

Invitation to Bid (ITB) For Supply of 163 Mobile Devices

| | |
|---------------------------------------------|-----------------------------------------------|
| Tender Reference No. | SP-01/2025 |
| Date of Tender Issuance | February 13, 2025 |
| Last Date and Time of Bid Submission | February 27, 2025 (Thursday) up to 13:00 pm |
| Tender Opening Technical | February 27, 2025 (Thursday) at 15:00 pm |
| Tender Opening Financial | February 28, 2025 (Friday) at 11:00 am |
| Venue | 94/D, J-1 Johar Town Lahore, Punjab, Pakistan |

Sanjh Preet Organization and Pakistan Lions Youth Council (PLYC)

Invitation to Bidder

The Sanjh Preet Organization and Pakistan Lions Youth Council invite bids for the supply of 163 Mobile Devices at 2 locations of Khanewal and Multan Districts, Punjab, Pakistan.

1. INSTRUCTIONS TO BIDDERS

1.1 Bid Price

Quoted price must be inclusive of all applicable duties and taxes as per the rule of GOP. Sanjh Preet Organization and PLYC will deduct all the applicable taxes at source.

1.2 Cost of preparing bid

Any cost incurred by the bidder in preparing and submitting the bid is not reimbursable. All such costs shall be borne by the bidder.

1.3 Ownership of Bids

Sanjh Preet Organization and PLYC retain ownership of all bids received under this tender procedure. Consequently, bidders have no right to have their bids returned to them.

1.4 Other Instructions

- a. Company/Firm/Organization applying for procurement must be registered with all relevant bodies as required under the law of Pakistan. Which include but not limited to:
 - FBR for Income Tax
 - The firm must be present in Active Tax Payer List (ATL)
- b. Company/Firm/Organization applying should have sufficient financial, technical and human resources to complete the project within prescribed time limit on the finalization of contract;
- c. Each bidding company/firm/company will provide an undertaking that;

- The firm/company is not blacklisted or defaulter by any of the Provincial and Government departments.
 - The firm/company not defaulter with any Scheduled Bank.
- d. Two percent (2%) Bid Security of the total Bid quoted price must be submitted with the Bid. Two percent (2%) Bid Security should be in the shape of Call Deposit, Pay Order or Bank Draft from any scheduled bank in the name of **“Sanjh Preet Organization”**.
 - Unsuccessful Bidders’ Bid security will be returned immediately after completion of tendering process.
 - The bid security of the successful bidder (s) will be returned after completion the assignment.
 - e. Bids should be valid up to a minimum period of **60 days** from the date of opening of bid proposal;
 - f. Rates quoted must include all kind of levies/ taxes and auxiliary charges (such as delivery charges at site or freight charges).
 - g. Bids (both Technical and Financial) in two separate sealed envelopes must reach to the office of the undersigned by **13:00 on Thursday February 27, 2025**.
 - h. Each and every page of the Original Bid Document duly signed and stamped by the authorized person of the Bidding company/firm/organization.
 - i. Bids received after fixed date and time will not be accepted/ entertained.
 - j. Incomplete, defective Bids, and not conforming to the Bids documents shall be liable to rejection.
 - k. The procurement entity reserves the right to reject any or all Bids with valid reasons.
 - l. Transportation or any other incidental charges, in connection of the delivery of items shall be borne by the Bidder.
 - m. Participation in Bidding is open on equal terms to all.
 - n. Price/cost of the Bid should be quoted in Pakistani Rupees and payment shall be made in Pakistani Rupees only.
 - o. The procurement committee reserves the right to alter the quantities, if required; such variation in quantities/ Units will not cause any change in the unit price.
 - p. Lowest price will not be the sole criteria; quality, previous experience and timely deliver will be considered.
 - q. The Invitation to Bid (ITB) document is also available on the website of Sanjh Preet Organization www.sanjhpreet.org
 - r. **Language of the Bid;** the Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only. The supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the Bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

Procuring Entity reserves the right to cancel the process at any stage and reject any or all the Bids with assigning valid reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final and shall not be challenged.

