BIDDING DOCUMENT

PURCHASE OF HARDWARE AND IT EQUIPMENT'S FOR PSEB

APRIL, 2024

A (01)/PSEB/2024-19

Plot # 61, 06th Floor, New State Life Tower, Near Saudi Pak Tower, Jinnah Avenue, Blue Area, Islamabad

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PAKISTAN SOFTWARE EXPORT BOARD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) industry.

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani IT companies and IT professionals obtain a more significant share of the global IT and ITeS Significance.

1. INSTRUCTION FOR BIDDERS

The bidders shall supply and deliver the below listed items of "Hardware & IT equipment's" for the financial year 2023-2024 to Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

A. ELIGIBLE GOODS:

The quoted items must be genuine, brand new & as per specifications. The quoted products must also have their origin in eligible source countries.

B. EVALUATION MANDATORY CRITERIA

Bids shall comprise the following documents.

1. Bidder company profile, including physical presence of offices in Pakistan
2. Items/ Items should be quoted with required earnest money pay order/ demand draft of **amounting to Rs. 160,000/-** in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.
3. Attach the valid sales tax and income tax registration certificate from FBR.
4. Valid Active Taxpayer List from FBR. Proof document attached.
5. Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan. **(Eligibility Response Check List)**

Eligibility Check List			
Sr. #	**Eligibility Criteria Details**	**Evidence / Proof Required**	**Attached supporting Documents / Proofs and Mark Yes or No**
			Yes / **No**
1	Bidder company profile, including physical presence of offices in Pakistan		
2	Items/ Items should be quoted with required earnest money pay order/ demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.	The bidders must submit the bid security of **amounting to Rs. 160,000/-** of the total bid value in the shape of demand draft/ pay order from the schedule bank in the favor of Pakistan Software Export Board	
3	Attach the valid sales tax and income tax registration certificate from FBR.	Registration certificates	
4	Valid Active Taxpayer List from FBR. Proof document attached	(2023-24 tax returns copy required)	
5	Undertaking on stamp paper of Rs. 100/- that the company has never been		

	blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan			

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting documents shall be treated as disqualified and will not be considered for further evaluation.

Non-responsive and incomplete bids shall be returned instantaneously and bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated price bids to meet the meet the technical specification of the required product/products will be declared as most advantageous bid.

C. BID PRICES

The prices must be quoted in Pakistan Rupees (PKR); the quoted prices should include all applicable taxes & all applicable taxes will be calculated as per government law.

2. REJECTION OF BIDS

Pakistan Software Export Board reserve the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule # 33.

3. DELIVERY SCHEDULE AND QUANTITY

The delivery schedule expressed as days, weeks/months stipulates hereafter a delivery date which is the date of delivery at PSEB premises Islamabad. The quantities stated below are required quantities.

4. PROCUREMENT PROCEDURE

Pakistan Software Export Board shall use Single Stage One Envelop procedure will be followed under the Public Procurement Regulatory Authority (PPRA).

BID FORM

(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer O	Authorized Dealer O	General Trader O
Address of the office			
Year of Establishment			
Experience	More than 5 years O	More than 3 years O	More than 1 year O
Registration No. of Registrar Firms			
Registration Date			
NTN No.			
FBR Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of Proprietors with CNIC Nos.			
Bid Security (Yes/ No)			

(Name, Signature, Stamp, and Date)

5. GENERAL TERMS AND CONDITIONS

a. Firm will be bound to supply/deliver the equipment/goods to PSEB office using its own transport.

b. Only one rate shall be allowed for each item/product/asset/hardware, multiple rates in the bids for one item shall not be admissible.

c. The Financial Proposal/ bid shall not have any over writings or cutting.

d. It will be the discretion of the management to award the contract to a single or multiple selected bidders in respect of quoted item/items.

e. The Bid Validity period shall be 90 days.

f. The successful firm(s) will have to provide performance bond equal to **10%** of the contract value against the items after receiving the Purchase Order.

g. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.

h. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.

i. Substandard, refurbished and none compliant item(s) will be rejected by the PSEB at any stage after or during the supply.

j. Any quoted bid received after the closing time for submission of bids shall not be entertained.

k. Supply should be made in proper packing.

l. Single stage one envelope procedure will be followed.

