

PIA

Pakistan International Airlines
Supply Chain Management Department
Commercial Purchases Section
Tel: 99045137, Fax: 34570120
E-mail: dgmpc@piac.aero

TENDER REF : 19012460
Tender Cost: PKR 6,000

INVITATION TO TENDERS AND INSTRUCTIONS TO TENDERERS

M/S _____

Sub: **Tender document for the Procurement of procurement of Biometrics and Access Control devices with Installation**

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in the attached schedule/s. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your sealed tenders **In Single Stage Two Envelope Basis** addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **09-12-2020**. The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Procurement & Logistics Building latest by 90:30 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at **10:30 hours** the same day in the presence of tenderers.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager Commercial Purchase and Contract in this respect shall be final and binding.

EARNEST MONEY

The Tender should be accompanied by a **2%** (two) of the tendered value having been deposited in terms of a Pay Order payable at Karachi in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) in Financial Proposal / Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid 3-months after the expiry period of the Contract. . All tenders without Earnest Money shall not be considered.

SECURITY DEPOSIT

The successful tenderers upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to **5%** of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

PREPARATION OF TENDER

Tender will be opened on “**Single Stage two envelopes**” basis. All bidders must submit **two sealed envelopes** “Technical proposal and Financial Proposal” on specified tender opening date/time. Technical Proposal will be opened on same date, whereas Financial Proposal will remain sealed till the evaluation of samples by PIA Management. Evaluation report uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

Financial Proposal having following documents.

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 2 %(Refundable).

Technical Proposal having following documents.

- a) Tender Fees Pay Order of RS. 6,000 (NOT REFUNDABLE)
 - b) Company profile, Copy of GST & NTN certificate and technical literature.
- If not provided , bid will be rejected On Spot.

The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP Karachi - Pakistan, Tender reference number, opening date and company name.

All information about the material proposed to be supplied must be given as required in the schedule to tender.

The tender will not be considered if complete information required is not given therein.

Particular attention must be paid to delivery time.

Authorized Signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.

- e) The Tenderers must indicate whether its firm / company / organization etc is registered with PIA or not. If registered then specify PIA Registration number.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to Karachi Airport. However, if GST is applicable, same should be shown separately.
- b) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- c) The Prices must be stated for each item separately both in words and figures in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days.
- e) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.

ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tenders / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening with assigning reason.

Yours truly,
For: Pakistan International Airlines

DGM (Purchases Commercial)

Encl:

1. Tender Schedule-A
2. Terms & Conditions

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.

INTRODUCTION

PIAC desires to engage the firm(s) for the procurement of Biometrics and Access Control devices.

SCOPE OF WORK

The vendor will be responsible for providing biometric devices with all required accessories including device management and attendance pooling software with source code.

RESPONSE REQUIREMENTS

Potential bidders must follow the following requirements for their responses.

- The Certificate of Company/Firm/Contractor Registration/Incorporation under the laws of Pakistan.
- The Valid Registration Certificate for Income Tax & Sales Tax.
- The Bidder must submit earnest money and security deposit as per PIA rules.
- The Incomplete and conditional responses will not be entertained.
- The PIAC reserves the right to accept/reject wholly or partially any response or cancel the tender process altogether at any stage with assigning reason.
- The Responses are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this document.
- The Responses submitted via email or fax will not be entertained

EVALUATION CRITERIA

The responses will be evaluated as per Mandatory requirement in Annex 'B'

For qualifying, bidders shall fulfill all the mandatory requirements as laid out in Annex B and technical specifications mentioned in Annex A. If any of the mandatory requirements and technical specifications is not met by the bidder, the bid will be cancelled straight away and no further consideration will be given.

ANNEXURE 'A'
Technical Specifications

Device Description

The following hardware will be required.

Equipment	Quantity
Finger Print Access Control and Attendance Machines	56

Technical Specifications - Finger Reader Machines

<u>Specification</u>
Finger print access control and attendance machine with Mifare support and built in Ethernet
Anti-fraud features (Fake Finger Detection)
Optical Sensor / or higher
1.2 GHz OR higher CPU
256 MB RAM or higher
Transactions Log, 1 million or higher
Machine should include all necessary accessories including standard power adapter, cables etc.
One (01) year warranty and support with parts and labor on site.
Quantity = 56