1.5 Opening of Bids

All the received **SEALED** bids will be opened by the members of procurement committee.

The Sanjh Preet Organization and PLYC can ask the bidder to provide any additional document not listed here or clarification of the documents submitted along with the bid, and can verify work done mentioned in the profile through any mean.

2. Corrupt Practices:

The Sanjh Preet Organization and PLYC, and donor require Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this, Organization name defines, for the purposes of this provision, the terms set forth below as follows:

- (a) Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
- (b) fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Sanjh Preet Organization and PLYC, and includes collusive practices among bidders prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the Sanjh Preet Organization and PLYC of the benefits of free and open competition.

In case where fraud or corruption is identified, Sanjh Preet Organization and PLYC will

- i) Reject any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the Contract; and
- ii) Contractors will not be allowed to participate any future tender of Sanjh Preet Organization and PLYC if the bidding contractors engage in fraudulent or corrupt practices.
- iii) Will liaise with District Officials to report if fraudulent or corrupt practices are identified.
- iv) Terminate works

To be eligible for participation in this tender procedure, bidders must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

3. Eligible Bidder:

3.1 Bidder shall meet the following criteria to be eligible to participate in procurement of work and the bidder, at the time of bid, is not:

- a) insolvent;
- b) in receivership;
- c) bankrupt; or
- d) being wound up
- e) the bidder’s business activities have not been suspended;
- f) the bidder is not the subject of legal proceedings for any of the circumstances in and
- g) The bidder has fulfilled his or her obligations to pay taxes and social security Contributions.
- h) **Child labour is absolutely not permissible by Sanjh Preet Organization and PLYC rules; Sanjh Preet Organization and PLYC will not be allowed to avail child labour.**

- i) Organizations have a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected companies/firms/organizations will be required to comply with the Organizations PSEA Policy at all times. Selected companies/firms/organizations will therefore undergo rigorous reference and background checks against their past behaviour related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.
- j) People involved in weapons business/ trade will also not be awarded with the contract.
- k) A bidder, and all parties constituting the bidder including sub-contractors, shall nor have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they;
 - Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Sanjh Preet Organization and PLYC regarding this bidding process.
- l. A bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Sanjh Preet Organization.

4. Minimum Eligibility/Qualification Criteria

The Bidders should meet the following Eligibility/Qualification Criteria to participate in the Bid Process and must enclose documentary proof for fulfilling the Eligibility/ Qualification in the Technical proposal:

| Sr.# | Minimum Eligibility/ Qualification Criteria | Proof to be submitted for fulfilling Eligibility/Qualification Criteria | Check List |
|------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------|
| | | | Yes (V) No (X) |
| 1 | Registration of the bidder with Income Tax Department & Sale Tax | Certificate of Registrations and in Active Tax-payer List | |
| 2 | The bidder must be in the manufacturing or sales or supply business of Mobile Devices for at least three (3) years. | Company Profile should be submitted. | |

| | | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 3 | Bidder should NOT be: a) blacklisted by any of the Provincial/Federal Government or organization of the State/ Federal Government in Pakistan b) defaulter of any scheduled bank | a) Each bidding company/firm/organization any will provide an undertaking on stamp paper that the firm is not blacklisted or defaulter in any public or private sector procurement. b) Each bidder will provide undertaking that firm/company is not defaulter of any scheduled bank | |
| 4 | At least one service center of quoted Brand should already exist in Punjab Province. | Complete address and contact details provided | |
| 5 | The Bidder has submitted the sample Mobile Device with the Bid | Sample Mobile Device as per the specifications quoted in the Bid. | |

4.1 Special Conditions

| | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Specifications mentioned in section 9 are the minimum requirements of the Mobile Devices which must met by the participating Bidders/Firms. |
| 2 | Mobile Device must be registered (PTA type approval MUST be attached with the Bid). |
| 3 | A certificate should be given by the bidders that they will be responsible for the free replacement of the Mobile Devices if the same is found to be substandard and/or at variance with the specifications given in the Bid. |

