



**FEDERAL EMPLOYEES BENEVOLENT & GROUP
INSURANCE FUNDS (FEB & GIF)
(ESTABLISHMENT DIVISION, GOVT. OF PAKISTAN)**

TENDER NOTICE

FEB & GIF requires to procure following equipment and services as per given specifications from GST registered & NTN holder firms.

S#	Item	Quantity	S#	Item	Quantity
LOT-1: HARDWARE			LOT-2: LICENSED SOFTWARE		
1-a).	ADF SCANNERS	10	2-a).	MS Windows Email/Exchange Server	01
1-b).	LAPTOPS	02	2-b).	Kaspersky Internet Security Server	01
1-c).	DESKTOP PCs	04	LOT-3: LAN/WAN NEED ASSESMENT SERVICE		
1-d).	LASER PRINTER	01	3.	Survey, Estimation, and preparation of RFP for implementation.	01

Detailed tender Notice along with RFQ containing Eligibility criteria of firms, Scope of Work", specifications of equipment and services can be downloaded from <http://feb.gif.gov.pk> and <http://ppra.org.pk>. Tender will be opened on 05th May 2022 at 1030hrs.

Sayyad Ali Mughal

Deputy Director (IT) 051-9252118
FEB & GIF Complex, Zero Point Islamabad

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EQF/IT/2020/P3
FEDERAL EMPLOYEES BENEVOLENT
AND GROUP INSURANCE FUNDS
(ESTABLISHMENT DIVISION)

TENDER NOTICE

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) invites sealed bids from experienced well reputed bidders/suppliers those having NTN/Sales tax registered firms and also included in the Active Taxpayer List (ATL) of FBR for the timely Supply, installation and configuration during financial year 2021-22 for the following:

Lot# 1: ADF Scanners, Laptops, Desktop Computers, Laser Printer,

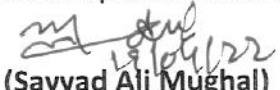
Lot# 2: Email Exchange Server, Kaspersky Internet Security

Lot# 3: Conducting of Site Survey for LAN/WAN layout, Equipment and configuring along with preparation of RFP for procurement/implementation of proposed solution.

Preference will be given to original manufacturer of the equipment given in the tender.

1. Bidding will be conducted under National Competitive Bidding pursuant to Single stage single envelope procedures' as per Rule 36(a) of Public Procurement Rules 2004 and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
2. Bids must be accompanied by a bid security of 02% of the estimated procurement bid or Rs.20,000/- whichever is higher in the shape/form of pay order/bank draft in favour of Board of Trustees, FEB&GIF, Islamabad.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders and till signing of agreement.
4. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from www.febgif.gov.pk as well.
6. Copies of latest registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare non responsive.
7. Bidders should be financially sound, have proper office, telephone number and fax number in Islamabad.
8. Late bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will also be rejected.
9. Every bidder will deliver equipment and services to FEB&GIF HQ Islamabad at his own cost as per specifications mentioned in the bidding document.
10. FEB&GIF reserve the right to reject any/all bids without giving any reason prior to acceptance of bids under Rule 33 (1) of PPRA Rules, 2004.

Sealed envelopes containing bids clearly bearing the Invitation for Bids (IFB) number and title of the bid, must be delivered to the address given below on or before **10:00 am, Thursday 5th May, 2022**. Bids will be opened at **10:30 am** on the same day in the presence of bidders' representatives (who may like to attend) at the Committee Room of Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrawady, Zero Point,, Islamabad.


(Sayyad Ali Mughal)
Deputy Director (IT)

Tel: 92-51-925 2308 Fax: 92-51-925 2354

BF Building, P.O.Box No.2035, Zero Point, Islamabad Tel:9252118 Fax:9252354



FEDERAL EMPLOYEES BENEVOLENT FUND
AND GROUP INSURANCE

Request for Quotation (RFQ)
For

Supply of Hardware, Licensed software
and survey for estimation for improvement in LAN/WAN for better
performance and security

