

No. C&S-1/20/2022(SLA)
Government of Pakistan
Ministry of Foreign Affairs
Islamabad

Tender Notice

Ministry of Foreign Affairs invites sealed bids from experienced and well reputed firms registered with Income Tax and Sales Tax authorities of Government of Pakistan for **"Procuring Services of Repair and Maintenance of Security Cameras Installed in the MoFA and its Premises, Islamabad"**.

2. The tender documents containing scope of work, BOQs and all other relevant details can be obtained from the office of the undersigned on working days during office hours by submitting an application with copy of Sales Tax Registration Certificate and National Taxation Number Certificate along with a pay order of Rs.2000/- (Non-refundable) in favor of Ministry of Foreign Affairs, Islamabad. Bidding Documents can also downloaded from Ministry's and PPRA website, free of cost.
3. **"SINGLE STAGE TWO ENVELOPE PROCEDURE"** will be followed. Firms should mark both the envelopes separately with the words **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL**, and then seal the two envelopes in a single package.
4. Bids must reach the office of the undersigned before **1100 hours on 16 August 2022**. The technical proposal will be opened on the same day at **1130 hours**, at Media Room, Agha Shahi Block Ministry of Foreign Affairs, while financial bids of only technically qualified firms will be opened later on.
5. No tender will be issued through Post or telegram.
6. Earnest money/ Bid Security in the shape of Demand Draft @ **5%** of the total amount of tender (one year) in favor of Ministry of Foreign Affairs must accompany the application, duly sealed in the Financial Bid, without which no tender will be accepted.
7. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with PPRA Rules.

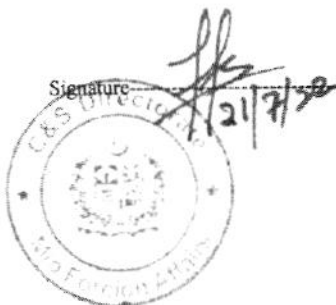

(Faizan T. Saqib)
Assistant Director (C&S)
Room No. 257, 2nd Floor, SYKB,
051-90569075

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Bidding Documents for Procuring Services
of Repair and Maintenance of Security
Cameras installed in the Ministry of Foreign
Affairs and its Premises
Islamabad

Communication & Security Section
Room # 251
2nd Floor - SYKB
Ministry of Foreign Affairs
Islamabad
Ph:051- 9201420

Dated: 21st July, 2022



SECTION – I

INVITATION TO BID

The Ministry of Foreign Affairs, Islamabad hereby invites sealed bids from well reputed, experienced and license holding private companies / firms registered with Income Tax and Sales Tax Departments and who are on the Active Taxpayers List of the FBR, stationed at Islamabad / Rawalpindi for **“Procuring Services of Repair and Maintenance of Security Cameras installed in the MoFA and its Premises Islamabad”**, to participate in the Tender.

2. Interested bidders may collect the bidding documents by submitting a Pay Order of Rs.2,000/- only in the Name of the Ministry of Foreign Affairs, from C&S Directorate, Agha Shahi Block, Ministry of Foreign Affairs, Islamabad. The bidding documents can also be downloaded from the Ministry's Website and PPRA Website, free of cost. No Bid will be issued on the Bid Opening Date. Bidding will be conducted according to Public Procurement Rules 2004.

3. For bids a **“SINGLE STAGE TWO ENVELOPE PROCEDURE”** will be followed. Firms should mark both proposals separately with the words **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** sealed in two separate envelopes, and then seal the two envelopes in a single package.

4. The bids, prepared in accordance with the instructions in the bidding documents must reach the Communication & Security Section, Room # 251, SYKB, Ministry of Foreign Affairs, Constitution Avenue, Islamabad before 1100 hours on 16th August, 2022. Technical Bids will be opened the same day at 1130 hours in the Media Centre, Agha Shahi Block, Ministry of Foreign Affairs. This advertisement is also available on Ministry of Foreign Affairs website and PPRA website.

(Faizan T. Saqib)

Assistant Director (C&S)
Room # 251, 2nd Floor, SYKB
Ministry of Foreign Affairs,
Islamabad



SECTION II

Instructions for Bidders

General Term & Conditions

Scope of procurement:

Ministry of Foreign Affairs invites Bids for **"Procuring Services of Repair and Maintenance of Security Cameras installed in the MoFA and its Premises Islamabad"**, as described in the Technical Specifications attached here to. All bidders should fully understand and know the exact nature, type and quantum of the work before submitting their Tender/Quotation. If the bidder needs any clarification/ information, he should contact the ministry before the date of opening of quotations. The successful company/firm will be expected to provide services by the required completion date as finalized in the **General Conditions of Contract**.

