

**PAKISTAN BROADCASTING CORPORATION  
HEADQUARTERS G-5/1 ISLAMABAD**

**BIDDING DOCUMENTS  
Tender Enquiry: ENG/PROC-4(273)/26**

**Supply and Installation of PABX Exchange for NBH Islamabad**

**ON DDP BASIS**

**Procurement Cell Constitution Avenue Islamabad  
Phone No 051-9215824  
controller.proc@gmail.com**

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**(Note: This Document contains 32 pages only)**

## 1. DEFINITIONS AND INTERPRETATIONS:

The following words and expressions shall have the meaning assigned to them as defined hereunder:

- 1.1 **“ACCEPTANCE TEST PROCEDURES”** means test procedure specified as per approved Provisional Acceptance Test (PAT) protocols by PBC end user (NBH) approved by PBC as it is or with modifications.
- 1.2 **“ACCEPTANCE TEST(S)”** means the test(s) specified in the technical Specifications as per approved protocols by PBC to be carried out to ascertain whether the Facilities or a specified part thereof is able to attain the performance level specified in and as per approved PAT protocols by PBC end user (NBH) in accordance with provisions of Contract.
- 1.3 **“BOQ”** stands for Bill of Quantities of each job /work as mentioned in this contract and its annexes according to which Contractor supply equipment & services.
- 1.4 **“GOODS”** means products, equipment, spares, and commodities’ including hardware, software, password. The Goods includes all the equipment, machinery, and any other material which the Contractor is required to supply to PBC as mentioned in the BOQ under this Contract, including Hardware, Firmware and Software, password of all types specified explicitly or implicitly and/or required for a fully functional system (s) as per PBC specifications and performance objectives.
- 1.5 **“GOOD RECEIPT NOTE” (GRN)** means Certificate/ Note issued by the Consignee/end user certifying receipt of Goods in good condition.
- 1.6 **“CONTRACT”** means the conditions of agreement, the scope of work, the specifications, drawings, BOQ including all Annexes of contract documents.
- 1.7 **“CONTRACT PRICE”** means the total price of contract for Goods and services on Delivered Duty Paid (DDP) basis as attached at **Annexure- “A”** and is firm, Fix and final and no variations whatsoever shall be acceptable to the purchaser. All such charges, if levied, on consignments of replacements of defective and short supplies items/item will be borne by the Contractor.
- 1.8 **“CONTRACT DOCUMENTS”** means the documents in Article (CONTRACT DOCUMENTS) including the changes made if any.
- 1.9 **“DELIVERY CHARGES”** means local transportation, off shore shipment charges or any other way of transportation used to import the Goods including handling, storage, insurance and any other charges incidental to delivery of Goods at their final destination.
- 1.10 **“SITE”** means the land of locations, building and any other places including container etc. where the facilities/equipment has to be installed, commissioned and tested.
- 1.11 **“SERVICES”** means Supply & Installation and configuration of 6 trunk and 96 extensions of PABX system on DDP basis with all allied accessories and on Turnkey Basis
- 1.12 **“TIME OF COMPLETION”** means the time schedule within which completion of the work (equipment and services) as a whole as per provision of Contract.
- 1.13 **“ORIGIN”** means the place where Goods are mined, grown or produced from where ancillary services are supplied, Goods are produced, when through manufacturing, processing or substantial and major assembling of components, commercially recognized products results that is substantially different in basic characteristics or in purpose of utility from its components.
- 1.14 **“LIQUIDATED DAMAGES” (LD)** means the monetary damages imposed upon the Contractor and payable to PBC by the Contractor on account of its late delivery of a whole or part of project.
- 1.15 **“PERFORMANCE GUARANTEE”** means a guarantee issued by a scheduled bank located in Pakistan in CDR form prior to the signing of the Contract for an amount equivalent to 10% of total contract amount which will serve two purposes:
  - a. **It keeps the successful bidder on track if he fails to deliver &** becomes defaulter/insolvent or deviates from any other obligation then his performance security will be forfeited.

- b. In case the successful bidder/contractor successfully delivers the equipment, installed, commissioned, PAT is signed and PAC is issued then it will be retained for the entire warranty period starting from the date of issuance of PAC and remain valid until the issuance of FAC on completion of agreed warranty period by the end user.
- 1.16 **“WARRANTY PERIOD”** shall mean the period(s) be the warranty mentioned in the web site & technical brochures but should not be less than TWELVE (12) months starting from the date of PAC.
- 1.17 **“TURNKEY”** shall mean all obligations of the Contractor explicitly or implicitly arising out of stated in this contract which are required to complete entire system/ work as per satisfactory performance of the whole system according to satisfaction of PBC.
- 1.18 **“PAT”** means provisional acceptance test, which shall be conducted in accordance with PAT protocols within seven (07) days from the notified installation date.
- 1.19 **“PAC”** means Provisional Acceptance Certificate that will be issued by end user OR ULTIMATE CONSIGNEES.
- 1.20 **“FAC”** means Final Acceptance Certificate, which will be issued by end user to Controller Procurement within seven (07) days after one month completion of continuous period (without any break due to faults in Software or Firm ware/Hardware in the Goods). It will start from the date of issuance of PAC.
- 1.21 **“BEC”** The Bid Evaluation Committee approved by competent authority (DG PBC) for legal, financial & technical scrutiny and evaluation of bids.
- 1.22 **“COMPANY”** means a company formed and registered under the company law and includes but not limited to private limited company, public limited company, firm, association of persons or sole proprietorship or any other form of business organization.
- 1.23 **“BENEFICIAL OWNER (BO)”** means
- (i) Natural person who ultimately owns or controls the bidder’s company and / or the natural person on whose behalf a transaction is being conducted; or
  - (ii) Natural person who exercise ultimate effective control over a legal person or legal arrangement
- 1.24 **“PUBLIC PROCUREMENT CONTRACT (PPC)”** means the contract awards under Public Procurement Regulator Authority Ordinance, 2002, Public Procurement Rules, 2004 and the Regulations.

### **INSTRUCTIONS TO THE BIDDERS**

## **2. GENERAL**

### **2.1 INTRODUCTION**

With independence on 14<sup>th</sup> August-1947, Radio Pakistan also came into existence by parting ways with the then All India Radio. After rendering the service of around 26 years, Radio Pakistan was converted into a statutory body through a parliamentary Act No. XXXII-1973 in 1973 and Radio Pakistan became PAKISTAN BROADCASTING CORPORATION. The purpose of enacting Radio Pakistan as a “corporation” was to disseminate impartial news and analysis, besides education, information and entertainment, to general public through a vast network of broadcasting and transmitting equipment installed in large cities of the country with its headquarters in capital, Islamabad. In addition, the aims and objectives of this public sector state broadcaster include, promoting soft image of the country in terms of Islamic, social and cultural values in and outside its territorial boundaries.

The administrative and financial affairs of PBC are governed by a Board of Directors (BOD) with Secretary Information as its Chairman. The appointment of BOD members is made by the federal government.

### **2.2 SCOPE OF WORK:**

- 2.2.1. Supply, installation and configuration of 6 trunks and 96 extensions digital PABX system along with decommissioning of existing analog PABX system along with accessories (as tabulated below) for NBH Islamabad on DDP basis as per **“Annex-A”**

Sr. No.	Description of Item	Quantity
1.	Digital PABX Exchange (Compatible with existing infrastructure)	01 No.
2.	Operator set and related accessories Installation, configuration, and commissioning  Maintenance and support services	01 Job

2.2.2 The end user i.e. PBC, NBH Engineers will be the sole judge to determine the function and performance of the equipment.