Government of Pakistan
Establishment Division

FEB&GIF

www.febgif.gov.pk

April 2022



Federal Employee Benevolent Fund & Group Insurance

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BID DETAIL		
1.	Date of commencement of sale of Bidding Document	20.04.2022
2.	Last date and time for sale of Bidding Documents	04.05.2022 by 5 p.m.
3.	Last date and time for receipt Of Bidding Document	05.05.2022 by 10 a.m. at FEB&GIF H.Q, 1st Floor.
4.	Pre- Bid Clarification/Meeting	By 26.04.2022
5.	Revision of RFP/details or communication to the vendors about discussion points raised during Pre-bid meeting	By 29.05.2022
6.	Date and Time of Technical Bid Opening	05-05.2022 by 10:30 a.m. Venue: - as mentioned in Sr#7
7.	Place of opening of Bids	Federal Employees Benevolent & Group Insurance Funds, BF Building, Shahra-e-Suhrawerdy Zero Point, Islamabad.
8.	Address for communication	As Above
9.	Cost of RFP	Nil
10.	Contact to Bidders	Interested Bidders are requested to send details containing the following information, so that in case of any clarification, the same may be issued to them Name of Company, Contact person, Mailing address, Telephone No., Fax N o., Email address, Mobile No. Etc.

Note: Bids will be opened in presence of the bidders' representative who chooses to attend.

1. The FEB&GIF

The Federal Employees Benevolent & Group Insurance Funds (FEB & GIF) is a public sector organization, disbursing several types of benefits under its welfare schemes to the Federal Government employees and the employees of the specified autonomous bodies under the provision of the Federal Employees Benevolent Fund and Group Insurance Act 1969. Total number of employees, covered under its schemes is more than 650,000 while the size of beneficiaries getting monthly grant at present is more than 90,000.

2. SCOPE OF BID

- a) FEB&GIF invites / requests Proposals for Provision, installation, configuration & testing of Hardware as per given Specifications as per **Annexure-II**.
- b) Supply, installation, and configuration of Licensed software as per specifications given at Annex-II.
- c) Conducting a survey and provide a detailed estimation of cost and quantity of items recommended for best performance and security in already laid down LAN/WAN infrastructure in FEB & GIF complex, zero-point Islamabad and its Regional Boards in Karachi and Lahore. **A draft Request for Proposal document will also be provided by the vendor with a maximum two revisions as proposed by FEB & GIF**, for procuring the services for installation and commissioning of the proposed solution.

3. THE SUCCESSFUL BIDDER SHALL

- i) Bid for every component of the project and fully complying with requirements.
- ii) Provide warranty, support, and maintenance for a period of three (3) years strictly adhering to the requirements and other than OEM policy (if applicable).
- iii) Provide operations support for a period of one (01) year).
- iv) Provide user training.
- v) Provide documentation as required.
- vi) Strictly adhere to the technical requirements.

4. SUB-CONTRACTING

Bidder shall include details of any Sub-Contractors it may engage for the execution of the project in its bid. Sub-Contracting any part of the project to any party other than that detailed in the bid would be allowed by FEB & GIF in writing and that too only in exceptional circumstances, in case of such approval of a sub-



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contractor, Bidder/ Contractor shall not be relived from any liability or obligations under the Contract.

5. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.

6. CLARIFICATION OF RFP AND PRE-BID MEETING

- i) A prospective Bidder requiring any clarification of the RFP may notify the Designated Officer in writing or by electronic mail or facsimile at the Purchaser's address provided in this RFP. Similarly, if a Bidder feels that any important provision in the documents will be unacceptable such an issue should be raised as soon as possible. The Designated Officer will respond in writing to any request for clarification or modification of the RFP that it receives no later than the deadline. All requests for clarification of the RFP must be notified by a prospective Bidder to the Purchaser no later than the deadline for submission.
- ii) A pre-bid meeting may be held as prescribed by the Purchaser in the procurement schedule included in this RFP. The pre-bid meeting will be held at the premises of the Purchaser in Islamabad, to answer any queries that potential bidders may have.