Contents of Bidding Documents:

2. The set of Bidding Documents comprises the sections listed below:

Section I	Invitation to Bid
Section II	Instructions for Bidders
Section III	Evaluation Criteria
Section IV	Bill of Quantities/Schedule of Prices
Annexure-A	Minimum Qualification Criteria
Annexure-B	Minimum Eligibility Proforma
Annexure-C	Form of Bid
Annexure-D	Undertaking

Eligibility to Bid:

3. Firms/Suppliers/Companies duly registered with tax authorities may be eligible to participate only if they fulfill the Minimum Qualification Criteria given at **Annex-A**.

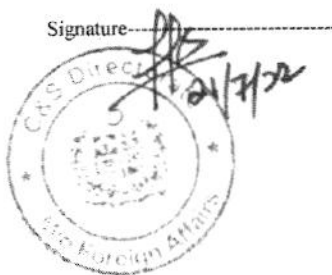
Qualification of the Supplier:

4. To qualify for award of the contract must provide filled in Minimum Eligibility Proforma at **Annexure-B**.

Documents Comprising the Bid:

5. The bid submitted by the supplier must comprise the following documents:
- i. **Technical Bid**
 - a. Copies of Taxation documents (To be enclosed with Technical Bid)
 - b. Minimum Eligibility Proforma (Annexure-B)
 - c. Form of Bid, without mentioning the Bid Security Amount (Annexure-C)
 - d. Undertaking (Annexure-D)
 - e. All documentary proofs mentioned in Section – III.
 - f. Details of projects/ work done by the Company in last three or more years supported by documented proof in compliance.
 - g. Company's hierarchy with CVs
 - h. Bank Statements for FY 2020 and FY 2021
 - i. All other requirements mentioned in the Bidding Documents
 - ii. **Financial Bid**
 - a. Bid Security (To be enclosed with Financial Bid)

Signature-----



- b. Duly filled and stamped Form of Bid (Annexure-C)
- c. Duly Filled and stamped Bill of Quantities (BoQs) (Section – IV)

Incomplete bids will be rejected

Bidding Procedure:

- 6. Bidding will be conducted using National Competitive Bidding under rule 36(b) procedures specified in the Public Procurement Rules 2004 (PPR 2004) and is open to all eligible bidders as defined in PPR 2004 that meet the following minimum qualification criteria. For Bids a **"SINGLE STAGE TWO ENVELOPE PROCEDURE"** will be followed.
- 7. Firms should mark both proposals separately with the words **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"** sealed in two separate envelopes, and then seal the two envelopes in a single package. Initially only technical proposals will be opened.
- 8. The Bidder's documentation against minimum eligibility criteria shall be verified as per Annexure-A. The qualified Bidders will then undergo the Technical Evaluation according to the criteria given at **Section – III**. Only the Bidders who qualify through the Technical Evaluation will be eligible for Financial Bids evaluation, once both the stages are completed, the contract shall be awarded to **firms getting maximum marks as per criteria defined in Section - III**.
- 9. Each and every page of the Tender document must be numbered, signed and sealed by the Bidder and submitted in hard binding and with required documents.

Validity of the Bid and Bid Security:

- 10. The price of the bids shall remain valid for the period of Sixty (60) calendar days counted from the date of opening of the Bid. The purchaser may request the suppliers to extend the period of validity for a specified additional period. The purchaser's request and the supplier's responses shall be made in writing or by fax or by email. A supplier may refuse the request for extensions of Bid validity in which case he may withdraw his bid without any penalty. A supplier agreeing to the request will not be permitted to otherwise modify its bid.
- 11. Bidder should submit a Bid Security equal to at least 5% of total quoted amount in favor of the Ministry of Foreign Affairs in the shape of Pay Order/ Demand Draft. The Bid Security must be attached/ placed in the **sealed Financial Bid**.

Language of the Bid:

- 12. All documents relating to the Bid and contract shall be in the English Language.

