

**WATER & SANITATION SERVICES PESHAWAR
(WSSP)**

BIDDING DOCUMENTS

For Purchase of

**Bio-Metric Devices, UPS's, Internet supply
& Cabinet for security of the devices**

Tender ID: 16-10/2019

Issued at WSSP Peshawar

October 2019

WATER AND SANITATION SERVICES PESHAWAR

Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad
Peshawar. Phone: 091-9219098- Ext: 121.

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Part I

Introduction

WSSP intends to purchase Bio-Metric Devices, UPS Supply, Internet supply & Cabinet for security of the devices of Standard Brand and good quality for ensuring WSSP field staff Attendance at Parking Yards / Workshop which include remote areas.

The detail of Scope of work required for Hardware and Services is available in Terms of Reference (ToR).

1) Bidding Process:

Equipment & Service Providers/Vendors will be selected after an open and transparent bidding process in accordance with KP Public Procurement Regulatory Authority (KPPRA) guideline. Salient features of the bidding process are:

- a. The bidding process shall be a **SINGLE STAGE, SINGLE ENVELOPES**.
- b. Applicants will be required to submit their financial proposals in ONE sealed envelope. The envelopes shall be clearly marked as " "FINANCIAL PROPOSAL" in bold and legible letters.

2) Eligibility Criteria:

Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process.

- a. Bidders having minimum 3 years of working experience in the relevant hardware.
- b. The Bidder should provide Previous experience by producing at least three previously completed contracts / Supplies.
- c. Bidders must be an authorized dealer or authorized reseller or an authorized distributor of the relevant hardware.
- d. The vendor will ensure that the equipment is acquired from the original manufacturer and is procured through proper channel.
- e. The equipment must be offered with required warranty, explicitly mentioned in ToR for each product offered. The bidder has to bid for lot wise "Equipment / Services" as mentioned in the ToR. Please note that partial bids shall not be entertained.
- f. NTN and Sales Tax registration certificates / KPPRA Registration as per the applicable government regulation, shall be provided in the proposal.
- g. The bidder shall provide an undertaking that the bidder has not been declared **black listed by any Governmental/ Semi-Governmental institutions**.

3) General Conditions:

- a. The bidder will be selected after an open and transparent bidding process.
- b. Proposals shall be submitted in English language.
- c. All prices mentioned in the Financial Proposal shall be in Pak Rupees (PKR). Inclusive of all Govt. taxes and other relevant charges.
- d. Each page of the Proposal shall be signed by an authorized representative of the bidder.
- e. For clarification on any item of this RFP, the applicants may send a written request, up till 07 (seven) days before the proposals submission date.
- f. WSSP may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. WSSP shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds as per KPPRA Rule.
- g. The company may increase or decrease quantities of items as per KPPRA rules.
- h. The costs of preparing the proposal and of negotiating the contract, including visits for discussion with WSSP are not reimbursable.
- i. The bidder shall quote only a single item against each category, multiple rates shall not be considered.
- j. The equipment shall be supplied in packed form and shall only be opened in the presence of the WSSP Officials. Working manuals and other related literature shall accompany the equipment in original at the time of delivery.
- k. In case of non-conformity with the desired specification, the item(s) shall be replaced by the Supplier free of cost. No additional time shall be permitted, and any delay may result in imposition of liquidity damages.
- l. Successful Supplier shall ensure to complete the supply of equipment(s) and installation of equipment at the earliest but not later than 45 days from the date of issuance of purchase/supply order.
- m. In case of delivery delays beyond stipulated time, a penalty at the rate of 0.15% of total purchase price per day for each day beyond final delivery date, for delays exceeding 3 weeks from the final delivery date WSSP may cancel the purchase order and forfeit the bid security.
- n. Bidders must quote high quality equipment from well-established international Brands.
- o. WSSP will carry out relevant test and will inspect the equipment for successful acceptance. If the supplied equipment is Counterfeit, refurbished, or below the required specification etc. it shall be rejected and returned at the cost of supplier.**
- p. Supplier shall be responsible for Installation and Commissioning of equipment (Where applicable).
- q. The Bid Should be valid for the period of 6 months.**

4) Bid Security / Performance Guarantee:

- a. A bid security in the form of Demand Draft / CDR in the name of " CEO, Water & Sanitation Services Peshawar" amounting 2% of the total bid Cost must be attached with the proposal.
- b. Payment of bid security in the form of Cash or Cheque shall not be entertained and such bids shall be returned unopened.
- c. Bid Security of Unsuccessful bidders will be released within 10 days of the issuance of purchase order to the successful bidder.
- d. Bid security of the successful bidder will be released after submission of Guarantee equivalent to 10 % of purchase order.