ANNEXURE ‘B’
Mandatory Requirements

No.	Descriptions	Required
1	Reference for all answers must be provided in the format provided in Annexure ‘C’	Filled Annexure ‘C’
2	The vendor must be OEM or OEM certified or authorized partner	Certifications
3	The vendor must provide documentary evidence for its partnership.	OEM Letter
4	The vendor must have 3 years consecutive experience in Time and Access Management System.	Company’s Registration Certificate
5	The solution must be fingerprint based along with mi-fare card reader and writer.	Device demonstration
6	The solution must have optical fingerprint sensor or higher	Device demonstration
7	The solution must have sound verification for successful and unsuccessful transaction.	Device demonstration
8	The solution must have function keys/transaction selection (in-out) option	Device demonstration
9	The solution must have TFT display and text of that display must be readable.	Device demonstration
10	The solution must have built-in network support option.	Device demonstration
11	The solution must have capability of writing finger print template on existing mi-fare card along with pre stored templates.	Device demonstration
12	The vendor must provide SDK (Software Development Kit) and APIs (Application Programming interface) with manuals. The vendor must also provide hardware and software local training for 04 persons at vendor site.	Device demonstration
13	The solution must include software for device management through network (like sink date & time with server, administrative transactions, and error logs etc.).	Device demonstration
14	The device management software must have capability to pool attendance data or vendor shall provide pooling software with source code according to the existing PIA’s format into Oracle/SQL Server.	Device demonstration
15	The solution must support both attendance and access control.	Device demonstration
16	The proposed machine must be protected from external physical tempering.	Device demonstration
17	The vendor must provide one (01) year standard warranty for offered solution with parts and labor on site.	Device demonstration

18	For technical evaluation, POC (Proof of Concept) and Demonstration of the solution is compulsory. In case of failing the Demonstration and POC, the vendor will be disqualified.	Device demonstration
19	The proposed machine must have capability to transmit data through public IP/Network.	Device demonstration
20	The vendor must have Physical presence in Karachi, Islamabad, and Lahore	Office addresses

ANNEXURE 'C'
Response Format

No.	Descriptions	Reference Page No. in Technical Bid Document
1	Reference for all answers must be provided in the format provided in Annexure 'C'	
2	The vendor must be OEM or OEM certified or authorized partner	
3	The vendor must provide documentary evidence for its partnership.	
4	The vendor must have 3 years consecutive experience in Time and Access Management System.	
5	The solution must be fingerprint based along with mi-fare card reader and writer.	Device demonstration
6	The solution must have optical fingerprint sensor or higher	Device demonstration
7	The solution must have sound verification for successful and unsuccessful transaction.	Device demonstration
8	The solution must have function keys option	Device demonstration
9	The solution must have TFT display and text of that display must be readable.	Device demonstration
10	The solution must have built-in network support option.	Device demonstration
11	The solution must have capability of writing finger print template on existing mi-fare card along with pre stored templates.	Device demonstration
12	The vendor must provide SDK (Software Development Kit) and APIs (Application Programming interface) with manuals. The vendor must also provide hardware and software local training for 04 persons at vendor site.	Device demonstration
13	The solution must include software for device management through network (like sink date & time with server, administrative transactions and error logs etc.).	Device demonstration
14	The device management software must have capability to pool attendance data according to the existing PIA's format into Oracle/SQL Server.	Device demonstration
15	The solution must support both attendance and access control.	Device demonstration
16	The provided machine must be protected from external physical tempering.	Device demonstration
17	The vendor must provide one (01) year standard warranty for offered solution with parts and labor on site.	Device demonstration
18	For technical evaluation, POC (Proof of Concept) and Demonstration of the solution is compulsory. In case of failing the Demonstration	Device demonstration

	and POC, the vendor will be disqualified.	
19	The proposed machine must have capability to transmit data through public IP/Network.	Device demonstration
20	The vendor must have Physical presence in Karachi, Islamabad and Lahore	

S.No	Description	Qty	Per Unit Cost (PKR)	GST (if applicable), PKR	Cost of Total QTY (with GST), PKR
1	<u>Biometric Devices</u>	56			

Terms and Conditions

1. They have quoted the rates *inclusive of all GOVT Taxes*; but; *GST in currency separately*.
2. Required / tendered quantity may increase or decrease.
3. Purchase Order will be issued as & When Required Basis
4. SCM Department (PIA) will not be held responsible for any postal delay.
5. Purchase Order will be awarded to lowest Evaluated Bidder.
6. **Delivery:** Delivery must be made as per Schedule given in Purchase Order.
7. **Validity of Quote:** Quote must be valid for **120 Days** countable from date of opening of Technical Bid.
8. **Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
 - Bids / Rates must be TYPED_on Computer OR Typewriter.
 - Hand written bids like written by a pen, pencil, marker, pointer etc will not be accepted and Bid will Be REJECTED On Spot.
 - Bid can also be accepted if rates are covered with Adhesive tape.
 - Any other mandatory requirement
 - Must have 3 years previous experience in medical equipment, otherwise bid not be considered.
9. Please quote only one rate. More than one rates bid may be consider as Rejected
10. **Guarantee / Warranty:** Guarantee & Warrantee must be provided. (if Applicable)
11. **Payment Terms:** Payment terms **NTD** (Net Thirty Days). Advance Payment shall not be made for Commercial items. Hence payment term will be NTD after submission of invoices.
12. **Deduction of Tax:** Income Tax will be deducted at source.
13. **Declaration by Bidder:** We/ I hereby affirm that all terms and conditions of the said tender are read and understood and we / I expressly confirm and agreed that our bid is in consonant to the terms and conditions of the tenders.

Tenderer's Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal _____