2.2.3. For the execution of the work the bidder shall undertake to supply all hardware, software and password including equipment, installation material, interfacing units etc. as detailed at **(Annex-A)**, which shall be necessary to make the equipment fully functional and operative. Any other item (i.e. hardware and software, password) or any other entity which may not have specifically been mentioned at **(Annex-A)**, but is/are necessary to meet the Specifications, Bill of Material and site requirements shall be provided by the bidder without any extra cost to PBC. Following items (but not limited to) shall be required for the execution of the work.

- i) Hardware
- ii) Software
- iii) Password
- iv) Power cabling
- v) Installation materials
- vi) Services (Engineering, Installation, Integration, Support, training etc.)
- vii) Civil works required for installing of equipment at identified site.
- viii) Documentation, Operation & trouble shooting/ maintenance manual, CD of software (if any)

2.2.4. The offered/quoted equipment shall comply and be in accordance with all the technical provisions as enunciated in technical specifications at **(Annex-A)** and Terms & conditions mentioned at **(Annex-B)**

**2.2.5** Based on the operational constraints of the NBH, the proposed hybrid-compatible PABX solution is the most viable option. The existing infrastructure relies on legacy analog twisted-pair copper cabling and TIP telephone sets, making a full digital transition logistically challenging and financially unfeasible for the PBC.

**Key Factors Supporting the Proposed PABX Solution:**

- **Infrastructure Compatibility:** The current twisted-pair copper cables are suited for analog or hybrid systems, avoiding the need for a costly, high-capacity UTP networking infrastructure overhaul.
- **Cost Efficiency:** A complete digital transition would involve re-cabling (UTP), replacing over 100 sets, and increased maintenance, likely leading to at least a 3-fold cost increase, which violates PBC's budgetary constraints.
- **Plug & Play Capability:** The proposed model allows for immediate, seamless integration with existing analog TIP telephone sets, preventing workflow disruption.
- **Obsolescence of Old Systems:** Existing modem-based exchanges are obsolete, with maintenance no longer viable, making the replacement with a modern compatible PABX essential to ensure reliable communication.

The proposed PABX allows NBH to maintain its current legacy infrastructure while ensuring functionality, thus serving as a cost-effective, sustainable solution under current financial limitations.

An exchange system (NEC SL-2100 PABX system OR equivalent, Operator set and related accessories, Installation, configuration, and commissioning & Maintenance and support services or equivalent) is required.

The project will involve:

- Procurement of NEC SL-2100 PABX system OR equivalent
- Operator set and related accessories
- Installation, configuration, and commissioning
- Maintenance and support services

The scope of work shall include:

- Decommissioning of the existing analog PABX system
- Supply of NEC SL-2100 digital PABX system or equivalent
- Installation and configuration of 6 trunks and 96 extensions
- Installation of operator set
- System testing, commissioning, and acceptance
- Training of designated staff
- Provision of technical documentation

The objectives of this replacement project are to:

- Restore reliable internal communication between all sections
- Improve efficiency in handling official calls
- Reduce reliance on mobile phones
- Provide a secure, scalable, and centrally managed communication system
- Support effective coordination and service delivery
- **The NEC SL-2100 Digital PABX Exchange or equivalent system**, shall be configured to meet current operational requirements and allow for future expansion.

### **Proposed System Configuration:**

- **PABX Model:** NEC SL-2100 Digital PABX or equivalent
- **Trunk Capacity:** 6 external trunks
- **Extension Capacity:** 96 internal extensions
- **Operator Console:** 1 dedicated operator set

PBC Headquarters is currently operating an **old analog PABX system** which has developed persistent faults. The system has been assessed and found to be:

- Beyond repair due to unavailability of spare parts
- An obsolete model no longer supported by the manufacturer
- Unreliable, resulting in frequent communication failures

Therefore, the new procured system shall ensure:

- There is **effective internal communication** between different sections and departments
- Efficient Call handling

### **2.3 GENERAL INSTRUCTIONS**

The bidder shall undertake to:

- 2.3.1 Keep PBC informed of technological and other developments in the products offered and methods of incorporating such developments economically to PBC.
- 2.3.2 The bidder must have enough experience of supply, installation and configuration of 6 trunks and 96 extensions digital PABX system along with decommissioning of existing analog PABX system along with accessories. The seller/bidder will provide list of previously quoted equipment installed base references in Pakistan including the name and phone numbers of contact persons.
- 2.3.3 The supplied equipment shall be flexible, efficient, rapid, accurate and reliable.
- 2.3.4 Equipment shall be of the latest state-of-the-art technology
- 2.3.5 The proposed equipment should be field proven in local and international market.
- 2.3.6 Equipment shall be of the latest state-of-the-art technology, currently available in national and international market.

- 2.3.7 The equipment shall be able to withstand the voltage variations and should have enough protection against over voltage and over current and low voltage cut off protection. The equipment should be customized built to protect the equipment from transient or oscillatory surges.
- 2.3.8 Equipment shall have low power consumption and energy efficient. The bidder shall indicate the power consumption, size, weight and space requirement of the offered equipment system.
- 2.3.9 The proposed equipment shall have inbuilt cooling system to coup with the temperature variations & dusty atmosphere in Pakistan. The equipment should be robust enough against highest level of humidity in Pakistan. The equipment should be customized manufactured to sustain voltage variation in Pakistan and must have enough over voltage & over current protection system to save the equipment from rapid variations in power supply system.
- 2.3.10 The proposed digital PABX should be Compatible with the existing infrastructure Plug & Play for immediate, seamless integration with existing analog TIP telephone sets, preventing workflow disruption.
- 2.3.11 **For supply installation & commissioning of digital PABX, PBC NBH engineers will closely monitor & supervise the work at site to avoid any mishap while installation by successful bidder.**

## **2.4 INSTALLATIONS**

- 2.4.1 PBC's Engineers (End User) Report regarding the workmanship will be considered as final.
- 2.4.2 The bidder will be bound to replace the equipment/item within 48 hours declared faulty by the PBC Engineers during installation.
- 2.4.3 The PBC engineers will install and test the equipment/item. On the satisfactory report of end user the PAC will be issued after one month of performance observance.
- 2.4.4 The bidder shall supply, install and configure the supplied equipment at the time of delivery.
- 2.4.5 The bidder shall provide all cables, connectors, and installation materials required on turnkey basis.
- 2.4.6 Wiring /cabling, connectors shall be of flexible design that can be easily added, rearranged or removed.
- 2.4.7 Minor modifications in the building like making holes in the wall; roof or floors (if) required for the execution of the works/installation of equipment, shall be done by the bidder.
- 2.4.8 The bidder will be bound to replace the whole system/equipment, if the equipment does not work as per requirement of PBC.
- 2.4.9 The successful bidder will provide a CD of software free of cost and password for reconfiguration by PBC engineers, if and when required (where applicable).