5. Proposals Evaluation Criteria

Proposals will be evaluated on 30:70 ratio (30% marks for technical and 70% marks for financial proposals)

6. Technical Evaluation Criteria (30%)

| Sr. # | Description | Criteria for Scoring | Score |
|-------|---------------------------------------------------------------------------------------------------|----------------------|-------|
| 1 | Similar projects of same nature (each project minimum worth of 2 million during the last 3 years) | 3 Projects or above | 20 |
| | | 2 Projects | 15 |
| | | 1 Project | 5 |
| 2 | Average Working Capital/Average Net Worth | +10 m and above | 20 |
| | | +5m to 10m | 15 |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----|
| | of last three years (copies of documentary evidence to be attached) | 1m to 5m | 5 |
| 3 | Income Tax (Average for the last three years, Income Tax Returns to be attached) | +0.5m and above | 20 |
| | | +0.3m to 0.5m | 15 |
| | | 0.1m to 0.3m | 5 |
| 4 | Service Center(s) of quoted Brand (provide postal addresses and contact details; contact person name and number) | Minimum 3 service centers in Lahore/Multan/Khanewal Punjab, Pakistan | 20 |
| | | Minimum 2 service centers in Lahore/Multan/Khanewal Punjab, Pakistan | 15 |
| | | Minimum 1 service center in Lahore/Multan/Khanewal Punjab, Pakistan | 5 |
| 5 | Delivery period | Within 8 days from the issue of Letter of Acceptance / or signing of agreement | 20 |
| | | Within 9-12 days from the issue Letter of Acceptance / or signing of | 15 |
| | | Within 13-16 days from the issue Letter of Acceptance / or signing of | 5 |
| TOTAL MARKS: 100 | | | |
| Qualifying Marks: Financial proposal will be opened of those firms who get 50 marks in technical proposals which is the qualifying marks. | | | |
| Weightage of technical proposal: Marks of the technical proposal will be converted into the value of 30% | | | |

7. Financial Evaluation Criteria (70%)

Only firms qualifying **technical evaluation** will be invited for opening of financial proposals.

Procedure for Calculation of Financial bid

- a) Financial proposal will be opened of those firms who get qualifying marks in technical proposals.
- b) Proposals will be calculated on 30:70 ratio (30% marks for technical and 70% marks for financial proposals)

Total Score and award of contract

Total score will be calculated as follows:

(30% of Technical Score + 70% of Financial Score) = Total Score

Contract will be awarded to the Firm with maximum accumulative score (Technical Score + Financial Score).

8. Bid Preparation and Submission

Bids should examine all Instructions, Terms and Conditions and Technical Specifications as given in the Bid Documents. Failure to furnish information required in the Bid Documents or submission of Bids not substantially responsive or viable in every respect will be at the Bid's risk and may result in rejection of the Bids. Bidders should strictly submit the Bid as specified in the Bid Documents, failing which the Bids will be held as non-responsive and will be rejected.

The Bids should be submitted in **single stage two envelopes** viz. **(1) Technical Proposal** and **(2) Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in two separate sealed covers/ envelopes. The Bids shall be addressed to **"The Procurement Section of the Sanjh Preet Organization**

Technical Proposal (Envelope A)

- a. The Technical Proposal will enable the Sanjh Preet and PLYC to evaluate whether the Bidder is technically competent and capable of executing the assignment. Only those Bidders which qualify In the Technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of Bidders who failed in the Technical stage will not be opened.
- b. The Technical Proposal should strictly NOT contain any Price/Cost indications as such otherwise the Bids will be summarily rejected.**
- c. The Bids shall be typed and signed by the authorized person of the Bidder. All pages of the Bid shall be signed and stamped by the authorized person.
- d. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature by the authorized person.
- e. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. **The Technical Proposal cover** shall be super scribed with **"Technical Proposal for Mobile Devices. "FROM" address** and **"TO" address** shall be written without fail otherwise the Technical Proposal is liable for rejection. This envelope containing Technical