m. Vendor will be responsible for the delivering of items/goods on the said date within working hours.

n. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.

o. If the delivered goods/ equipment's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BoQ, otherwise the purchase order will be cancelled.

p. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.

q. The PSEB reserve the right to increase or decrease the quantities of listed items

r. Bidder can quote in one or more items and purchase orders will be given to the lowest bidder accordingly conforming technical specifications.

s. **Bids should be submitted electronically ONLY through EPADS(PPRA). For registration and training on EAPDS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**

t. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by May 21st, 2024 at 03:00PM. Bids will be opened in the presence of bidders or their authorized representatives on the same date at 03:30 PM**

u. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time, along with the sealed hard copies of original bids.**

Note: Only those bids will be entertained who applied through EPADS https://eprocure.gov.pk . There is no prescribed biding document fee.

7. MAILING ADDRESS:

Manager Administration
Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Phone # 051-9202295

LIST OF ITEMS

Sr.	specifications/Description	Qty	Unit Price	GST if applicable	Total Amount
01	**Laptop (Hi-Specs)** • **Brand:** Dell, HP or Equivalent • **Processor:** 13th Generation Intel Core i7-1255u Processor (12 MB Cache) or higher Processor Speed 1.7 Ghz Turbo Boost Up to 4.7 GHz (10 Cores - 12 Threads) or higher • **Ram:** 16GB or higher • **Hard Disk:** 512 GB SSD NVMe or higher • **Graphic Card:** intel Graphics (shared) • **Display:** 14" or higher Screen surface 14" FHD (1920x1080) IPS 300nits Anti-glare, 45% NTSC or equivalent Fingerprint Reader Yes • **Numeric Keyboard:** Yes • **Camera:** privacy shutter • **Ports:** LAN Yes (Gigabit Ethernet) USB ports • **Connectivity:** Bluetooth, Wi-Fi • **Ports:** Ethernet, USB, HDMI • **Carrying Case:** Yes • **Operating System:** MS Windows 10 Pro (Licensed) • **Warranty:** 1-year local	01			
02	**Laptop** • **Brand:** Dell, HP or Equivalent • **Processor:** 13th Generation or higher Processor Type 13th Gen Core i5 1335u Raptor Lake Processor (12 MB Intel Smart Cache) or higher Processor Speed 1.3 GHz Boost up to 4.6 GHz or higher • **Ram:** 8 GB or higher • **Hard Disk:** 512 GB SSD NVMe or higher • **Graphic Card:** intel Graphics (shared) • **Display:** 15.6" or higher Screen surface 15.6" diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC or equivalent Fingerprint Reader yes. • **Numeric Keyboard:** Yes • **Camera:** privacy shutter	09			

	- **Ports:** LAN Yes (Gigabit Ethernet) USB ports - **Connectivity:** Bluetooth, Wi-Fi - **Ports:** Ethernet, USB, HDMI - **Carrying Case:** Yes - **Operating System:** MS Windows 10 Pro (Licensed) - **Warranty:** 1-year local				
03	**Laser Printer** - Brand: HP/Canon or Equivalent - **Resolution, optical:** 1200 x 1200 dpi - **Duty cycle:** Monthly duty cycle Up to 80,000 pages, Monthly Page Volume 750 to 4000 - **Print speed**: First page out as fast as 6.1 sec, Upto 40 ppm - **Processor speed:** Processor speed 1200 MHz - **Connectivity:** USB, Ethernet, WIFI - **System Requirement:** MacOS, Microsoft Windows 10, 8.1, 8, 7 - **Processor speed:** 1200 MHz - **Memory:** 256 MB - **Scan size:** (flatbed), maximum 216 x 297 mm - **Media types:** Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index) - **Scan file format:** For text and images: PDF, JPEG, PNG, BMP, TIFF, TXT(Text), RTF (Rich Text) and searchable PDF - **Advanced features:** Print technology Laser, Display LED 2-line backlit LCD graphic display, Paper handling input 100-sheet multipurpose Tray 1, 250-sheet input Tray 2, Paper handling output 150 sheet output bin, Media sizes support Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch) Automatic Paper Sensor - **OS Compatibility:** MacOS, Microsoft Windows 10, 8.1, 8, 7	02			
04	**Scanner** - **Brand:** HP, Canon or Equivalent - **Type:** Flatbed, ADF - **Resolution**: optical Hardware: Up to 600 dpi - **Scan Speed:** ADF: Up to 40 ppm / 80 ppm Duplex ADF scanning Yes ADF capacity Standard, 50 sheets Scan size (flatbed), maximum ADF: 8.5 x 122 in Maximum; 2x2 in in Minimum Media types Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index) - **OS Compatibility** Windows 11, 10, 8/8.1, 7, Mac OS X v10.9 (Mavericks), OS X v10.10 (Yosemite) - **Output resolution**: dpi settings 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi - **Processor speed**: ARM-1176 666 MHz	03			