## **2.5 Maintenance Support**

- 2.5.1 The bidder shall recommend the type of routine/preventive and corrective maintenance SOP with duration to Purchaser/Buyer.
- 2.5.2 The bidder will clearly indicate the name telephone number and email address of the persons (local or foreigners) for quick trouble shooting purpose.
- 2.5.3 The bidder will provide comprehensive hardware and software support to PBC during the one year warranty period.
- 2.5.4 The Warranty Period will start after the issuance of the PAC (Provisional Acceptance Certificate) and will continue till the issuance of FAC (Final Acceptance Certificate) by the end-user.
- 2.5.5 The bidder will provide an alternate equipment of same ratings, brand incase Equipment/Accessories cease to function due to minor faults in software or hardware or due to any reason. The bidder shall repair the equipment with the fastest speed and return it back to PBC. The repaired equipment must operate as per satisfaction of PBC. If there exist manufacturing fault in supplied equipment and allied accessories, the bidder will be bound to replace the faulty equipment with brand new equipment if panel of PBC engineer declares that there exists a manufacturing fault in the supplied equipment. The Supplier/Bidder will provide bank guarantee against total DDP cost of supplied equipment before lifting the equipment for

shipment, applicable within the warranty period and till the issuance of Final Acceptance Certificate (FAC) by the end user.

2.5.6 The period of fault in the equipment will be excluded from the warranty period.

### **3. ELIGIBILITY CONDITIONS FOR EVALUATION CRITERION OF BIDS & BIDDERS**

Invitation to submission of sealed bids is open to all OEM's (Original Equipment Manufacturers), their authorized dealers/partners in Pakistan and the firms as well as potential bidders who have enough experience of relevant work and meet the following conditions:-

- 3.1 Have relevant experience of equipment (PABX Telephone Exchange System) both in public sector & private sector within Pakistan.
- 3.2 Incumbent bidder shall provide all the record of its previous supplies & installations along with contracts/purchase orders detail (i.e. amount, date and time of completion, description of items) and contact details of concerned person for reference and verification.
- 3.3 The relevant experience of the incumbent bidder will be evaluated on the basis of its supply record and will be considered for further evaluation. If any bidder is found inexperienced or its previous supply record is irrelevant, then the said bidder will not be considered for further evaluation and will be knocked out from the competition.
- 3.4 Registered with taxation departments of Pakistan as active taxpayers. NTN number must be mentioned legibly. The firm will be bound to provide current and previous bank statements of his accounts and audit reports along with the quotation.
- 3.5 Bidder should provide undertaking on Judicial Stamp paper worth minimum Rs.100 of the following as per Performa attached at **Annex-C**.
  - a. Firm has read all clauses of this tender document carefully and if firm agrees with all clauses only then submit bidding documents with sign and company stamp.
  - b. Firm is financially sound enough; project will not be delayed/ failed due to lack of finance.
  - c. Offered equipment is of latest version.
  - d. Technically qualified bidder's financial position must be strong enough to procure the tendered equipment and technically capable to supply and install as per requirement of PBC. Under any circumstances the supply shall not be delayed due to dearth of bidder's financial position as well as due to his technical inability. The bidder shall also guarantee in the affidavit that he is financially and technically capable to resolve the discrepancies in the equipment and can replace with brand new equipment, keeping the faulty one at site.
  - e. The bidder under takes that he himself & his firm not involved in corrupt & fraudulent practices as described in PPRA rule 2004 clause 2 sub clause(f)
  - f. In case the bidder deviates from any commitment made in his technical proposal/ offer, then his bid security will be forfeited & may be debarred/ cross debarred for reasonable time period.
  - g. The bidder cannot raise any objection on the terms & conditions of bid document as stated in clause-5 below.
- 3.6 In case of OEM intends to participate, it must be registered with relevant taxation and registration authorities of Pakistan with registered offices.
- 3.7 The equipment/brands that are already operating in PBC will be evaluated on the base of equipment's performance obtained through End User / C (M&O) and responsiveness of supplier/bidders will be evaluated on the base of responsiveness with procurement cell as well as response to the end user.
- 3.8 Prospective Bidder must provide Valid Documentary proof against serial Nos. 3.1 to 3.7 along with the bid. Non-Submission of any of above document will lead to consideration of a firm as NON-RESPONSIVE (As per rule # 13 PPRA Rules 2004) and Sub-sequent NON-CONSIDERATION for the evaluation.
- 3.9 The bidders may quote the equipment in PKR in their proposals.

#### 4. COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the PBC will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### 5. CLARIFICATIONS OF BIDDING DOCUMENTS

5.1 A prospective bidder requiring any clarification(s) regarding technical and commercial aspects of the tender document may notify to Controller (Procurement) PBC. The concerned officer from PBC Procurement cell will respond to any request for clarification, which receives well before (approximate **05** working days or more) to the deadline for the submission of bids. Copies of PBC's response will be forwarded to all prospective bidders (if not already clarified in the tender/ RFP). (**As per of PPRA RULE 2004 clause 31**)

5.2 If any bidder may require any clarifications to queries regarding the clauses of the bidding documents or he has any objections in bidding documents' clauses, he must discuss in detail at least 05(five) days before opening of tender/bids (preferably 5 days before cutoff date). No objections will be accepted regarding bidding documents' clauses raised by the successful bidder will be entertained after technical bids opening as stated **PPRA Rule 2004 clause-48 part 3 & 5**. In case a bidder raises objections after declared as successful bidder and does not proceed to sign the agreement with PBC by raising objections in the TOR of tender document in compliance with **PPRA rule 2004 clause 30 part (3)**, in that case bid security of successful bidder will be forfeited and he will be barred for future participation in PBC tenders.

#### 6. AMENDMENT OF BIDDING DOCUMENTS

6.1 At any time prior to the deadline for submission of bids, PBC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addendum/amendment in accordance with **PPRA Rule 2004 clause 31**.

6.2 Any addendum/amendment thus issued shall be part of the bidding documents. To afford bidders reasonable time in which to take an addendum into account in preparing their bids, PBC may at its discretion extend the deadline for submission of bids.

#### 7. PREPARATION OF BIDS

7.1. e-Bids should be prepared considering "Single Stage-Two Envelope" procedure and uploaded on PPRA EPADS along with the copy of 2% bid security. Bidders may submit the hard copy of the same uploaded bid.

(i) The e-bids shall comprise a single package containing two separate e-files/envelopes. Each e-file/envelope shall contain separately the financial proposal and the technical proposal;

(ii) The e-files/envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL"

in bold and legible letters to avoid confusion.

(iii) Initially, only the e-file/envelope marked "TECHNICAL PROPOSAL" shall be opened publicly at a time, date and venue announced in tender Notice.

(iv) The e-file/envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.

(v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.

(vi) During the technical evaluation no amendments in the technical proposal shall be permitted as described in PPRA rule 2004 Clause-30.

(vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.

7.2. Firms /bidders are required to submit/upload an e-file as Technical proposal and a Financial Proposal as specified below:

**7.2-(a) TECHNICAL PROPOSAL PREPARATION:**

The Firms/bidders are expected to provide the Technical Proposal as specified in the RFP Document. Material deficiencies in providing the information requested for may result in rejection of a proposal. The Technical Proposal shall contain the following documents:

- (i) Letter of Technical Proposal Submission.
- (ii) Profile and Track Record of the Firm/ bidder.
- (iii) Samples of similar projects handled in the past.
- (iv) An undertaking on the letterhead of the participating bidder/firm or Agency and signed by an authorized signatory, that the bidder/Firm will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the bidder/ Firm in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the Firm/ bidder would be binding on the participating bidder /Firm or Agency.
- v) The Technical Proposal shall not include any financial information.
- vi) Bidder must submit detail unambiguous specification of offered equipment.