5) Submission, Opening and Receipt of Proposals:

- a. The original proposal shall be prepared without any overwriting. Please note;
- b. Proposals must be delivered at the address given below on or before 11:00 am (PST), till **30-10-2019** and shall be opened on the same day at 11:30 am in the presence of company representatives who wishes to attend.

General Manager HR & Administration WSSP.

Local Government Complex,
Plot # 33, Street # 13, Sector E-8,
Phase –VII, Hayatabad, Peshawar.
Tel: (+92 91) 9217630
Email: wsspeshawar_hr@hotmail.com

Payment Terms:

The Payment will be released after Completion of delivery and Installation of Equipment at site and after submission of Satisfactory Completion Report by the IT wing of WSSP within 30 days.

Part II

Terms of Reference

1) Scope of Work

Water & Sanitation Services Peshawar (WSSP) invites proposals from companies/firms having legal presence in Pakistan for purchase Bio-Metric Devices, UPS Supply, Internet supply & Cabinet for security of the devices for ensuring WSSP field staff Attendance at Parking Yards / Workshop which include remote areas.

The scope of work includes:

- a) Delivery of Hardware.
- b) Installation where applicable.

2) Warranties

Bidders shall provide complete details of hardware and services warranties for each item.

Hardware Warranty

- a) 1 Years standard warranty of all hardware with parts and services is required
- b) The bidder must provide Hardware Maintenance Service for the Hardware throughout the Hardware Warranty Period. All charges and costs associated with providing the Hardware Maintenance Service during the said period are included in the price of the Hardware.
- c) If during Installation of the hardware any supplied hardware is found defective or gets damaged, the same shall be replaced by the Bidder free of cost.
- d) If during the period of warranty any component of the supplied hardware is found defective, or failed in test or in operation, the same shall be replaced by the Bidder free of cost.

Software Warranty & Support (where applicable)

- a) Bidder warrants that the Software (CD-ROMs, diskettes, or other media) upon which the Software is delivered are free from defects in materials and workmanship under normal use.
- b) Bidder warrants that the Software/ Hardware will perform in accordance with the Specification.
- c) The Bidder is required to provide support service on implementation, fault diagnosis and resolution, consultation, and updating services on the supplied Hardware Server and associated System Software.
- d) One year support services need to be accompanied with all supplied software.

Technical Specifications

LOT Detail:

Part 01: Biometric Devices INO5-A (With ADMS Feature) or Equivalent (Qty = 06)

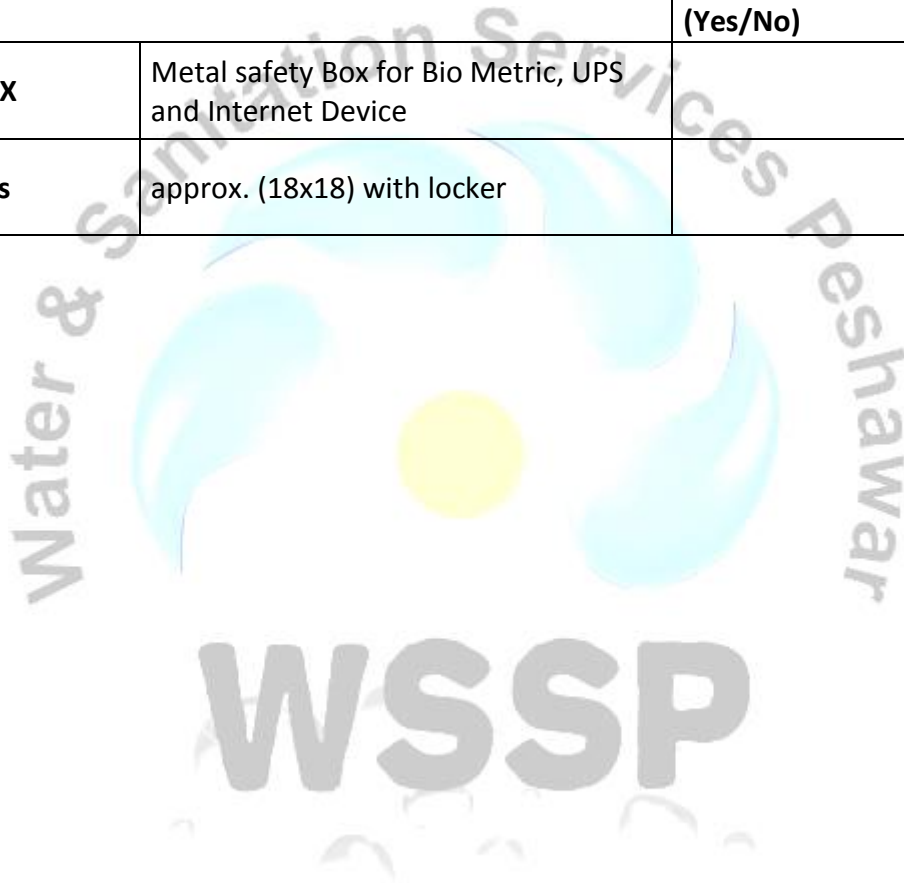
Technical Specification		Compliance (Yes/No)	Remarks for any deviation
Rf Optional	125kHz EM/ 13.56MHz MF		
Max Users (1:N)	10,000		
Capacity	Max Fingerprint (1:N)= 3000 Standard/ 10,000 Optional		
Max Record	100,000		
TCP/IP	10/100M		
PoE Optional	802.3 at 28W		
Wi-Fi	802.11 B/G/N		
3G Optional	WCDMA		
USB	USB 2.0 (Host)		
Interface RS232	1 port for external printer		
RS485	1 port for FP reader		
Relay	E relay		
Wigand	1 Input		
LCD	3.0 inch Color LCD		
Sound	24-bit		
Operating Temp	0-45 Degrees		
Operating Humidity	20% - 80%		
Power	DC 12V 1.5A		
Function	Automatic Status switch, self-service query, DST, T9 Input, 9Digit User ID, Scheduled Bell, Photo ID, Lock, sensor, Exit button		
Mandatory	ID/MF, ADMS		