	Memory: 512 MB **Duty cycle**: (daily) Recommended daily duty cycle: 4000 pages **Connectivity, Standard:** standard Ethernet 10/100 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct **Warranty:** 1-year				
05	**UPS-6KVA** **Brand:** Alberex, Maestro or Equivalent - Minimum 1 Hour Backup time at 60% load - Input Voltage Range 110 Vac – 300 Vac ± 3% @ 60% - Double Conversion, SNMP Monitoring card/software - USB communication port - Emergency Power Off (EPO) - Output Frequency: Line Interactive at Sine waveform - Temperature 0° to 40°C at rated load - Internal and external battery packs must be Maintenance-free & leak-proof. - External Battery bank to support backup time upto 1.5 hours with 70% load. - UPS LED should display information like: -Operating mode Switched Outlet status -Efficiency of the UPS -Information about the load -Battery capacity -Estimated runtime -Alarm Indicator -Input and output voltage and frequency - Battery power and Self-test results 1-year Standard warranty	01			
06	**Air Conditioner 1.5 Ton 18000 BTU** **Brand:** Gree, Panasonic or equivalent - Seamless Design with Double Air Deflector - Auto Clean Function, 4 Way Airflow, Seven Fan Speed - Single Panel Easy Clean Filter - Health Filters, European Complaint Heat & Cool AC, - Low Noise Operation, - Latest Powerful G-10 AC, - Energy Efficiency Class A+ (Upto 60% Energy Saving) - Low Voltage Startup – 150V, Ultra Low Frequency Torque Control, State-Of-The-Art DSP Chip, - Precise Temperature Control, - LED Display - Cold Plasma Generator. - Fire Proof PCB, Ceiling Cooling & Floor Heating System, Intelligent Defrost, I-Feel, Power Factor - Correction Technology Upto 99% - Battery power and self-test result 1-year Standard warranty	03			

07	**Video Camera with Accessories**	01			
	Brand: Sony, Canon or Equivalent **Sensor Resolution:** It boasts an actual resolution of 34.1 megapixels and an effective resolution of 33 megapixels on a full-frame CMOS sensor measuring 35.9 x 23.9 mm. **Image Stabilization:** Equipped with a 5-axis sensor-shift stabilization system, helping to reduce camera shake for smoother images and videos. **ISO Sensitivity Range**: Offers a wide ISO range for both photo and video modes, with extended options for manual mode. **Continuous Shooting:** Capable of shooting up to 10 frames per second at full resolution for an impressive number of frames in both RAW and JPEG formats. **Internal Recording Modes:** Supports various recording formats including H.265/XAVC HS 4:2:2 10-bit and H.264/XAVC S-I 4:2:2 10-bit, delivering high-quality video at different bit rates and resolutions up to UHD 4K. **External Recording Modes:** Provides options for 4:2:2 10-bit recording via HDMI for enhanced color depth and clarity in external recording setups. **Media/Memory Card Slot:** Features dual card slots supporting CFexpress Type A and SD (UHS-II) cards for ample storage and fast data transfer. **Video and Audio I/O:** Includes HDMI output for video, and 3.5 mm headphone and microphone jacks for audio monitoring and recording. **Power and Connectivity:** Utilizes USB-C input for power and data transfer, with additional connectivity options such as Wi-Fi, Bluetooth, and USB-C (USB 3.2 / 3.1 Gen 2) data output. **Display:** Features a tilting touchscreen LCD display for flexible shooting angles and intuitive control. **Battery Life:** Powered by an NP-FZ100 rechargeable lithium-ion battery, providing approximately 520 shots per charge. **Lens Features:** **Lens Focal Length:** 24-70mm **Maximum Aperture:** The lens has a maximum aperture of f/2.8, allowing for excellent low-light performance and shallow depth of field effects. **Minimum Aperture:** It can be stopped down to f/22 for greater depth of field and increased sharpness in bright conditions. **Lens Mount:** Compatible with the Sony E-mount, ensuring seamless integration with the mirrorless camera body. **Lens Format Coverage:** Designed for full-frame sensors, providing a versatile zoom range suitable for various shooting scenarios. **Angle of View:** Offers an angle of view ranging from 84.1° at 24mm to 34.3° at 70mm, allowing for versatile framing options. **Minimum Focus Distance:** The lens can focus as close as 7.09 inches (18 cm), enabling detailed close-up shots. **Maximum Magnification:** Capable of achieving a maximum magnification of 0.34x, useful for macro photography.				