Preparation and Sealing of Bid:

- 13. The supplier shall prepare one original of the documents comprising the price bid. All the pages of the bid where entries or amendments or corrections have been made shall be initialed by the person or persons signing the bid.
- 14. Sealed bids shall be addressed to the purchaser at the address provided above and shall provide a warning not to open before the specified time and date for bids opening as defined in Clause 3 of Invitations to Bid. If the envelope is not sealed and marked as above, the purchaser will bear no responsibility for the misplacement or premature opening of the bid.

Signature 


Place and Deadline for submission of Bid:

15. The bid shall be delivered to the Purchaser at **Room No. 251, Second floor, SYKB, Ministry of Foreign Affairs, Constitutional Ave G-5/2, Islamabad** no Later than **1100 hours of 16 August 2022, will be opened on the same day at 1130 hours**. Any Bid received by the Purchaser after the deadline prescribed in this clause will be returned unopened to the supplier.

Modification and withdrawal of Bid:

16. No bid shall be modified after the deadline for submission of Bid. Withdrawal of a bid between the deadline for submission of bids and expiration of validity of bids will result in the supplier being excluded from the list of suppliers for a period of two years.

Opening of Bids:

17. Only the Technical bids will be opened initially on **1130 hours on 16 August 2022** at Auditorium/Banquet hall, Ground floor, of Agha Shahi Block, at the Ministry of Foreign Affairs, Islamabad. While financial bids of technically qualified firms only, will be opened later on. No Tender documents shall be issued on the date fixed for opening of tender.

Process to be confidential:

18. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the contract award shall not be disclosed until the award to the successful firm/company has been announced.

Evaluation and Comparison of Bids:

19. The Ministry will award the contract to the firm/company whose bid has been determined to be substantially responsive to the proposal documents and who got the maximum marks based on Evaluation Criteria as defined in Section-III. The Technical Criteria has 65% weightage while Financial Criteria has 35% weightage. The successful bidder will have to get highest weighted Average marks out of 100.

20. All the bidders must submit bids for the services in compliance with the Specifications and Requirements. In evaluating the Bids the Ministry will determine for each proposal the evaluated bids by adjusting the bids making any correction for any arithmetic errors as follows:

- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- c) If a supplier refuses to accept the correction, his bid will be rejected.

Purchaser's right to accept any bid and to reject any or all bids:

21. As per PPRA Rule (33), the Ministry as a purchaser reserves the right to accept or reject any bid, and to cancel the process of competition and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected firm/company or any obligation to inform the affected firm/company of the grounds for the purchaser.

Notification of award and signing of Contract:

22. Results of evaluation would be known in a reasonable time, suppliers are instructed not to approach the Purchaser after opening of bids until the finalization of award. The supplier whose bid has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the bid, by registered Work Order letter. This letter

Signature-----



will state the sum that the Purchaser will pay the supplier in consideration of the supply, installation and commissioning of the supplies by the supplier as prescribed by the contract. The written notification of award will constitute the formation of the contract. The successful Bidder will be awarded the contract for the work and shall be liable to sign a Contract Agreement with detailed work assignment and Specific Conditions of the contract within 07 days of issuance of Work Order.

Assignment Duration

23. The duration for the supply/installation/services of the items shall not exceed **25 days** from the issuance of Purchase Order.

Penalty

24. If supply/installation/services is not completed within 15 days by the successful bidder, penalty amounting to Rs 5,000/- per day will be charged.

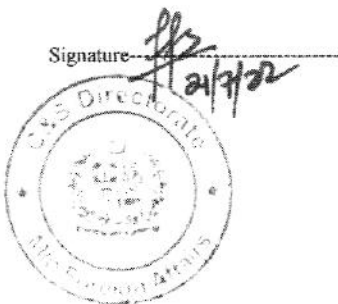
Terms of Service Level Agreement:

25. The successful Bidder has to sign a Service Level Agreement with Ministry for **"Procuring Services of Repair and Maintenance of Security Cameras installed in the MoFA and its Premises Islamabad"**, for at least 1 year. The services shall include installation of equipment, monthly corrective (As per need) and preventive (at least once a month) maintenance visits to (MoFA's Premises i.e. FO Lodges, FO Hostel/Mess, GIDS Hostel/Mess, PBF Hostel/Mess, FS & FM residences). The Maintenance Engineer/personnel shall also be responsible for cleaning of lens, repairing cables & faulty equipments if required and submitting a Health check report for all the cameras including (thermal cameras), switches, NVRs, UPS, Backup batteries, ODF & Fibre optic cables and all other technical procedures required to keep the Security Camera operational 24 hours a day.