**7.2-(b) FINANCIAL PROPOSAL PREPARATION OF BID:**

In preparing the Financial Proposal, participating Bidder / Firms or Agencies are expected to take into account the requirements and conditions outlined in the RFP document. Letter of Financial Proposal should include:

- (i) Complete cost of the project with break-up of costs for each of the items of work listed in the Scope of Work is to be submitted as per Annexure- D.
- (ii) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by PBC.
- (iii) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

7.3. The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.

7.4 The Technical Proposal should be placed in a sealed envelope and super scribed

7.5 If the Financial Bid is not submitted in a separate sealed envelope duly superscripted as indicated above, this will constitute grounds for declaring the Bid nonresponsive

7.6 Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope shall be super-scribed "Technical & Financial Proposal for

7.7. After the evaluation report of BEC about the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically qualified bids only. The procuring agency will follow the PPRA RULE 2004 clause # 48 sub-clause #3. The financial proposals of bids found technically nonresponsive shall be returned un-opened to the respective bidders.

**7.8 Following documents shall be submitted with the proposal:**

- a. Duly filled Bill of Quantity (BOQ) **without prices** with technical proposal.
- b. Duly filled Bill of Quantity (BOQ) same as mentioned above but with prices with financial proposal as per **Annex-A & Annex-D**.
- c. Duly filled technical compliance statements as per **Annex-A** with proper reference in the technical proposal/bid.
- d. Technical brochures of offered/quoted equipment.
- e. Bid security @ 2% of total quoted price of total quoted price in the name of Controller, Procurement cell PBC, Headquarters Islamabad
- f. Valid certificate of authorization from the OEM to sell the equipment in Pakistan.
- g. Duly filled commercial compliance statement as per **Annex-D**.
- h. Certificates as per **clause # 3**.
- i. Supply record for verification of experience.

## **8. LANGUAGE OF BID DOCUMENTS**

- 8.1 Bid documents and all correspondence will be in English language.
- 8.2 The bid should have a covering letter on printed letter pad of the firm. All pages of the bid shall be initiated/signed and official seal be affixed by the person(s) authorized to sign.

## **9. PRICE**

- 9.1 Prices against the BOQ may be quoted in Pak Rupees as per Annex-A and as stated at clause **3.9**.
- 9.2 The price should be inclusive of all installation material plus installation cost.
- 9.3 The price quoted should be firm, final, and clearly written/typed without any ambiguity.
- 9.4 The price should include all the applicable government taxes, duties, freight charges and insurances both local & offshore etc.
- 9.5 The rates / prices shall be entered against each item in the Bill of Quantity (BOQ) as per **Annex-A**. Any item against which no rate or price is entered and left blank by the bidder shall be deemed covered by the bidder in the offered price/cost.
- 9.6 The bidder shall be deemed to have obtained all information as to all the requirements there to may affect the bid price.

## **10. TENDER SECURITY / EARNEST MONEY/BID SECURITY:**

- 10.1 The bidder shall furnish tender security equivalent to **2%** of the total value of bid in the form of Cash Deposit Receipt (CDR) issued by a scheduled bank of Pakistan.
- 10.2 Any bid not accompanied by bid security shall be rejected by the PBC as non-responsive bid.
- 10.3 The bid securities of the un-successful bidders will be returned after award of contract to the successful bidder .The bid securities of bidders, who are not in competition, can be returned earlier at PBC's discretion upon receiving a request.
- 10.4 The bid security of the successful bidder will be returned when the bidder furnishes the required Performance Guaranty/ Security and signed contract agreement.
- 10.5 All correspondence regarding release/extension of bid security shall be made with Controller (Procurement) PBC HQ Islamabad.

### **10.6 The bid security may be forfeited:**

- i. **If a bidder withdraws his bid after the cut-off time mentioned in the bid.**
- ii. **If the bidder does not accept the correction of his bid price.**
- iii. **In case of successful bidder, if he fails to furnish the required performance guarantee or not sign the contract agreement.**
- iv. **If a bidder does not respond to clarifications called by PBC.**
- v. **If bidder deviates from his/her proposal/offer.**
- vi. **If the bidder raises queries/objections/clarifications in the bidding documents after opening of technical bids causing wastage of PBC's time and causing delay in tender processes.**

## **11. VALIDITY OF BIDS (As per PPRA rule clause 26)**

- 11.1 Bid shall remain valid for a period of **180** days from the date of technical tender opening.
- 11.2 Bidder must mention validity of 180 days in his proposal on his company's letter head. The bid validity mentioned different in the financial bid will be simply ignored & bid validity mentioned in the bid will be considered because the financial bid is opened when a bidder is declared qualified on the basis of technical proposal.

## **12. DEADLINE FOR SUBMISSION OF BID**

- 12.1 The bid shall be delivered in person or sent by the registered mail which should reach the office of Controller Procurement Cell Room # 214, second floor; PBC HQ, G-5 Islamabad till 11:00 a.m. on 07-05-2026 (Thursday) **and bids will be opened at 11:30 am on the same day in accordance with PPRA Rule clause 28.**
- 12.2 Sealed bids should be submitted at the office of Controller (Procurement) PBC HQs on or before the prescribed time on given date.
- 12.3 Bid should be submitted in sealed envelope having necessary information regarding tender

notice and warning message “**DO NOT OPEN BEFORE 07-05-2026 (Thursday) at 11:30am.**

- 12.4 No open, e-mailed or faxed bid will be accepted.
- 12.5 Any bid received by the PBC concerned officer after the date and cutoff time of tender opening, will be returned unopened to such bidder.

### **13. MODIFICATION & WITHDRAWAL OF BID**

- 13.1. Any bidder may modify or withdraw his bid after bid submission provided that written notice of the modification or with-drawl is received by the concerned officer prior to the deadline for submission of bids.
- 13.2 No bid may be modified or withdrawn by a bidder after the deadline for submission of bids.

### **14. OPENING OF BIDS (in accordance with PPRA Rule clause 28)**

- 14.1 The PBC tender committee will open the technical bids at **11:30 am** on dated: **07-05-2026** in the presence of bidder representatives at PBC HQ G-5 Islamabad whereas the financial bids will be retained by PBC. The financial bids of technically qualified bidders will be opened later. The financial bids opening schedule will be conveyed accordingly.
- 14.2 The bidder’s name, brand name / model, bid prices, presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced loudly during tender opening.
- 14.3 The tender committee will resolve any issue raised by the bidders, on the spot.
- 14.4. The tender committee reserves the right to reject any one or all bids prior to acceptance of a bid / proposal.

### **15. RESPONSIVENESS OF BIDS (for technical opening)**

- 15.1 The bid security is submitted
- 15.2 The bid is valid as per bid validity of bidding documents/RFP
- 15.3 The bid prices are firm, during its validity and inclusive of all taxes, duties etc.
- 15.4 Completion period offered is within specified limits.
- 15.5 The bidder is eligible to tender and possesses the requisite experience
- 15.6 The bid does not deviate from basic technical requirements
- 15.7 The bid is generally in order etc.