- **Optical Design:** Constructed with 19 elements in 15 groups, including specialized glass elements for superior image quality.
- **Diaphragm Blades:** Features 11 rounded diaphragm blades, ensuring smooth and pleasing bokeh in out-of-focus areas.
- **Focus Type:** Utilizes autofocus for quick and accurate focusing, enhancing usability in various shooting conditions.
- **Image Stabilization:** This lens does not have built-in image stabilization, relying on the camera's sensor-shift stabilization if available.
- **Filter Size:** Compatible with 82 mm filters, allowing for creative filter effects and protection of the front element.
- **Dimensions and Weight**: The lens measures approximately 3.46 x 4.84 inches (87.8 x 122.9 mm) and weighs 1.84 pounds (835 grams), providing a balance between portability and optical performance.
- **LED Flexible Light kit:**
- Included Light Modifier 2x Softbox with Removable Grid
- Included Storage Case 1x Case
- Photometrics Provides 399 foot candles (fc) or 4300 Lux at 3.3 feet (1 meter) according to standardized measurements from the manufacturer.
- Color Temperature Adjustable from 3300 to 5600 Kelvin, offering flexibility to match various lighting conditions such as daylight and tungsten.
- Color Modes Supports Daylight and Tungsten color modes for accurate color rendition.
- Dimming Allows dimming functionality for controlling light intensity.
- Power Source Can be powered via AC to DC adapter (included) or V-mount rechargeable batteries (not included).
- Power Consumption Maximum power consumption is 100 watts.
- Wireless Remote Control Utilizes Bluetooth or Radio/RF control (power supply/controller required, included in the kit).
- Fixture Mounting Features a support mount with a 5/8" receiver for easy mounting on light stands or other support equipment.
- Cooling System Passive cooling system ensures efficient heat dissipation.
- Mobile App Compatibility Can be controlled via a mobile app for added convenience.
- Wireless Channels and Groups Supports 16 channels and 6 groups for precise control in multi-light setups.
- Display Equipped with a display for easy monitoring and adjustment of settings.
- Dimensions Each light panel measures 23.6 x 23.6 inches (60 x 60 cm).
- Weight Each light panel weighs 8.6 pounds (3.9 kg).
- Packaging Info The package weight is approximately 30.425 pounds, with box dimensions of 27.9 x 13 x 11.6 inches.

08	**PABX Exchange**	01			
	Brand: Panasonic, Grandstream or Equivalent **Analog Telephone FXS Ports**: 4 RJ11 ports or higher **PSTN Line FXO Ports:** 4 RJ11 ports higher **Network Interfaces**: Three Gigabit ports with PoE+ or higher **NAT Router**: Yes **Peripheral Ports**: 2*USB 3.0, 1*SD card interface **LCD Display**: 320x240 color LCD with touch screen - Reset Switch: Yes **API**: Required **Mounting**: Wall mount & Desktop **Caller ID**: Bellcore/Telcordia, ETSI-FSK, ETSI-DTMF, SIN 227 – BT, NTT **Call Center**: Multiple configurable call queues, automatic call distribution (ACD) based on agent skills/availability/ workload, in-queue announcement **Customizable Auto Attendant**: Up to 5 layers of IVR in multiple languages **Maximum Call Capacity**: Users: 1000, Concurrent calls (G.711): 150, Max concurrent SRTP calls, (G.711): 120				