

THE FOLLOWING DOCUMENTS TO BE SUBMITTED
WITH TECHNICAL BID



PAKISTAN AIRPORTS AUTHORITY INVITATION TO BID (I/T FORM)

Tender Title	SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT AT HQPAA FOR ONE (01) YEAR				
Ref No.	HQPAA/2405/055/XXIT				
Bid Validity	120 Days	Delivery Period	Immediate	PR No.	

SCHEDULE OF EQUIPMENT/STORES

S.No.	Item Description	Quantity	(Quoted / Not-Quoted)
1	<u>SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT AT HQPAA FOR ONE (01) YEAR</u>	01	

Notes:

a)	Bids must be submitted electronically through PPRA EPADS v2.0 web portal in accordance with PPRA Rule-2004 clause 36 (b)
b)	Requirement Specifications / Scope of work is attached at Annexure A . Technical query (if any) shall be uploaded on EPADS not later than 07 days before opening of the bid.
c)	Bids must accompany technical literatures / brochures if any.
d)	Bidders are requested to read carefully & abide by the Terms and Conditions of the bidding documents
e)	Quoted price should be excluding Provincial Sales Tax (SST) on services as mentioned in the bidding document.
f)	The firm/bidder may submit their bid in detail separately (if desired) along with Invitation to Bid Form S-103A

Additional Notes:

i.	Consignee : I.T Branch, HQPAA
ii.	Most advantageous bidder shall be declared on the basis of price i.e technical qualified & Lowest in cost.

BIDDER'S DETAILS		
SIGNATURE	DATE	QUOTE REF #:
NAME	TELEPHONE	

Section VI–Standard Forms

SR #	SUBJECT	Annexure
1.	BIDDING FORM (TECHNICAL BID)	B
2.	BID SUMMARY SHEET (TECHNICAL)	D
3.	GENERAL TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS	F
4.	LETTER OF BID – TECHNICAL PROPOSAL	G
5.	BIDDER INFORMATION FORM	H
6.	SPECIMEN OF BANK GUARANTEE AS BID SECURITY	J
7.	LIST OF ACCEPTABLE BANKS FOR BANK GUARANTEES	L
8.	INTEGRITY PACT	M
9.	DECLARATION OF BENEFICIAL OWNERS' INFORMATION	N



BIDDING FORM (TECHNICAL BID)

**PAKISTAN AIRPORTS AUTHORITY,
I.T. BRANCH, HQPAA
KARACHI.**

Gentlemen,

Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver, **SLA for the maintenance of LAN Infrastructure Equipment at HQPAA for one (01) year** in conformity with drawings, specifications of goods and conditions of Bidding Documents.

1. We undertake if our bid is accepted, to commence delivery within ____ days (Please specify days) from the date of receipt of your firm Purchase Order / Contract.
2. If our bid is accepted, we will provide the Performance Bond equal to 10% (Ten Percent) as agreed, of the Purchase Order / Contract amount {excluding Provincial Sales Tax on services}, for due performance of the purchase order.
3. We agree to abide by all the terms & conditions of the bidding documents for the period of _____ days from the opening of technical proposal & it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extension thereof agreed by us.
4. Until a formal Purchase Order / contract is executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced (Total Bid Value) or any bid you may receive.

Dated this _____ day of _____ 20____

(Signature) (In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

CNIC: - _____



BID SUMMARY SHEET**INVITATION TO BID NO. HQPAA/2405/055/XXIT****Description: SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT
AT HQPAA FOR ONE (01) YEAR****(TO BE ATTACHED WITH TECHNICAL BID)**

1. Bidder Name: _____
Address: _____
Phone, mobile& Fax No: _____
E-mail address: _____
2. Manufacturer Name: _____
Country of Origin: _____
3. Items Quoted: (Sr. No) _____
4. Validity of Bid Security (Expiry Date): _____
5. Price Validity: _____
6. Offered Delivery Period: _____
7. GST Registration No: _____
8. Bidding Form (Annexure-B Attached with Technical Bid): Yes No
9. Bid Security Attached with Technical Bid: Yes No
10. Instrument number of Bid Security: _____
11. Any Deviation: _____

