**GOVERNMENT OF PAKISTAN**

**PRIME MINISTER’S OFFICE (PUBLIC)**

**EARTHQUAKE RECONSTRUCTION & REHABILITATION AUTHORITY**

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File No.1 (62)/2016/ Hiring of Internet Proc-II Islamabad, the 12th May, 2016

Subject: **TENDER NOTICE FOR HIRING OF INTERNET SERVICES**

I am directed to enclose copies of Invitations for Bids regarding Hiring of Internet Services for uploading on the websites of ERRA and PPRA for general public information.

2. An early action is requested, please.

**(MALIK FARHAT ABBAS)**

Deputy Director (Procurement)

Advisor MIS, ERRA

Government of Pakistan

Prime Minister’s Office (Public)

**Earthquake Reconstruction & Rehabilitation Authority**

**INVITATION FOR BIDS**

The Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabadinvites sealed bids. for **Hiring of internet stream on radio link for routine office work (for Servers and Backup) at ERRA HQ** from bidders who must be registered with Income tax, Sale tax and have at least two yeas working experience in the relevant field..

2. Interested bidders may download the detailed Specification and Bidding Documents having specification and terms & conditions from websites of ERRA ([www.erra.pk](http://www.erra.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)). Bids must be delivered to ERRA HQ office on or before 1030hours on **31st May, 2016** .Bids will be opened in the presence of bidders or their authorized representatives at **1100 hours on same day***in*the office of Director General (A&P) ERRA Offices Complex, Main Murree Road (Opposite Margalla Town), Islamabad.

3. The Bids must be enclosed with 3% Earnest-money of total Quoted Bid Value (Re-fundable), in the shape of a Pay-order or Bank-draft in favour of Director (Procurement), ERRA HQ, Islamabad.

4. The authority reserves the right to accept or reject, cancel whole of the tender or part thereof. However, the Authority shall upon request communicate to any supplier or contractor who submitted a bid, the grounds for its rejection of all bids, but is not required to justify those grounds. The terms & conditions of the tender have been duly spelled in the Bidding Documents.

**(MALIK FARHAT ABBAS)**

**DEPUTY DIRECTOR (PROCUREMENT)**

**Earthquake Reconstruction & Rehabilitation Authority (ERRA)**

Headquarter Office Building Complex, Murree Road,

**P.O. 2688, Islamabad.**

Ph: 051 – 9030960

**Earthquake Reconstruction & Rehabilitation Authority, Islamabad**

BIDDING DOCUMENTS

1. Hiring of dedicated internet stream on radio link for routine office work (for Servers and Backup)

Purchaser:

Earthquake Reconstruction and Rehabilitation Authority, Islamabad

Pakistan

Issued on: -----

# Part One -

# Instructions to Bidders (ITB)

**Instructions to Bidders**

A. Introduction

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| 1. Source of Funds | 1.1 Government of Pakistan (Development) |
| 2. Eligible Bidders | 2.1 This Invitation for Bids is open to all GST and Income Tax registered Firms/Companies.  2.2 Individual persons are not eligible to bid. |
| 3. Cost of Bidding | 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the Bid Data Sheet, hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

B. The Bidding Documents

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| 4. Content of Bidding Documents | 4.1 The services required, bidding procedures, and contract terms are prescribed in the bidding documents. The bidding documents include:  (a) Instructions to Bidders (ITB)  (b) Bid Data Sheet  (c) Schedule of Requirements  (d) Technical Specifications  (e) Bid Form  (f) Price Schedules  4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid. |
| 5. Clarification of Bidding Documents | 5.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by cable (hereinafter, the term *cable* is deemed to include telex, email and facsimile) at the Purchaser’s address indicated in ITB Clause 3. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than five (5) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents. |
| 6. Amendment of Bidding Documents | 6.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.  6.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by cable, and will be binding on them.  6.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, or for any other reason, the Purchaser, at its discretion, may extend the deadline for the submission of bids. |

C. Preparation of Bids

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| 7. Language of Bid | | 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern. |
| 8. Documents Comprising the Bid | | 8.1 The bid prepared by the Bidder shall comprise the following components:  (a) A Bid Form and a Price Schedule completed.  (b) Bid security furnished in accordance with ITB Clause 8. |
| **9.** **Bid Form** | | 9.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the services to be supplied, a brief description of the services, like make and model, their country of origin, quantity, and prices. |
| **10. Bid Prices** | 10.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the services it proposes to supply under the contract. | |
| 11. Bid Security | | 11.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.  11.2 The bid security is required to protect the Purchaser against the risk of Bidder’s conduct which would warrant the security’s forfeiture.  11.3 The bid security shall be in Pak. Rupees and shall be in the form of bank draft/pay order in the name of DDO ERRA, Islamabad.  11.4 Unsuccessful bidders’ bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after signing of the contract with the successful bidder.  11.5 The successful Bidder’s bid security will be released after expiry of the warranty period, if any, or not later than thirty (60) days after supply of the services.  11.6 The bid security may be forfeited:  (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or  (b) in the case of a successful Bidder, if the Bidder fails:  (i) to deliver the items with the stipulated time. |
| 12. Period of Validity of Bids | | 12.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as no responsive.  12.2 In exceptional circumstances, the Purchaser may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable). The bid security shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. |
| 13. Deadline for Submission of Bids | | 13.1 Bids must be received by the Purchaser at the address no later than the time and date specified in the Bid Data Sheet.  13.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. |
| 14. Contacting the Purchaser | | 14.1 No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Purchaser, it should do so in writing.  14.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder’s bid. |