7. BID VALIDITY AND SECURITY

- i) A bid security will be required. The amount of bid security required is two per cent (2%) of the Total Bid Price. In case of a Bidder submitting an original bid and an alternative bid, the bid security will be two per cent (2%) of the Total Bid Price of the higher bid. This bid security is to be submitted in the form of Bank Guarantee or Demand Draft or Pay Order in favour of Purchaser. The Bid security shall be in Pak Rupees & from a scheduled bank in Pakistan.
- ii) The bid validity period shall be Ninety (90) days after the deadline for bid submission. In exceptional circumstances, Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing (or by fax/email). The bid security provided shall also be suitably extended.
- iii) A Bidder granting the request will not be required nor permitted to modify its bid. Bid security must be valid twenty-eight (28) days after the end of the bid validity period. Accordingly, a bid with a bid security that expires before twenty-eight (28) days after the end of the bid validity period shall be rejected as non-responsive.
- iv) Un-successful Bidder's bid security will be discharged/returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid security validity prescribed by the Purchaser.
- v) The successful Bidder will be required to keep his bid security valid till the agreement is signed with the Purchaser for the execution of the project. The bid security may be forfeited; if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.

- vi) In the case of successful Bidder, if the Bidder fails to sign the Contract in accordance with relevant clauses, the bid security will be forfeited.

8. PERFORMANCE SECURITY

- i) Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish a performance security in the amount of five per cent (5%) of total contract price in the form of a Bank Guarantee in favour of the Purchaser as per format of the Performance Security Form.
- ii) The Bank Guarantee for performance security shall be issued by a scheduled bank in Pakistan acceptable to the Purchaser.

9. RIGHT TO INSPECT

- i) Purchaser or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The conditions of the Contract and /or the Technical Specifications shall specify what inspections and tests Purchaser requires and where they are to be conducted. Purchaser shall notify the Contractor in writing of the identity of any representatives entrusted for this purpose.
- ii) Any inspected or tested goods fail to conform to the specifications, Purchaser may reject them, and the Contractor shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to Purchaser.
- iii) Purchaser's right to inspect, test and where necessary, reject the goods after arrival in Pakistan shall in no way be limited or waived by reason of the goods having previously been inspected, tested, and passed by Purchaser or its representative prior to the good's shipment from the country of origin.

10. PROVISIONAL ACCEPTANCE & TESTING

- i) The Contractor shall offer the systems for provisional acceptance testing as soon as the works are ready for commissioning. The Contractor shall provide the supervisory personnel and equipment necessary to make proof of performance test as required in the specifications and as approved by Purchaser.
- ii) Failure to meet such tests or any test required by Purchaser to show compliance with the specifications shall be sufficient cause for rejection and such test or tests shall be repeated after modifications or replacements as deemed necessary by Purchaser.
- iii) If performance is found to be marginal or that the results of any phase of the tests are inconclusive, further testing shall be performed as required by Purchaser. Any such re-work or e-testing shall be at the cost of Contractor.

11. REMOVAL OF DEFECTS



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- i) The Contractor shall make good with all possible speed all defects arising from defective design, material, or workmanship or from any act of omission of the Contractor and those which may develop under the condition provided for by the Contractor and under proper use of the plant or any portion at his own expense.
- ii) In the event of stores being found defective in the light of above clause, the Contractor shall replace the defective stores free of cost at consignees end within forty-five (45) days from the date of reporting of the defect, failing which the cost of the same will be refunded by the Contractor to the Purchaser.

12. FINAL ACCEPTANCE CERTIFICATE

The Final Acceptance Certificate (FAC) will be issued subject to completion of a period of Six (06) months of satisfactory operations/performance from the date of issuance of PAC. The FAC will be subject to replacement of defective parts and removal of all discrepancies and software errors and bugs and fulfilment of any obligations including penalties etc. by the Contractor during the six (06) month period.

13. DELAYS IN PERFORMANCE

Delivery of the goods shall be made by the Contractor in accordance with the time schedule specified in the Contract. Delay by the Contractor in performance of its delivery/project completion obligations shall render the Contractor liable to any or all the penalties including but not limited to liquidated damages, the Contractor shall promptly notify Purchaser in writing of the fact of the delay, its likely duration, and its causes(s). As soon as practicable after receipt of the Contractors notice, Purchaser shall evaluate the situation and may at its discretion extend the Contractors time for performance in which case the extension shall be ratified by the parties by amendment of the Contract.