### **16. EVALUATION CRITERION (in accordance with PPRA Rules Clause 29 & 30)**

- 16.1 Prior evaluating the proposals, the eligibility conditions of incumbent bidders will be evaluated according to **clause # 3** & any firm found non-compliant will not be considered for further evaluation proceedings.
- 16.2 After evaluating the eligibility conditions, proposals will be evaluated both on technical & financial grounds (**as per PPRA Rules Clause 30**). For this purpose bidder data mentioned in technical compliance statement will be compared with the technical literature & clarification will be sought in case compliance is not evident from the literature. After successful compliance with the technical specifications and terms & condition (**Annex-A & B**), The BEC will submit report regarding qualified & non-qualified bidders. The conclusion of report will be sent to all participant bidders in the light of PPRA Rule 35 in line with PPRA Rule 48 sub clause (3). Any technical proposal which does not conform to the technical specs (**Annex-A**) will be rejected by BEC.
- 16.3 Contract will be awarded to technically qualified **financially most advantageous bid** vide **S.R.O. No. 442(1)/2020 dated 15<sup>th</sup> May, 2020 as per PPRA rule clause No. 38.**
- 16.4 Moreover, it will be examined in detail whether the bids comply with the commercial / contractual conditions of the bidding documents.
- 16.5 The cost of making good any deficiency resulting from any quantifiable variations and deviations from the tender schedules and conditions of the order, as determined by the PBC will be added to the corrected total bid price for comparison purpose only. Adjustment for commercial compliance will be added to the corrected total bid prices. Adjustment factor

will be calculated by committee as deemed appropriate.

**17. CORRECTIONS OF BID PRICE PROCEDURE**

- 17.1 To assist in the examination, evaluation and comparison of the bids the BEC at its discretion, may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- 17.2 Arithmetical errors will be rectified on the following basis:
- 17.3 If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that will be corrected.
- 17.4 If the bidder does not accept the corrected amount of bid, his bid will be rejected and his tender security will be forfeited.

**18. COMMERCIAL COMPLIANCE STATEMENT**

The bidder will furnish a compliance certificate with the bid as per enclosed format (**Annex-E**). The fields of the compliance certificate Performa must be filled appropriately by the bidder with proper reference given in the technical documents.

**19. VARIATION ORDER**

PBC reserves the right to place variation order (increase or decrease in the quantities of BOQ. The contractor shall be bound to accept the variation order by PBC.

**20. Evaluation of the Proposals**

- On expiry of the date for submission of the Proposals, the evaluation process will begin. The bids shall be evaluated using 'Quality and Cost Based Selection' method of PPRA whereby the bidder securing the highest weighted marks as per the prescribed Technical and Financial Criteria and if the proposal found to be responsive shall be declared as the successful bidder and the others shall follow accordingly. Technical Proposal marks shall be given **80%** weightage and Financial Proposal marks shall be given **20%** weightage. The bidder needs to secure at least **60%** marks in the Technical Proposal to be considered as an eligible bidder for the opening of its Financial Proposal. Accordingly, the date for opening of Financial Proposals shall be communicated to the eligible bidders and the Financial Proposals of the non-eligible bidders shall be returned unopened.
- 20.2 The contract will be awarded to substantially responsive most advantageous evaluated bidder, provided that such bidder has been determined to be qualified to satisfactorily perform the order.
- 20.3 The PBC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to acceptance of bid and signing of contract agreement without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PBC's action as per **PPRA Rule 2004 clause#33**.

Muhammad Rafiq  
Controller (Procurement Cell)  
Ph. # 051-9215824

**TERMS AND CONDITIONS OF CONTRACT****1. PERFORMANCE GUARANTY ( PPRA clause 39)**

- 1.1 The successful bidder shall furnish to the PBC a performance guarantee (**PPRA Rule clause 39**) equivalent to **10%** of the total ordered value, in the shape of CDR issued from any scheduled bank of Pakistan valid for the entire warranty period as mentioned at the time of signing of contract and remain valid till the issuance of Final Acceptance Certificate (FAC).
- 1.2 The performance guarantee shall be further extended accordingly if the delivery is delayed.
- 1.3 Failure of the successful bidder to furnish acceptable performance shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security.
- 1.4 The performance guaranty will be forfeited if:
- a) If the successful bidder/ contractor becomes defaulter/insolvent or deviates from any other obligation and not able to deliver the equipment as a whole or partially and equipment is delivered but not able to install, commission and test the equipment as per PAT and consequently PAC is not issued by end-user.
  - b) In case the equipment is delivered, installed & commissioned, PAT & PAC issued then performance guaranty/security will be retained for the entire warranty period. The performance guaranty/security will be forfeited when the performance during the warranty period not satisfactory.
- 1.5 All the correspondence regarding release of performance guarantee shall be made with Controller (Procurement) PBC HQ.

**2. CONTRACTOR'S RESPONSIBILITIES**

- 2.1 The contractor shall supply the equipment in accordance with the contract & responsibility matrix.
- 2.2 The contractor shall not subcontract the whole of the works. The contractor shall not subcontract any part of the works without the consent of PBC/ purchaser.

**3. TRANSPORTATION / PACKING**

All types of transportation for delivery of equipment at final destination (as required by PBC) will be the responsibility of the contractor. Contractor shall ensure proper / international packing of equipment to avoid deterioration of equipment etc.

**4. TIME FOR COMPLETION**

- 4.1 The contractor shall supply, install, test and configure the equipment within 30 days or earlier from the date of signing of contract; however incumbent bidder must also specify the timelines in which he can execute the whole work. The timeline can be finalized by mutual consent of both parties.
- 4.2 If the contractor fails to execute the work within the agreed time, or unless the delay in completion is due to force majeure as mentioned in clause # 11 below of this tender document, the contractor's only liability to the PBC for such failure shall be to pay an amount equivalent to 0.167% of contract value or part of the contract against non-delivered, uninstalled equipment per day but maximum to 10% of total contract value.

**5. WARRANTY /SERVICES:****5.1 GENRAL**

Bidder warrants and guarantees to purchaser, its successors and assigns that the goods and services covered by the Contract will:

- (a) Conform to the applicable specifications and other descriptions;
- (b) Be sufficient and suitable for Purchaser/Buyer's intended purpose.

- (c) Be of good material and workmanship; and be free from defect & brand new. Seller's responsibility under this warranty shall include without limitation, all parts, labor and transportation cost in the event the goods must be returned to bidder for repair or replacement. The warranty means the warranty that OEM gives in his website and/or brochure for the equipment quoted.
- (d) The Purchaser/Buyer will notify the seller/bidder in writing of any claims arising under the warranty period and seller/bidder will repair/replace the defective store within 48 hours or earlier without any cost effect to purchaser.
- (e) The bidder, for technical assistance at the highest level shall provide high-level support/technical assistance on 24 x 7 bases during the warranty period.

## 5.2 **WARRANTY REMEDIES**

If any goods or services fail to conform to the warranties during the applicable warranty period, bidder/Seller will service, adjust or replace any non-conforming goods or re-perform non-conforming services at no charge to purchaser/Buyer as soon as possible upon written notice from purchaser. For goods installed by Seller/ bidder, on-site repair, limited to servicing, adjusting or replacing part(s), will be performed at no additional cost to Buyer/Purchaser. For the goods installed by Buyer/Purchaser, non-conforming goods shall be returned by Buyer to Seller, at Seller's cost, and repaired or replacement parts shall be shipped by Seller to Buyer, on DDP (Incoterms). The removed store/spare by the Buyer to be returned to Seller for repair or replacement and the installation by Buyer of replacement or repaired parts shall be at Seller's expense.

## 5.3 **REMEDIES AND DAMAGES**

In addition to Seller's obligations described in Section 5.1 if any goods are reasonably determined to fail to conform to the warranties set forth in this Contract, Seller shall reimburse Buyer for all reasonable losses, costs and damages caused by such nonconforming goods. Such costs and damages may include, without limitation, costs, expenses and losses of Buyer and/or its customers arising from production interruptions or slowdowns.