26. The supplier/firm will depute a well qualified technical person in the Ministry on permanent basis for immediate repair.

27. The successful bidder will also have to maintain 5% of spares (backup inventory) for the total number of cameras & equipments at the end of year. The repairs and replacement of faulty cameras and equipments will be responsibility of the bidder. Details of SLA will be finalized with the successful bidder.

Signature



Section -III

Technical Evaluation Criteria

The criteria for Technical Evaluation is as follows:

S r.	Category	Description	Maximum	Marks obtained
1.	Partner with Principal/OEM of Security Camera already installed.	Partnership Certificate with reputed international brands. Yes = 15 Marks, No = 0 Marks	15	
2.	Certifications	ISO-9001 Certified Yes = 15 Marks, No = 0 Marks	15	
3.	Firm Experience	Experience in Similar Projects (Attach documentary proof) 3 pints for each year of Experience	15	
4.	Technical Expertise	Technical Team members details/ Hierarchical Structure of company. Provide proofs. 03 points for each engineer (B.E./B.Sc/BTech) 01 point for DAE	20	
5.	Local Presence	Company must have a local presence in twin cities (Islamabad, Rawalpindi) Details and phone number. Yes = 10 Marks, No = 0	10	
6.	Financial Strength	Minimum Bank Balance of Company through bank statements One point for every Rs. 100,000/-	10	
7.	On active tax Payers list in FBR , including (NTN,STRN) certificates	Yes = 10 Marks No = 5 Marks	10	
8.	Last two years Tax Return	Yes= 05 Marks No = 0 Marks	05	

Technical Evaluation carrying 65 % weightage Average Point

Max Marks 100

Minimum Qualification Marks = 60%

Documentary evidence is required for award of contract.

Signature 
24/7/22


Financial Evaluation

Financial Bids has 35% Weightage Average of evaluation.

Financial Bids from only Technically Qualified Firms will be opened in presence of their representatives

The Financial Evaluation will be done as following:

$$\text{Points Earned in Financial Evaluation} = \frac{\text{Lowest Financial Bid}}{\text{Bid Being Evaluated}} \times 35$$

Final Evaluation

Final Evaluation will be done as following:

$$\text{Total Marks} = (\text{Technical Evaluation Marks} \times 0.65) + \text{Financial Evaluation Marks}$$

The Firm/company which will get maximum points in Final Evaluation will be awarded the contract.

Signature-----



SECTION IV

Bill of Quantities (BoQ)

	Installation, Preventive and Breakdown Maintenance of followings:	Qty	Description & Specification
1	1080P IR Dome Network IP Cameras POE	200	DS-2CD2725FWD
2	Fixed 2MP IR Outdoor Bullet Cameras	50	DS-2CD2625FWD
3	PTZ IR Outdoor Speed Dome Cameras	20	DS-2DF82361
4	Network Video Recorder 32- Channels	20	DS-963NI-I16
5	PTZ Controllers with IP Connectivity	5	DS-1100KI
6	3MP Fish Eye Cameras	5	DS-2CD6332FWD
7	ICX 7150 Compact Switch (12-POE Ports)	50	Brocade (ICX-7150)
8	Transceivers IGE SFPs SM	50	SFP-1G-SM
9	Racks Outdoor with D/P Circuit Breaker 24x18x12	25	12-U
10	Cable Manager	6	
11	PDU	15	
12	OFC 8 Core SM (Single Mode)	2800m	
13	OFDF 48 Port	2	
14	OFDF 8 Port	16	
15	OFC Patch Cords SM 3 Meter	41	
16	1 KVA Online Smart UPS with Battery Packs	15	SURT1000XLI
17	5 KVA Online Smart UPS with Battery Packs	2	SURT5000XLI
18	650 VA UPS	14	BX650LI
19	ICX 7150 Compact Switch (24-POE Ports)	4	ICX7150-24P-4XIG
20	DVR-16 Channel	1	Honeywell (HNDR-EH648)
21	DVR -8 Channel	1	Hikvision
22	DVR-32 Channel	4	Hikvision
23	12 POE-Network Switches	5	Hikvision
24	UPS Homage	3	Vintage (Homage)
25	Backup Batteries	12	Liquid (180)
26	DVR – 16 Channel	1	Dujua
27	CCTV Cameras (2MP)	19	Hikvision (DS-2CD2042WD)
28	LED Screens TCL 50" , Industrial Grade 55", Changhong Ruba 60"	6	TCL , Brains,Haier & Changchong Ruba
29	CCTV Cameras (Vintage, Coaxial)	16	Phonix & Honeywell
30	CCTV Cameras New Installation	50	Hikvision (4MP,I.P)

Quotation should be inclusive of all Income tax and general sales/services tax as applicable.