Specifications shall be super scribed as “Technical Proposal”,

Financial Proposal (Envelope-B)

- a. All the Priced items as asked in the Bid Documents should be filled in the Financial Proposal format as given in the Bid Documents.
- b. **The prices quoted shall be in PAK RUPEES only (both in figures and words).**
- c. **The Bid is liable for rejection if Financial Proposal contains conditional offers or partial offers.**
- d. The Financial Proposal of the Bidder should include all taxes/duties
- e. The cost quoted by the Bidder shall be valid and unchanged for a period of **60 calendar days** from the date of opening of the proposal.
- f. The Financial Proposal (**Envelope B**), shall be containing separate sealed quotes. The Financial Proposal cover shall be sealed and super-scribed **with “Financial Proposal for Mobile Devices”**. The **“FROM” address** and **“TO” address** shall be written without fail otherwise the Financial Proposal is liable for rejection.
- g. **Two percent (2%) Bid Security** in the shale of Call Deposit, Pay Order or Bank Draft must be placed in the **Financial Proposal (Envelope-B)**.

Outer Cover

The Technical Proposal cover (**Envelope-A**) and Financial Proposal cover (**Envelope-B**) shall then be put in a single outer cover and sealed. The outer cover shall be super-scribed with **“Bid for Mobile Devices”**. The **“FROM” address** and **“TO” address** shall be written without fail otherwise the Technical Proposal is liable for rejection.

1. **Envelope-A: Technical Proposal (properly sealed)**
2. **Envelope-B: Financial Proposal (properly sealed)**
3. **Both the Envelopes A and B should be put in a single outer cover and properly sealed**

Note: Errors / Omissions are subject to rectification.

Note: Bid can be submitted through courier or by hand

Address for the submission of tender:

Sanjh Preet Organization
Procurement Section
94/D-J,1 Johar Town Lahore
Phone # +92 42 35301657

Note: Errors / Omissions are subject to rectification.

9. Description of Items and Quantities

| Item | Specifications | Quantity |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Mobile Device | <ol style="list-style-type: none"> 1. Android 10 or higher. Regular security updates for at least 3 years. 2. Processor: Minimum: Octa-core processor (e.g., Qualcomm Snapdragon 600 series or equivalent). 3. RAM: Minimum: 6GB. 4. Storage: Minimum: 64GB internal storage. 5. Display: Size: 5.5 inches or larger. 6. Battery: Minimum: 4000mAh. 7. Camera: Rear Camera: Minimum 12 MP. Front Camera: Minimum 8 MP. 8. Connectivity: 4G LTE support (5G optional, depending on network availability). 9. Additional Features: Dual SIM support (optional, depending on needs). <ol style="list-style-type: none"> a) NFC (optional, if required for specific data collection tasks). b) Biometric security (fingerprint scanner or facial recognition). 10. Accessories: Mobile Data Plan: Adequate data allowance per month (e.g., 10GB or more, depending on data usage requirements). | 163 |

10. Technical Proposal (Envelop-A)

10.1 Profile of the Bidder

| Sr.# | Particulars | Bidder |
|------|---------------------------------------|--------|
| 1 | Name of the Company/Firm/Organization | |
| 2 | Year of incorporation | |
| 3 | Registered office | |
| | Address | |
| | Office Telephone Number | |
| | Fax Number | |
| 4 | Contact Person | |
| | Name | |
| | Personal Telephone Number | |
| | Email Address | |
| 5 | Bid Signing Authority | |
| | Name | |
| | Address | |

| | | |
|---|------------------------------------------------------------------------------|--|
| | Personal Telephone Number | |
| | Email Address | |
| | Please enclose Authorization or Power of Attorney to sign and submit the Bid | |
| 6 | Registration Details | |
| | Valid NTN Registration Number | |
| | Valid GST Registration Number | |
| | Any other Registration with name | |
| | Bank Name, Address and Account Numbers | |

10.2 Firm's/Organization Relevant Experience

Using the format below, provide information on each assignment, implemented similar nature of assignments by your Company/Firm/Organization.