F. Award of Contract

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| 15. Award Criteria | 15.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. |
| 16. Notification of Award | 16.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.  31.2 The notification of award will constitute the formation of the Contract. |
| 17. Corrupt or Fraudulent Practices | 17.1 The Borrower/Suppliers/Contractors shall observe the highest standard of ethics during the procurement and execution of the contracts. For the purpose of this provision, following definitions are made:  (i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and  (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;  17.2 The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;  17.3 The Purchaser will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded ERRA contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, ERRA contract. |

**Bidding Documents**

**For**

**National Competitive Bidding**

**Pakistan**

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| Hiring of Dedicated internet stream on radio link for routine office work (for Servers and Backup) |

**PART TWO (PROCUREMENT SPECIFIC PROVISIONS)**

1. Bid Data Sheet (BDS)
2. Schedule of Requirements
3. Technical Specifications
4. Bid Form
5. Price Schedule

**1. Bid Data Sheet**

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

|  |  |
| --- | --- |
| **Introduction** | |
| **1)** | Name of Contract: Hiring of dedicated internet stream on radio link for routine office work (for Servers and Backup) |
| **2)** | Name of Purchaser. ERRA |
| **3)** | Purchaser’s address, telephone, email, and facsimile numbers.  Deputy Director (Procurement), Room No. 322, Block-3, ERRA, Murree Road , Islamabad.  Ph. No. 051-9030960  [javed.malik@erra.gov.pk](mailto:%20javed.malik@erra.gov.pk) |
| **4)** | Language of the bid. ENGLISH/URDU |

|  |  |
| --- | --- |
| **Bid Price and Currency** | |
| **5)** | The price quoted shall be Delivered Duty Paid (DDP), including 17%GST. |
| **6)** | The price shall be fixed. |

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| --- | --- |
| **Preparation and Submission of Bids** | |
| **7)** | Qualification requirements.   1. The bidder should have satisfactorily supplied during the last two years, similar material/equipment in at least the quantity specified against the respective item(s) for which bids are being invited. Documentary evidence of such experience must be provided with the bid. This should be in the form of references/certificates/supply orders/contracts etc. from Clients. |
| **8)** | Amount of bid security. 3% of the total bid amount |
| **9)** | Bid validity period. Two Months |
| **10)** | Number of copies. Original along with a Copy |
| **11)** | IFB title and number **Hiring of dedicated internet stream on radio link for routine office work (for Servers and** **Backup)** |
| **12)** | Deadline for bid submission 31-05-2016 |
| **13)** | Time, date, and place for bid opening. **1100 hrs on the same day in the office of Director General (A&P) , ERRA, Islamabad.** |

|  |  |  |
| --- | --- | --- |
| **Bid Evaluation** | | |
| **14)** | | Single stage one envelope procedure as per Public Procurement Rules, 2004 will be followed. |
| **Contract Award** | | |
| **15)** | The lowest evaluated bidder will be awarded contract as per contract form. | |

**2. Schedule of Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser** | **Name of Procurement** | **Nomenclature of Items Involved** | **Demand/ Quantity** |
| 1. | Hiring of dedicated internet stream on radio link for routine office work (For Servers and Backup) | Telecommunication and Internet Services | 5 MB |

**3.** **Technical Specification of**

**Hiring of dedicated internet stream on radio link for routine office work (For Servers and Backup)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser** | **Name of Procurement** | **Nomenclature of Items Involved** | **Demand/ Quantity** |
| 1. | Hiring of dedicated internet stream on radio link for routine office work (For Servers and Backup) | Telecommunication and Internet Services | 5 MB |

**4. Bid Form**

Date:

*To:*

Deputy Director (Procurement),

Room No. 322, Block-3, ERRA,

Murree Road , Islamabad.

Sir,

Having examined the bidding documents including the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of services and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2016.

*[signature] [in the capacity of]*

Duly authorized to sign Bid for and on behalf of

**5. Price Schedule in Pak. Rupees**

Name of Bidder

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Item | Description | Country of origin | Quantity | Unit price  per unit | Unit price with 17% GST per unit (if applicable) | Total Price |
|  |  |  |  |  |  |  |
| **Total** | | | | | |  | |

Signature of Bidder

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.