Signature: 


*Work should be done in professional manner following international slandered SOPs and complete in all respects, deployment as per instructions of concerned Section, payment will be made on the basis of satisfactory work done report submitted by the section.

5 % Earnest Money of Total Amount: _____

Bank Draft / Pay Order No. _____

Name of the firm:

Authorized person:

Signature:

Contact Details:

Contractors Seal with Signature

Ministry of Foreign Affairs,
Islamabad



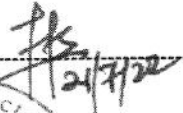

Minimum Qualification Criteria

Minimum Eligibility Criteria:

In continuation of instructions to bidders initial assessment/ scrutiny of Bidders will be done on the basis of following parameters:-

1. NTN & GST Certificate.
2. On Active Tax Payers List of FBR.
3. Registration/Incorporation/Business Certificate and number of business years in Pakistan.
4. Complete Company profile.
5. The bidder should be a company/firm having an operational office in Islamabad/ Rawalpindi.
6. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization organization/Division/ Ministry.
7. Submission of required amount of bid security with Financial Bid (A confirmation to this effect in Technical Bid is must)
8. Company/Firm employee's list along with hierarchy.

In case of any missing documents from the above mentioned list the Bid shall be deemed nonresponsive

Signature: 


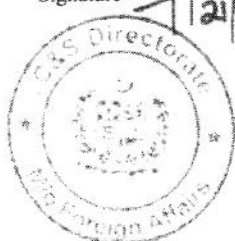
**GOVERNMENT OF PAKISTAN
MINISTRY OF FOREIGN AFFAIRS
Islamabad**

Minimum Eligibility Proforma

(To be Attached with Technical Bid)

Name of Firm:	
Name of Firm's Owner:	
Firms Office Address:	
Telephone, Fax Number & Email Address:	
Year of Establishment	
Details of Technical/Skilled Staff (Attach Separate Annexure)	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attached documentary evidence)	
Bank Account Details	
Experience Related to Supply of sufficient volume to well reputed government/private organizations (Certificates/Purchase Orders for last 2 years)	
Earnest Money @5% in the shape of Demand Draft is enclosed in the Financial Proposal	Yes: _____ No: _____
Income Tax and Sales Tax Returns of F.Y. 2019-20 and 2020-21)	
Print of Active Tax Payers List	
Bank statements with yearly turnout for fiscal year 2019-20 and 2020-21	
Client Details (Attach separate Annexure)	
Enlistment Certificate (if any) (copy of certificate enlisted with Government/Semi Govt. Organizations)	
Contact Person	<div style="border-bottom: 1px solid black; width: 100%;"></div> Name & Designation <div style="border-bottom: 1px solid black; width: 100%;"></div> Authorized Signature & Stamp

Signature-----



Ministry of Foreign Affairs

Islamabad

FORM OF BID

(To be Attached with Financial Bid)

- a) Name of the Firm: _____
- b) Sales Tax Registration Number (copy attached): _____
- c) National Tax Number (copy attached): _____
- d) Description of the work for which tender is being submitted: _____

- e) Previous Experience of work: _____

- f) Amount of Bid Security: _____
- g) Number and date of Pay Order attached: _____
- h) Cost of Tender: (if applicable) _____
- i) Cost per unit (if applicable): _____

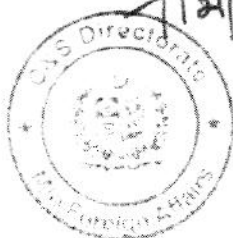
Certificate

Certified that I have read and understood terms and conditions of the tender and will fulfill them in letter and spirit.

Authorized Signature

Dated: _____

Signature-----



UNDERTAKING

Each bidder will submit an undertaking on stamp paper regarding accuracy of information provided. The sample is given below:

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.

We have gone through all the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

**SIGNATURE
WITH STAMP OF THE FIRM**

Date: _____