Name of the Firm/Company: _____

| Name of the Assignment | | | | |
|------------------------------------------------|-----------------------|--------|----------------------------|-----------------|
| Country: Location within the country | Value of the Contract | Client | Duration of the Assignment | |
| | | | Start date | Completion Date |
| | | | | |
| Narrative Description of the Assignment | | | | |

Note: Please fill out separate sheet for each of the similar project implemented

10.3 Furnish details for meeting the eligibility Criteria

1. Details about Working Capital/Net Worth (Last Three Years)

| Sr. # | Audited Years | Bidder |
|-------|---------------|--------|
| 1 | 2021-2022 | |
| 2 | 2022-2023 | |

| | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------|--|
| 3 | 2023-2024 | |
| | Please enclose audited Annual Reports including Balance sheets, Income statement and Profit and Loss accounts for the audited years | |

2. Details about Income Tax (Last Three Years)

| Sr. # | Audited Years | Bidder |
|-------|-------------------------------------------------------|--------|
| 1 | 2021-2022 | |
| 2 | 2022-2023 | |
| 3 | 2023-2024 | |
| | Please enclose Annual Income Tax returns/certificates | |

3. Details about Mobile Devices Projects (Last Three Years)

| Sr. # | Audited Years | Bidder |
|-------|--------------------------------------------------------------------------------------------------------------|--------|
| 1 | 2021-2022 | |
| 2 | 2022-2023 | |
| 3 | 2023-2024 | |
| | Please enclose Purchase orders, agreements, inspection reports, payment proof indicating the item and amount | |

4. Details about the Non-Blacklisting

| Sr. # | Description | Bidder |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | Doses the Bidder have been blacklisted by any of the Federal and Provincial Government or Organizations of the Sate/Central Government in Pakistan in the past three years? | Bidder should submit the undertaking letter |
| 2 | The firm/company is not defaulter with any scheduled Bank | |

5. Details about the Non-Defaulters

| Sr. # | Description | Bidder |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | Does the Bidder have been non-defaulter of any Federal and Provincial Government or Organizations or any scheduled commercial bank in Pakistan in the past three years? | Bidder should submit the undertaking letter |

6. Details of Service Center

| Sr. # | District of Punjab Province | Name, address phone number of Service Center |
|-------|-----------------------------|----------------------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

7. Details about the Commitment from the Bidder to meet the supply within Delivery Schedule (Please provide an Undertaking)

Signature of authorized person: _____

Name of authorized Person: _____

Designation: _____

Name and Address: _____

Stamp of the Bidder: _____

10.4 Bid Security

| Sr. # | Particulars | Please furnish details |
|--------------|----------------------|-------------------------------|
| 1 | Name of the Bank | |
| 2 | CDR or Bank Draft No | |
| 3 | Date | |

Date: _____

Name: _____

Designation: _____

Signature: _____

Firm/Company Seal:

10.5 Certificate as to Authorized Signatures

I certify that I am _____ of the _____ having CNIC _____ and that Mr./Ms. _____ who has signed the above Bid Documents and has been duly authorized to sign the same on behalf of our Company/Firm/Organization.

Note: Please get it signed by the Chairman/MD/CEO/Head of Board of Directors etc.

Date: _____

Name: _____

Designation: _____

Company/Firm/Organization Seal:

11. Financial Proposal: (Envelope B)

All prices must be quoted in PAK RUPEE only. Financial Proposals should be substantially in the form of Cost Worksheets provided below:

| Description | Mobile Devices |
|-----------------------------------------------------------------------------|----------------|
| Brand with accessories | |
| Model | |
| Unit Price Including all taxes, duties and charges | |
| Mobile Devices Quantity | 163 |
| Total Cost of 163 Mobile Devices Including all taxes, duties and charges | |
| Total Price in Words: Rupees | |

Signature of Authorized person: _____

Name of Authorized person: _____

Designation: _____

Name and Address: _____

Stamp of the Bidder: _____