14. CONTRACTOR'S DEFAULT

- i) If the Contractor neglects to perform the Contract with due diligence and expedition or refuses/or neglects to comply with any reasonable orders given to him in writing by Purchaser or any of his authorized representative in connection with the performance of the Contract or shall contravene the provision of the Contract, Purchaser may give notice in writing to the Contractor to make good the failure, neglect or contravention complained of.
- ii) If the Contractor fail to comply with the said notice, with a reasonable time from the date of service thereof, it shall be lawful for Purchaser to terminate forthwith the Contract by notice in writing to the Contractor without prejudice to any rights which may have accrued under the Contract to either party prior to such termination
- iii) If the Contractor fails to complete any of his obligations under the paragraph titled –DEFECTS REMOVAL|| within the time granted by Purchaser under –FORCE MAJEURE|| and Purchaser shall have suffered any loss from such

failure, Purchaser may be entitled to deduct from the Contract price at the rate of up to two per cent

- iv) (2%) of the Contract value of the system which cannot in consequence of the said failure be put to the use intended for such work for each week between the time fixed in the Agreement (except as aforesaid) and the actual date of completion, subject to a maximum deduction of 10% of the value of the Contract.

15. SCOPE OF WORK

Broad scope of work includes but not limited to: -

- i) The Selected Bidder will be responsible for the supply, installation, Integration, Testing and commissioning of all equipment, components, and services. Selected Bidder must ensure that the supplied equipment is fully operational, new and performs properly and meet RFP's Technical Specification.
- ii) Selected bidder will be responsible for supply, installation, integration, testing, and commissioning of all the licensed software in the environment (hardware and LAN/WAN) of the purchaser and will ensure that the provided media and software licenses (keys etc) are valid and will not be expired for at least 03 years and will be updatable with a limited/nominal fee for further time of period as specified/applicable.
- iii) The Selected Bidder will carry out the survey and submit a report including proposed media/hardware to be used in LAN, layout maps/Drawings as it will be laid down including placement of procured equipment with location details. The bidder will also provide a detailed RFP for procuring the proposed solution in which participation of the bidder in the procurement of the solution will be at sole discretion of FEB & GIF.
- iv) At the time of installation and commissioning, Selected Bidder must provide comprehensive system documentation of system deployed including diagrams, labelling, schematics, configuration, and manuals etc.
- v) Selected bidder shall be responsible for minimum one (01) year services (operation & maintenance) Comprehensive end-to-end service and support on 24/7 basis by Authorized Service Engineers as per contract for all the equipment provided, without any extra cost or hidden charges. All equipment needs to be covered with parts and services (Warranty will start after commissioning & acceptance).
- vi) Guarantee from principal that the system is operating according to standards and ensures that the full warranty will apply for one year.
- vii) Trainings to 03 persons on installation, configuration and troubleshooting of hardware/software.

16. MEET OR EXCEED SPECIFICATIONS

The specifications provided in this RFP are the minimum requirements of FEB&GIF. The vendors must meet or may exceed these specifications to meet the actual requirements and its successful practical implementation. But in such a case additionally proposed or altered specifications should clearly be highlighted to enable FEBGIF to clearly identify modified specifications.



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17. GUARANTEES

- i) The Bidder should guarantee that the software and allied components used to service FEB&GIF are licensed and legal.
- ii) All hardware and software must be supplied with their original and complete printed documentation (if any).

18. GENERAL TERMS & CONDITIONS
18.1 Scope of Work, Timeframe, and penalties
18.1.1: Supply of Hardware

LOT#1	Milestone	Time Period
1.	Supply, Installation & configuration of Hardware as per given Specifications: a) ADF Scanners 10 b) Laptop 02 c) Desktop Computers 04 d) Laser Printer 01	Four weeks from date of signing of contract OR /issuance of purchase order OR Letter of Intent
2.	Provision of licensed Software: a. Email exchange server. b. Antivirus/Security Software	
3	Survey of site for LAN/WAN layout, required equipment and configuration along with RFP for procuring of such solution. (Note: Site will be open for vendors on date of Pre-bid meeting.)	Three weeks from date of signing of contract OR letter of Intent from FEB & GIF

18.2 Penalties for Late deliveries of Supplies/Services: The hardware supplies/services shall be delivered in accordance with the Purchase Orders to be issued by the FEB&GIF. In case of late deliveries, penalties at the following rates will be applied:

Mode of Penalty	100% Quantity as Per Purchase Order	Total delivery Period
Without penalty	28 days	28days
With penalty@ 1% per day after 38 days of issuance of Purchase Order upto maximum of 10% of the total contract value	10 days	38 days
Cancellation of Purchase order and imposing of fine of processing fee to be determined by FEB & GIF OR blacklisting of firm after giving a hearing notice.	After 50 days	



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19. ABOUT RESPONDING ORGANIZATIONS-ROs

- i) 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.
- ii) 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 *03 years in existence). List of certified and dedicated service Engineers/technicians along with contact information should also be provided.
- iii) 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.
- iv) The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project.
- v) The RO should be authorized Tier 1 Partner/Premier partner/Gold Partner/ Authorized Service provider of the quoting products for at least past 03 years. However, Warranty claims and onsite services to be provided by the selected RO.
- vi) 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.
- vii) The RO to provide financial capability and yearly growth rate (business revenue) in past 3 years.
- viii) RO must provide value, size and nature of projects done in past 3 years with respect to quoted products. Purchase orders and satisfactory performance certificates by the customers may be attached.
- ix) RO must be in related business for last three years.

20. HOW TO PREPARE BID(s)

- i) **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.**
- ii) Responding Organizations should provide the financial details as per **Annex -III.**
- iii) Responding Organizations may bid for single or more lots/items.
- iv) A bid bond, in the shape of a Bank Draft/Pay Order in the name of Managing Director, FEB&GIF, equivalent to 2% of the total cost of bid should be submitted along with the tender.
- v) 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.
- vi) All currency in the proposal shall be quoted in Pakistan Rupees (PKR).



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- vii) 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.
- viii) Hardware equipment should have one (*03) year warranty, including parts and Labour with onsite support.
- ix) 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 project.
- x) All equipment should be supplied through verifiable distribution channels.
- xi) RO should clearly indicate the duration of delivery of equipment after the award of contract.

21. BID PREPARATION

- i) 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 FEB&GIF.*
- ii) 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.*
- iii) 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.

22. BID SUBMISSION

22.1 Proposals shall be delivered by hand or courier to reach the address given at section 1.1 by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

22.2 Bids may be submitted to undersigned in a SEALED CONFIDENTIAL COVER at the address given below latest by time specified in the section of BID DETAILS

3. The Technical bids will be opened on the same date at **1130hrs** in front of bidders.

Deputy Director (IT), FEB&GIF
BF Building, Block-A1, First Floor,
Shahra-e-Suhrawardy, Zero Point, Islamabad.
Phone: 051-9252118 Fax: 051-9252354
Email: Sayyadali@gmail.com, DDIT@feb.gif.gov.pk,

23. AWARD OF CONTRACT

23.1 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.

23.2 Procuring Agency's Right to vary quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods upto 15% as originally specified in the Schedule of Requirements (Annexure-I) without any change in unit price or other terms and conditions.

23.3 Notification of Award

23.3.1 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.

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

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

23.4 Signing of Contract

23.4.1 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.

23.5 Performance Guarantee

23.5.1 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.

23.5.2 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 FEB & GIF with the Bank of the successful bidder.

23.5.3 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.



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24. Implementation & Payment Schedule

S.No.	Milestone	Time Period	Payment
For LOT 1 & 2 (Hardware & Licensed Software)			
1.	Supply of equipment/ Licensed software	As per (18.1.1 Sr.No.1 & 2)	40%
2.	Successful Installation, testing, and acceptance	Two weeks from Testing OR installation and configuration of Hardware and submission of Performance Guarantee (10% of total contract value)	60% Subject to provision of Performance Guarantee
3.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be one year from the date of successful testing and acceptance.	Release of Performance Guarantee
For LOT-3 (Survey of LAN/WAN)			
1.	Submission of Survey report with recommended equipment and layouts/drawings & draft RFP	As per (18.1.1 Sr.No.3)	40%
2.	Inclusion of FEB & GIF feedback and finalization of Survey Report and RFP document.	One weeks from date of FEB & GIF feedback on f Survey and RFP documents.	20%
3.	Submission of final version of Survey report and RFP (02 copies binded).	One weeks from date of FEB & GIF feedback on revised versions and go-ahead/approval of both documents.	40%

25. Conflict & Arbitration: In case of any conflict between the supplier and the procuring agency i.e., FEB & GIF, MD FEB & GIF will be the sole arbitrator who will decide the matter within 10 working days after application from either party and his decision will be final and binding to both parties.