## 6. **PROVISIONAL ACCEPTANCE CERTIFICATE (PAC)**

6.1. The contractor/ seller will inform PBC procurement cell as well as the end user about 15 days prior to the delivery of equipment at site essentially required to obtain necessary approvals and completion of processes procedure as per SOP within PBC.

6.2. The contractor will deliver the equipment (PABX Telephone Exchange System) (as per BOQ) at the site and handover the equipment accordingly & obtained signed and stamp delivery Challan from end user. Detailed inspection is responsibility of end user & only satisfactory receiving of equipment may be taken over and same may be conveyed to procurement cell than the contractor may be allowed for installation & testing of equipment as per agreement.

6.3. Upon satisfying itself that installation and testing of the equipment undertaken by the contractor is complete in all respects, the contractor will inform in-writing to Controller Procurement PBC, HQ Islamabad to detail a team for Provisional Acceptance Test (PAT). The Controller (Procurement) will ask controller NBH to constitute team(s) comprising of members to conduct the PAT with the approval of DE PBC HQs. The installed equipment will be verified and all the tests will be carried out in accordance with approved PAT documents provided by the Contractor or available with the end user. The successful bidder will arrange to provide the PAT documents and factory test report & other requirements mentioned in terms & conditions provided by end user attached at **Annexure-B** within 15 days prior to delivery of the equipment. The PAT will be conducted in accordance with approved/vetted PAT documents from DE, PBC HQs. The constituted & approved PAT team will sign Provisional Acceptance Test after successful completion of Test. After successful conduct of PAT & on the base of PAT committee report Controller (Procurement) PBC HQs will accept the PAT a successful.

6.4. The end user/Ultimate Consignee will issue PAC after continuous thirty days (30)

satisfactory performance of the installed equipment starts with the successful completion of PAT.

6.5. In case Provisional Acceptance Certificate is not issued within two (02) weeks, after completion of 30 days PAC period, upon the contractor's written request to this effect end user (Incharge) shall inform in-writing of the specific reason(s) for not issuing PAC. Furthermore, the ultimate consignee will notify the contractor that the work is not fully complete and contractor will rectify the discrepancies. PAC will be issued 30 days after satisfactory testing of equipment at site.

## **7. TERMS OF PAYMENT**

- 7.1 Payment of contract price shall be made in completion of the task after satisfactory performance & issuance of PAC by the end-user (in accordance PPR **Rule clause 39**).
- 7.2 All the payments shall be made through cross Cheque in Pak Rupees.
- 7.3 Taxes will be deducted as per government rules at the time of payment.

## **8. FINAL ACCEPTANCE CERTIFICATE (FAC)**

The contractor may notify the PBC concerned officer at-least 15 days before the expiry of warranty period for the issuance of final acceptance certificate. Upon such notification from contractor, the PBC concerned officer will issue Final Acceptance Certificate in favour of contractor subject to satisfactory completion of warranty period within 30 days as per requirement of contract. Alternatively the PBC concerned officer will notify the contractor for the discrepancies that still remain un-resolved and contractor will rectify the discrepancies.

## **9. DEFAULT BY CONTRACTOR**

- 9.1 If the contractor fails to supply the equipment, refuses or fails to comply with a valid instruction of the PBC, the PBC may give notice stating the default.
- 9.2 If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of PBC notice, the PBC may by a second notice cancel the order and performance security will be confiscated.

## **10. ARBITRATION AND AMICABLE LAW**

- 10.1 The Contract will be construed under and governed by THE LAWS OF THE ISLAMIC REPUBLIC OF PAKISTAN.
- 10.2 PBC procurement cell and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.3 Any dispute, disagreement or question arising out of or relating to or in consequence of the contract or relating to its execution or performance which cannot be settled amicably, shall be referred to arbitration to Director General (DG) PBC. Only DG PBC will have sole authority in arbitration to decide.

## **11. FORCE MAJEURE**

- 11.1 The Contractor shall not be liable for forfeiture of its performance guaranty/ security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 11.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay

caused by Force Majeure.

- 11.3 The terms “Force Majeure” as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.
- 11.4 The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 90 days from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party PBC will not pay any amount or entertain any claim of the Contractor.
- 11.5 If a Force Majeure situation arises, the Contractor shall promptly notify PBC in writing of such conditions and the cause thereof. Unless otherwise directed by PBC in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **12. TERMINATION FOR INSOLVENCY**

The PBC may at any time terminate the contract by giving written notice to the bidder, without any compensation to bidder if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to action to the PBC.

## **13. TERMINATION FOR CONVENIENCE**

The PBC may send a written notice to the bidder; terminate the contract in whole or in part any time for its convenience. The notice of termination shall specify that the termination is for the PBC’s convenience, the extent to which performance or work under the contract is terminated and the date upon which such termination becomes effective.

## **14. ULTIMATE CONSIGNEE**

Controller NBH

## **15. DEBARMENT / BLACKLISTING OF FIRM**

- 15.1 As per PPRA Rule clause-19, PBC reserves the right of debarment ‘or’ blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity according to the PBC’s approved **blacklisting policy 2022** which may be enforced subject to any of the following acts or more:-
- a. Consistent failure to provide satisfactory performance.
  - b. Contractor becomes insolvent.
  - c. Successful bidder/ contractor found involved in corrupt & fraudulent practices as defined in PPRA Rule 2004 clause # 2 sub clause (f), part i, ii, iii, iv &v.
  - d. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
  - e. Commission of fraud.

- f. Contractor abandons the contract.
  - g. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for Fourteen (14) days.
  - h. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
  - i. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc. giving false evidence, furnishing of false information of serious nature.
  - j. The bidder submit the claims, accept & comply the bidding documents only to get himself qualified but after announcement of qualified bidder by procurement cell, delays the proceedings by one way or other or refuses to comply as per bidding documents.
- 15.2 DG PBC will constitute a committee comprising of three PBC officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of DG PBC.
- 15.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause as defined in PPRA RULE 2004 clause 19 amended on 28<sup>th</sup> June2021.

**16. REPEAT ORDER**

Repeat Order may be placed in accordance with Public Procurement Rules 2004.

**Key Factors Supporting the Proposed PABX Solution:**

- **Infrastructure Compatibility:** The current twisted-pair copper cables are suited for analog or hybrid systems, avoiding the need for a costly, high-capacity UTP networking infrastructure overhaul.
- **Cost Efficiency:** A complete digital transition would involve re-cabling (UTP), replacing over 100 sets, and increased maintenance, likely leading to at least a 3-fold cost increase, which violates PBC’s budgetary constraints.
- **Plug & Play Capability:** The proposed model allows for immediate, seamless integration with existing analog TIP telephone sets, preventing workflow disruption.
- **Obsolescence of Old Systems:** Existing modem-based exchanges are obsolete, with maintenance no longer viable, making the replacement with a modern compatible PABX essential to ensure reliable communication.

