-least \_\_ days (to be specified by the procuring agency/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Procurement Officer
7. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of \_\_% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value
8. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
9. Partial delivery is **allowed/Not-allowed** – (Select 1)
10. Quantity may vary up-to an extent of **15%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
11. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
12. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
13. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
14. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
15. Payment release is subject to satisfactory inspection by the joint team comprising of:
  - i. The Purchase Committee of Procuring Agency
  - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
16. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.
17. **Any other terms or conditions deemed necessary by the Procuring Agency.**

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
  
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Company stamp.