Annexure-I

Evaluation Criteria

There will be a two-stage evaluation.

Stage-I: Preliminary evaluation (Initial Screening) of bids will be done based on following parameters: (Bidder must provide all following information in Technical Envelope)

General terms and conditions compliance	Clause	Yes/No	Marks
1) RO is 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.	19 i)		
2) RO or in the Related business for at least three years.	19 ii)		
3) RO is authorized Partner/service provider OF THE ORIGINAL EQUIPMENT MANUFACTURER (OEM), in Pakistan	19 v)		
4) RO or partners /affiliates should have successfully completed three similar projects in size, nature & value.	19 viii)		
5) Financial Capability and yearly growth rate in past 3 years	19 vii)		
6) RO have submitted bid bond required.	20 iv)		
7) Bids validity is as required.	20 v)		
8) All Hardware equipment should have Three-year comprehensive onsite warranty including parts and labour. Equipment with lifetime warranty shall be given preference.	20 viii)		
9) RO should clearly indicate the duration of delivery of equipment after the award of contract.			
10) All Software loaded on Hardware equipment should have warranties for one year against defects/bugs as well as updates.			

Stage-2: Detailed evaluation will be done for firms who qualify the preliminary evaluation mentioned above.

In *detailed evaluation* the **Evaluation & Award Committee** will verify the compliance with specifications mentioned in **Annexure-II**.



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Annexure-II

Schedule of Requirements-Technical Specifications

S#	Description	Quantity																								
Hardware/Software																										
1-a)	ADF SCANNERS Scan Technology: CMOS CIS (Contact Image Sensor) Scan Type: ADF Duplex Scanning Scan Speed: Up to 35 ppm/70 ipm (300 dpi) Scan Resolution: 600 x 600 dpi Up to 1200 x 1200 dpi, Scan File Format For text & images: PDF, JPEG, PNG, BMP, TIFF, TXT (text), RTF (rich text) and searchable PDF Paper Thickness: Min 27gsm max 400gsm Duty Cycle (daily): 4,000 pages (ADF) Multi Feed Detection Yes Auto Document Feeder Capacity: Standard, 75 sheets Media Size (ADF) A4, A5, A6, B5, B5 (JIS) Compatible Operating Systems: Windows 10 (32-bit/64-bit) (Company of origin USA/ Europe or Japan)	10																								
1-b)	LAPTOPs <table><tr><td>Processor</td><td>Intel® Core i7-8550U or above Processor 11th Generation (8MB Cache, 1.8 GHZ or higher)</td></tr><tr><td>RAM</td><td>8GB DDR4 (8Gx1)</td></tr><tr><td>Hard Drive</td><td>1 TB M.2 Solid State Drive (SSD)</td></tr><tr><td>Display</td><td>14" HD (1366x768) Anti-Glare LED</td></tr><tr><td>Camera</td><td>Integrated HD Webcam</td></tr><tr><td>Connectivity</td><td>HDMI, USB 3.1, SD card reader, Headphone/Mic, RJ45 and VGA port</td></tr><tr><td>Wireless</td><td>802.11ac Dual Band</td></tr><tr><td>Carrying Case</td><td>Laptop carrying bag</td></tr><tr><td>Battery Charger</td><td>Standard (2 Sets for each)</td></tr><tr><td>Licensed software</td><td>Licensed Windows Pro 10 64 bit (pre-installed by manufacturer), MS-office 2016 (pre-installed by manufacturer) or higher</td></tr><tr><td>Hardware/Software Verification</td><td>Hardware/Software can be verified from Manufacturer website through service tag number.</td></tr><tr><td>Support</td><td>Presence of Principle Offices and Warranty Centres in Pakistan for timely Support. 3 Years Local Warranty with labour, Parts, and Service (on site).</td></tr></table>	Processor	Intel® Core i7-8550U or above Processor 11th Generation (8MB Cache, 1.8 GHZ or higher)	RAM	8GB DDR4 (8Gx1)	Hard Drive	1 TB M.2 Solid State Drive (SSD)	Display	14" HD (1366x768) Anti-Glare LED	Camera	Integrated HD Webcam	Connectivity	HDMI, USB 3.1, SD card reader, Headphone/Mic, RJ45 and VGA port	Wireless	802.11ac Dual Band	Carrying Case	Laptop carrying bag	Battery Charger	Standard (2 Sets for each)	Licensed software	Licensed Windows Pro 10 64 bit (pre-installed by manufacturer), MS-office 2016 (pre-installed by manufacturer) or higher	Hardware/Software Verification	Hardware/Software can be verified from Manufacturer website through service tag number.	Support	Presence of Principle Offices and Warranty Centres in Pakistan for timely Support. 3 Years Local Warranty with labour, Parts, and Service (on site).	02
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1-c)	DESKTOP COMPUTER Processor: 9th Gen Intel® Core™ i7-9700 (8-Core, 12MB Cache, up to 4.7GHz with Intel® Turbo Boost Technology) or higher, RAM: 8GB 1x8GB DDR4 2666MHz,	04																								