The scope of work shall include:

- Decommissioning of the existing analog PABX system
- Supply of NEC SL-2100 digital PABX system OR equivalent
- Installation and configuration of 6 trunks and 96 extensions
- Installation of operator set
- System testing, commissioning, and acceptance
- Training of designated staff
- Provision of technical documentation

**Proposed System Configuration:**

- **PABX Model:** NEC SL-2100 Digital PABX or equivalent
- **Trunk Capacity:** 6 external trunks
- **Extension Capacity:** 96 internal extensions
- **Operator Console:** 1 dedicated operator set

**GENERAL TERMS AND CONDITIONS**

Sr. No.	ITEMS/DESCRIPTION	QTY
1	Operational training for operating staff	01 job
2	Complete technical training for PBC staff with provision of all installation and Maintenance manual.	01 job
3	End-to-end principal support for the offered system (24x7).	01 job
4	Service & support with warranty.	01 year
5	Connectors and cables.	1 Set
6	Technical drawings and operation manuals	
8	Equipment along with all accessories including cables, connectors, allied equipment etc. should be provided alongwith supply, installation, testing and commissioning	01 job

1. The Original Equipment Manufacturer (OEM), **Sole Distributors** directly registered with the Manufacturers and the potential firms/bidders having enough experience are allowed to participate.
2. The participating firms should be registered with the Government Institutions/Authorities.
3. Bidders must produce certificate for availability of quoted equipment/item. Bidder is bound to provide **replacement of equipment/item** during warranty period. Bidder shall ascertain to provide complete **after sales technical and backup service/support** on-site to PBC.

4. Adequate **protection system** should be provided to safeguard the system from damage. The protection system should be fast acting to safeguard the system and components.
5. The supplier must ensure that the equipment/items provided must be achieved in a plug and play operation without any complexity.
8. Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
9. All configuration files and software (if any) must be provided by the OEM free of charge under warranty period.
10. Local partner must ensure timely availability of OEM technical team for remote assistance to PBC technical team free of charge.
11. Bidders must provide evidence of experience for supply of concerned equipment/items and submit list of previous comparable works for evaluation.
12. Bidder must attach Factory Test Certificate of the Equipment.
13. All the **international standards** must be complied as defined in the specification sheet, any deviation with the terms and specifications of the tender shall be highlighted by the bidder. Any discrepancy found at a later stage will lead to disqualification of the bidder.
14. Standard maintenance procedures must be provided to PBC technical team for smooth operation.
15. Successful bidder must provide sets of original operator's manuals, service manuals and parts catalog.
16. Successful bidders must offer international warranty mentioned at the equipment manufacturer brochure and website.

## **ANNEX-C**

### **Bill of Quantity**

Sr. No.	Description of Item	Quantity
3.	Digital PABX Exchange (Compatible with existing infrastructure)	01 No.
4.	Operator set and related accessories Installation, configuration, and commissioning  Maintenance and support services	01 Job

## **ANNEX-D**

### **CERTIFICATE OF AFFIDAVIT/DECLARATION (To be printed on Stamp Paper worth Minimum Rs. 100)**

In response to Tender inquiry No. \_\_\_\_\_ We, solemnly declare that Mr. \_\_\_\_\_ S/O \_\_\_\_\_ CNIC \_\_\_\_\_ is the Designation of Company Name offer to provide the \_\_\_\_\_ in accordance with your tender notice published in daily newspaper. We are hereby submitting our proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

Moreover, we also confirm that the prices quoted in Pakistan Broadcasting Corporation, Islamabad are not more than the prices quoted in any other Government / Autonomous organization. In case of any over pricing we shall be bound to refund that to the PBC in the best interest of the Government. We also confirm to abide by all the terms and conditions laid down in the Tender inquiry, bidding document or time to time changed by the Government. In case of any violation on any terms and conditions, our security / call deposit may be forfeited, and we shall not challenge it in any court of Law.

I /We also undertake:-

- i. Our firm is neither been Black listed, nor having any dispute with any Government, Semi Government and Autonomous Organization and also there is no litigation against the firm.
- ii. Our firm is not debarred by any of Government, Semi Government and Autonomous Organization.
- iii. Our Firm has not been bankrupt.
- iv. Our spares/parts to be supplied have not been manufactured in India or Israel. Furthermore our firm has not any linkage with Israel or India regarding ownership, sponsoring and financing.
- v. Our firm's financial position is strong enough to provide the tendered equipment and technically capable as per requirement of PBC. Under any circumstances the delivery of spares/parts shall not be delayed due to dearth of financial position as well as due to technical inability. We assured that firm is financially and technically capable to resolve the discrepancies/faults in the parts/spares can replace with brand new part, keeping the faulty one at site.
- vi. Offered spares are brand new and devoid of any defect and the spares will be available in Pakistan within the warranty period.

Whatever stated above is true and correct to the best of my/our knowledge and belief

Authorized Signature

Stamp

**PRICE SCHEDULES**  
**(To be Printed at Company Letter Head)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
S. No.	Item / Description	Country of Origin	Unit Price without GST Rs	Quantity	Total price without GST Rs	GST  Rs	Total Price With GST Rs.
					<b>4 x 5</b>		<b>6+7</b>
<b>Grand Total in Figures</b>							
<b>Grand Total in Words</b>							
<b>Net Amount in Figures with GST</b>							
<b>Net Amount in Words with GST</b>							

**COMMERCIAL COMPLIANCE STATEMENT**

Bidder shall submit this form duly filed and signed with the bid.

<b>Clause. #</b>	<b>Description</b>	<b>Complied</b>	<b>Not Complied</b>	<b>Partially complied (give details)</b>
1	General			
2	Eligibility Conditions of Bidders			
3	Cost of tendering			
4	Clarifications of Bidding documents			
5	Amendment of Bidding documents			
6	Preparation of Bid			
7	Languages			
8	Price			
9	Tender Security/Earnest Money			
10	Validity of Bids			
11	Deadline for submission of bids			
12	Modification and Withdrawal of bid			
13	Opening of Bid			
14	Responsiveness of Bids			
15	Evaluation Criterion			
16	Clarifications / Correction of Bid			
17	Commercial Compliance Statement			
18	Variation Order			
19	Award Criteria and PBC's Right			
	<b>Contract Conditions</b>			
1	Performance Security			
2	Contractor responsibilities			
3	Transportation / Packing			
4	Time for Completion			
5	Warranty / Services			
6	Provisional Acceptance Certificate			
7	Terms of Payment			
8	Final Acceptance Certificate			
9	Default by contractor			
10	Arbitration and Amicable Law			
11	Force Majeure			
12	Termination for Insolvency			
13	Termination for Convenience			
14	Ultimate Consignee/End User			
15	Debarment/Blacklisting of Firm			
16	Repeat Order			

## “TECHNICAL EVALUATION CRITERIA”

1. Experience				
Sr. No.	Description	Category Points	Total Points/ marks obtained	Documents Required
<b>1.1 (a)</b>	Experience of participating bidder for supply and installation of Master Switcher & Diesel Generator in public sector organizations & private sector respectively, if more than 6 years	<b>12</b>	-	Copies of contracts or work orders required to be attached as proof
1.1 (b)	If more than 4 but less than or equal to 6 years	10	-	
1.1 (c)	If more than 3 but less than or equal to 4 years	8		
<b>1.1.1</b>	Experience of bidders for successful delivery of equipment in PBC	<b>3</b>		
<b>1.2 (a)</b>	Experience with government / semi government / autonomous bodies, if more than 4 organizations	<b>7</b>	-	Copies of contracts or work orders required
1.2 (b)	If more than 3 but less than or equal to 5	6	-	
1.2(c)	If more than 1 but less than or equal to 3	5		
<b>1.3 (a)</b>	List of clients for supply of technical equipment if more than 10	<b>3</b>		List of clients on signed and stamped company letter head is required
1.3 (b)	If more than 6 but less than or equal to 10	2		
<b>Sub Total</b>			<b>25</b>	