Part 02: Uninterruptible power supply (UPS) (Qty = 06)

Technical Specification		Compliance (Yes/No)	Remarks for any deviation
UPS	APC Back-UPS 650VA 230V		

Part 03: Security/Safety Box (Qty = 06)

Technical Specification		Compliance (Yes/No)	Remarks for any deviation
SAFETY BOX	Metal safety Box for Bio Metric, UPS and Internet Device		
Dimensions	approx. (18x18) with locker		



TENDER "TERMS & CONDITIONS"

Sealed tenders are invited in Single stage Single Envelop bid system i.e from manufacturers or their authorized distributors and also from Government/Semi-Government Organizations and Public Sector for supply, installation and commissioning of It Equipment.

1. Tender envelop(s) must be sealed and Marked as " " which shall be addressed to General Manager HR/Admin & Procurement WSSP.
2. The tender fee Rs, _____ is non-refundable. (N/A).

Incomplete tender will not be accepted.

3. **Conditional tender will not be accepted.**
4. **Optional tender will not be accepted.** The firm should have to quote only one model. The option either in model or in rates will not be accepted and the tender will be rejected straightway.
5. The price must be quoted as per BOQ, Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price both in words as well as in figures. Any over writing/cutting etc. shall render the tender invalid. **The option in the rates will not be entertained and the tender will be rejected straightway.**
6. Tenderer would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
7. If the supply is found inferior by the Purchase/Technical Committee, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it with fresh stock as per approved samples within 10 days.
8. The payment will be made after receipt/acceptance of goods in good condition. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
9. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
10. The Competent Authority can terminate/recall the tender due to administrative reasons.
11. All disputes are subject to the jurisdiction of the Courts at Peshawar; if not settled by Central Procurement Committee of WSSP.
12. A copy of terms and conditions duly signed & stamped by the tenderer, as a token of acceptance of the same should be attached along with the tenders.
13. The tender will be rejected straightway without assigning any reasons if the firm declared black listed by any Govt./Semi govt. department/agencies etc.
14. Tenderer(s) shall indicate complete technical specifications and all features of the quoted equipment and also submit its literature/brochures with the technical bid (Where required / applicable.)

15. The tendering firm will also submit a certificate that the product offered by them is as per technical specifications of the tender / requirements.
16. If the performance of any individual equipment or System fails to meet the contract specifications then the same shall be replaced by the Supplier free of cost during the term of the warranty/guarantee period.
17. The quoted rates should be inclusive of all applicable taxes, and any additional charges. WSSP shall not be responsible to pay for transportation / Installation / Commissioning etc.
18. The bidder should be registered company with taxation authorities.