	<p>Hard Drive: 1TB M.2 PCIe NVMe Solid State Drive + 1TB 7200 rpm 3.5" SATA Hard Drive, 2 USB 3.1 Gen 1 Type-A, Optical Drive, Tray load Slim ODD, Chipset Intel® B365, Form Factor, Tower, or Mini Tower, LED Monitor, 18.5" Standard Monitor, Power Supply, 290W Internal PSU. Operating System: Windows 10 Pro 64-bit (with licensed CD) Licensed</p>	
1-d)	<p><u>LASER PRINTER</u> Speed: BLACK (NORMAL): up to 30 ppm First Page Readiness BLACK: As fast as 6.6 sec RAM: 256 MB Network Protocols Supported: TCP/IP: IPv4; IPv6; IP Direct Mode. LPD; SLP; Bonjour; WS-Discovery; BOOTP/DHCP/Auto IP; WINS; SNMP v 1/2/3; and HTTP/HTTPS NETWORK READY:Standard (built-in Ethernet, Wi-Fi 802.11b/g/n) PORTS: 1 Hi-Speed USB 2.0; 1 Ethernet 10/100 network Others: Supply of two extra Tonners and Proof of easily availability of original tonner from market at least three dealers of supplier's reference. Warranty: 1 Year comprehensive warranty</p>	01
2 a.	<p><u>EMAIL EXCHANGE SERVER</u> Windows Email/exchange Server 2019 or higher Standard Supporting 120 clients</p>	01
2.b	<p><u>ANTIVIRUS/SECURITY SOFTWARE</u> Kaspersky Internet Security 2019 or higher Server version with support of 120+clients, license validity for 05 years.</p>	01
Estimation Survey of LAN/WAN Improvement		
3	<p>Conducting of Survey of existing LAN/WAN environment and preparing a proposed improvement plan for installation, configuration, and testing of equipment/software with layouts/drawings as per justified standards and</p> <p>Development of a Request for Proposal (RFP) document for implementation of the proposed solution.</p>	1 job
<p>(i) Standard Warranty for one (01) year after purchase of software bundled with the equipment. (ii) All items will be paid on as per actual (APA) basis. (iii) Quotations must be clearly marked for each LOT (Hardware, Licensed Software and Survey/RFP). (iv) Bidder must quote proper brands and models of the required equipment, bidders without quoting proper BOQ or brand/model will be rejected.</p>		



Federal Employee Benevolent Fund & Group Insurance

RFQ for Procurement of Hardware, Licensed software, and Survey for LAN/WAN

Annexure III

Sample Financial Purpose

Provision of LOT # 1

S.N.	Item	Qty	Unit Cost without Taxes	GST/WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
Hardware						
1-a).						
1-b).						
1-c).						
1-d)						
Total in Pak Rupees (PKR)						

Provision of LOT # 2

S.N.	Item	Qty	Unit Cost without Taxes	GST/WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
Provision of Licensed Software						
2-a).	...					
2-b).	...					
Total in Pak Rupees (PKR)						

Provision of LOT # 3

S.N.	Item	Qty	Unit Cost without Taxes	GST/WH TAX	Unit Cost (Rs) including all Taxes	Including all taxes Total Cost (Rs.)
Survey of site for LAN/WAN						
3.	...					
Total in Pak Rupees (PKR)						