<b>2. Financial Capability</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points</b>	<b>Documents Required</b>
2.1 (a)	Participating bidder/ Firm's annual turnover, if greater than 60 million (it may vary as per budgeted cost of tender and qualification for the procurement goods)	<b>15</b>		Provide last year tax returns of the bidder/ firm and audit financial report of last year. Bank statement of last one year
2.1 (b)	If greater than 50 million but less than or equal to 60 million	12		
2.1 (c)	If greater than 40 million but less than or equal to 50 million	10		
<b>Sub Total</b>			<b>15</b>	
<b>3. Repair &amp; maintenance Capability</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points/ marks obtained</b>	<b>Documents Required</b>
3.1	Participating bidders if not involved in disputes & litigation with PBC on already agreed terms within two years period of procurements and in case bidder is new in PBC than certificate from public sector procuring Agency	<b>4</b>		
3.2	Participating bidder found responsive to the RFP and did not involve to prolong agreement signing by any means in PBC/Public sector Organisations	<b>3</b>		
3.3	After sale service/support affidavit for 2 years from the date of PAC	<b>3</b>		
<b>Sub Total</b>			<b>10</b>	

<b>3. Operational Capability</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points obtained</b>	<b>Documents Required</b>
<b>4.1(a)</b>	Degree/ diploma in Engineering Professionals (electrical, electronics, telecom & mechanical) with at least 3 years relevant experience* each.  If more than 3 professionals with more than 3 years' experience	<b>5</b>		
4.1(b)	If at least 3 professionals with more 3 years' experience	4		Detailed CV's of professional staff are required
4.1(c)	If more than 1 professionals but less than 3 at least 3 years' experience	3		
	<b>Sub Total</b>	<b>5</b>		
<b>4 Product / Brand of equipment Selection</b>				
<b>Sr. No</b>	<b>Description</b>	<b>Category Points</b>	<b>Total Points obtained</b>	<b>Documents Required</b>
<b>5</b>	<b>Reliability Of Equipment</b>			M&O wing will provide in case of PBC being as Managing the operations of equipment. in case the equipment is used in PBC than the PBC,s report will be final and for other public sector organizations the certificate form that organization shall require to be attached by the bidder
5.1 (a)	If no fault observed in the procured equipment in PBC/ public sector organization in Pakistan after the purchasing of five years	<b>20</b>		
5.1 (b)	If no fault observed in the procured equipment in PBC/ public sector organization in Pakistan after the purchasing of four years	18		
5.1 (c)	If no fault observed in the procured equipment in PBC/ public sector organization in Pakistan after the purchasing of 3 years	15		
<b>5.2</b>	<b>Value added features</b>			
5.2(a)	1. For Switcher: Extra hot swappable power supply or any other protection equipment for safety of equipment  2. For Diesel Generator: less fuel consumption, Alternator, Control Module and Engine of same manufacturer/JV	<b>10</b>		Will be taken by BEC from the technical proposal of participating bidder
<b>5.3</b>	<b>Extended Warranty Period</b>			
5.3(a)	More than two year but less than or	<b>15</b>		Will be taken by BEC from the

	equal to three year		technical proposal of participating bidder	
5.3(b)	More than one year but less than or equal to two year	10		
	Sub Total		<b>45</b>	
	Total marks of technical selection criteria		<b>100</b>	

**Total marks in technical criteria: 100**

**Qualifying percentage in technical criteria: 60%**

**ANNEX-H**

**FORMAT FOR FINANCIAL PROPOSAL**

In addition to the Technical Proposal, the bidders will be required to submit in a separately sealed envelope a Financial Proposal mentioning the total amount of fee to be charged for the Assignment in PKR (inclusive of any and all taxes, duties, transportation and per diem cost etc.):

Sr. No	Name of Bidder/Firm	Description of quoted equipment	Amount in PKR including Taxes

**Note:** For avoidance of doubt, PBC shall not be responsible for any taxes, charges, levies etc. arising from payments to the Transaction Advisor and the fee quoted by the Transaction Advisor shall be inclusive of all the applicable taxes and any other charges.

**“ORGANIZATIONAL/FIRM’S INFORMATION”**

<b>Form “A” : Firm Profile</b>		
<b>S #</b>	<b>Required Information</b>	<b>Response</b>
<b>1</b>	<b>Legal name of the organization</b>	
<b>2</b>	<b>Year of Registration / Establishment of the Organisation</b>	
<b>3</b>	<b>National Tax Number</b>	
<b>4</b>	<b>GST Number</b>	
<b>5</b>	<b>Core business area/s of the organization</b>	
<b>6</b>	<b>What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)</b>	<b>Public Sector Organisation</b>
		<b>Section 42 Company</b>
		<b>Public Ltd. Company</b>
		<b>Private Ltd. Company</b>
		<b>Partnership Firm</b>
		<b>Others (Please specify)</b>
<b>7</b>	<b>Name and Designation of ‘Head of Organization’</b>	
<b>7</b>	<b>Mobile:</b>	
	<b>Phone/s:</b>	
	<b>Email:</b>	
	<b>Fax:</b>	

	<b>Address of organization:</b>	
	<b>Website address:</b>	
<b>8</b>	<b>Name and designation of ‘Contact Person’:</b>	
	<b>Phone/s:</b>	
	<b>Mobile:</b>	
	<b>Email:</b>	
	<b>Fax:</b>	

**“RELEVANT EXPERIENCE”**

<b>Form “B” : Relevant Experience</b>			
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> <b>(Please provide exact information with task title, organization, location/s and duration)</b>	
<b>1</b>	<b>Task Title and duration</b> <b>(The task title means the name of Corporate Portfolio/ Profile Books)</b>		
<b>2</b>	<b>Organization</b>		
<b>3</b>	<b>Duration of task completion</b>		
<b>4</b>	<b>Location/s (districts/tehsils)</b>		
<b>5</b>	<b>Any other experience</b>	<b>Relevant</b>	<b>Not Relevant</b>

**CERTIFICATES FROM PUBLIC SECTOR PROCURING AGENCIES (PA)**

**Form “C” Certificates**

<b>Sr. No.</b>	<b>1 Description</b>	<b>2 Name of public sector with whom bidder participated in response of RFP of procuring organization</b>	<b>3 kindly attached certificate from procuring organization having information regarding column Sr. No. 1, 2,3 &amp; 4</b>	<b>4 Contact No of concerned procurement officer with email address</b>
<b>1</b>	Participating bidder/firm did not prolong signing of agreement in PBC/Public sector Organisation			
<b>2</b>	Participating bidders if not involved in disputes & litigation with the procuring Agency.			

<b>3</b>	Participating bidder found responsive to the RFP and did not involve to prolong agreement signing by any means PA			
<b>4</b>	After sale service/support of the bidder PA			

**“KEY MANAGEMENT STAFF INFORMATION”**

<b>Form “D”: Key Management Staff Information (Sheet 1<sup>1</sup>)</b>			
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b>	
1	Name		
2	Position		
3	Firm Name		
4	Age		
5	Years of association with the firm		
6	Core professional area of work		
7	Assigned tasks in this firm		
8	Please name similar assignment undertaken by the individual		
10	Specific role of the individual in this activity		
11	<b>Please provide information on additional experience in HR cases</b>		
	<b>Position</b>	<b>Employer</b>	<b>Duration</b>
			<b>From</b> <b>To</b>

<sup>1</sup>Please mark the other two sheets as Sheet 2 and Sheet 3 respectively for each individual.

12	<b>Educational Qualifications</b>			
	<b>Degree/Diploma/Certificate</b>	<b>Year</b>	<b>Institution</b>	<b>Speciality</b>