UNDERTAKING

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: _____

PROVIDER'S PROFILE

Company	
Address of Office	
Telephone /Mobile Nos.	
NTN No	
Years of Experience	
No. of Clients	

Authorized Signature: _____

Name & Designation : _____

Company Seal : _____

Bill of Quantity - IT EQUIPMENTS

LOT Details:

S. No.	Equipment/Software	Qty	Per unit Price	Total Price
1.	Biometric Devices INO5-A (With ADMS Feature) or Equivalent <ol style="list-style-type: none"> 1. Rf Optional= 125kHz EM/ 13.56MHz MF 2. Max Users (1:N)= 10,000 3. Capacity= Max Fingerprint (1:N)= 3000 Standard/ 10,000 Optional 4. Max Record= 100,000 5. TCP/IP= 10/100M 6. PoE Optional = 802.3 at 28W 7. Wi-Fi= 802.11 B/G/N 8. 3G Optional= WCDMA 9. USB= USB 2.0 (Host) 10. Interface RS232= 1 port for external printer 11. RS485= 1 port for FP reader 12. Relay= E relay 13. Wigan= 1 Input 14. LCD= 3.0 inch Color LCD 15. Sound= 24-bit 16. Operating Temp.= 0-45 Degrees 17. Operating Humidity= 20% - 80% 18. Power= DC 12V 1.5A 19. Function= Automatic Status switch, self service query, DST, T9 Input, 9Digit User ID, Scheduled Bell, Photo ID, Lock, sensor, Exit button Mandatory= ID/MF, ADMS	06		
2.	Uninterruptible power supply (UPS) APC Back-UPS 650VA 230V	06		
3.	Security/Safety Box Metal safety Box for Bio Metric, UPS and Internet Device, approx. (18x18) with locker	06		
GRAND TOTAL;				

To be Filled, Stamp and Signed by Authorized Person of the Firm.

Grand Total Lot: Rs. _____.

In Words _____

Authorized Signature

Stamp.

Note:

- Price quoted must be All Inclusive.
- Delivery at Site.
- Nothing will be paid above the quoted price / cost.
- Different / change specification shall be subjected to approval and may not accepted.
- Bidder is required to Fill and submit the BOQ along with other relevant record.



CONTRACT AGREEMENT

This Agreement is made as on _____

Between

_____ here in after called "The First Party "

AND

CEO / GM Water and Sanitation Service Peshawar here in after called "The Second Party."

For Supply of IT Accessories / Equipment as Mentioned in Purchase

Order# _____

Both the parties have mutually reached an agreement on the following terms and conditions.

1. The First Party agrees to complete supply within 45 days of the receipt of supply orders / signing of contract. In case the First Party fails to fulfill its contractual duties within the stipulated time frame, the Second Party shall forfeit the security deposited by the First Party and the Work Order issued to the First Party will stand cancelled. In exceptional circumstances, to be determined solely by the Second Party, the First Party may apply for extension of the time limit before the stipulated deadline and the decision of the Second Party in this respect would be considered as final.
2. The First Party shall supply all the items, complete work OR provide services, according to the specifications / requirement of Second Party and as mentioned in Purchase Order / Tender Documents / BOQ.
3. The First Party shall deliver the goods / services to the location / site, desired by the Second Party, without charging any additional loading/unloading or transportation costs. Any transport or loading/unloading costs shall be included in the quotes produced by the First Party.
4. Once the First Party has furnished requirements in accordance with the quantity, quality and specification mentioned in the supply order / tender documents AND a subsequent 'satisfactory approval' from the concerned department of the Second Party is received, the Second Party shall pay the First Party according to the rates quoted by the First Party in the offer/quotation.
5. All forms of obligations and taxes shall be borne by the First Party for the purposes of the contract. Any rate quoted by the First Party shall include; profits and all Government taxes including sales tax. The sales tax which is payable by the Second Party must be included in the rates quoted by the First Party.

6. The Second Party shall deduct income tax, according to the rates stipulated in the relevant law, from the payments made to the First Party.
7. The Second party shall also deduct 1/5 of Sales Tax from the bill(s) presented by the First Party.
8. Upon complaint from the Second Party (Inspection Committee or Improve Service etc.), the First Party shall within 10 days, replace unsuitable/defective/sub-standard products at its own cost.
9. The First party shall be responsible for free Repair / Replacement of supplied item with in the agreed Guarantee / Warranty period of _____ years.
10. Defective liability period would be equal to the warranty period of the equipment. All the securities will be released after successful completion of defective liability period.
11. The First Party shall confirm the availability of spare parts (For EQUIPMENT) supplied for a period of _____years.
12. Any Conflict between both the parties shall be addressed to the Local Court of Law for settlement.

For and on Behalf of CEO WSSP

For and on Behalf of Firm / Supplier

WITNESSES-1

WITNESS-1