Signature _____

Name & Designation_____



**GENERAL TERMS AND CONDITIONS /
GENERAL INSTRUCTIONS TO BIDDERS**

1. Bids will be opened in the public at I.T. branch, Headquarters, Pakistan Airports Authority on the date and time mentioned in I/T form. If it is holiday/off day on the date of opening, the tender will be opened on next working day at the same time and place.
2. Procedures for open competitive bidding
Single stage two envelopes bidding procedure shall be applicable as per PP Rule-2004 Clause No. 36 (b). Bids shall be submitted online on PPRA EPADS Portal. Whereas, for copy of bid, the Technical and Financial proposals should be in separate SEALED envelopes, thereafter, both envelopes the (Technical and Financial) be put in one envelop (second cover) duly sealed, signed and addressed to Additional Director I.T HQPAA mentioning I/T No. date and time of opening. Copy of Bid must be dropped in Tender Box placed at I.T. branch HQPAA, Karachi, at least before 30 minutes of tender opening time (as per tender notice). Physical Copy of Bid is just for assistance of PAA Evaluation team and shall not be considered as bid submission. Bids will only be considered if uploaded on EPADS portal.
3. Non-receipt of bid or late submission of the bid shall not be entertained.
4. Bid should be typed (legible) written both in figures and words. Over written/erased, mutilated/doubtful quotation and bearing non-specified delivery period may likely be rejected.
5. The successful bidder to furnish pre-requisites of contract i.e. Non-judicial stamp papers and other documents within 15 calendar days along with a performance Bond @ 10% of the total contract value, in shape of Bank Guarantee (from list of acceptable banks attached at Annexure-L) /Pay order /Demand draft of the total contract value, in favor of **PAKISTAN AIRPORTS AUTHORITY** at the Time of signing of the CONTRACT for the satisfactory execution of contract including the completion of warranty period. The signatory from the supplier side on contract documents should be the proprietor of sole proprietorship, Director / MD of the companies or authorized Personal. In case of non-submission of required document within 15 days the delayed period shall be adjusted from the delivery period under the eventual contract. However, the submission deadline may be extended upon suppliers request with valid ground.
6. PAA reserves the right to inspect the quoted/offered items/equipment before or after the confirmed order through any agency/person of its choice.
7. Only one bid as per I/T specifications would be acceptable. ALTERNATE bid(s) would not be acceptable.
8. Bidder shall quote firm and final PRICES. The bid prices should be inclusive of GST on equipment & all other applicable federal/provincial taxes, Govt./Local taxes and stamp duties (including GST and excluding PST/SST on services) or any change therein prevalent as on 14 days prior to the date of submission of bids. Contract shall be executed with the Most Advantageous bidder on non-judicial stamp papers as per the Stamp Fee Rates, The stamp Act, 1899 for the contracts, applicable in province of Sindh, of the total contract value. Price variation/conditional clause will not be acceptable.
9. Items offered should bear complete details like brand, manufacturer's name / part drawing number, detail specifications and COUNTRY OF ORIGIN/COUNTRY OF ASSEMBLING etc.
9. Bid must accompany technical literatures/brochures if any.
10. Sample, if required (and mentioned in bidding documents) with bid, shall be supplied free of charge and without any obligation to the PAA.
11. Conditional bid will not be acceptable and is likely to be REJECTED.
12. A grievance committee has been constituted in PAA to redress the grievances of the bidders in accordance to PP Rule-2004 Clause No.48.
13. Sanctity of bid will be observed meticulously. Any firm/bidder found persistently violating bid sanctity either by post-bid correspondence or by revising the terms of bids to the disadvantage of the Most Advantages bidder will be disqualified for the specific bid.
14. I/T FORM S-103A (Technical) should be submitted (A-1) along with the Technical bid without prices and TENDER FORM S-103A (Financial) should be submitted (A-2) along with financial bid with all columns carefully filled, duly signed and stamped.
15. The firm/bidder may submit their bid in detail separately (if desired) along with I/T Form S-103A.
16. The Procuring Agency may reject all bids or proposals in accordance with PP Rules-2004 Clause No. 33.
17. THE BID RECEIVED WITHOUT BID SECURITY OR SHORT OF PRESCRIBED BID SECURITY AMOUNT MENTIONED IN THE ADVERTISEMENT AND / OR BIDDING DOCUMENTS WILL BE REJECTED OUT RIGHTLY AND WILL NOT BE CONSIDERED FOR FURTHER PROCESSING. BID SECURITY ONLY IN SHAPE OF BANK DRAFT / PAY ORDER OR BANK GUARANTEE FROM THE LIST OF BANKS ATTACHED (ANNEXURE-L), IN FAVOUR OF PAKISTAN AIRPORTS AUTHORITY WOULD BE ACCEPTABLE (SUBJECT TO VERIFICATION). KINDLY ENSURE THAT THE ORIGINAL BID SECURITY IS RECEIVED AT THE GIVEN ADDRESS PRIOR TO BID OPENING TIME / DEADLINE.
18. The Bid Security should remain Valid till the period of Bid Validity.
19. The Bid Security shall be forfeited:
 - a) If a bidder breaches the I/T terms, or withdraws its bid during the period of bid validity, and / or involved in post-tendering, except clarifications.
 - b) In case the successful bidder(s) breaches the I/T terms and or fails to furnish Performance Bond as per above clause No.5.
20. The bidder shall provide the Material Safety Data sheet where applicable.
21. The SUCCESSFUL BIDDER shall submit the evidence / proof of Active taxpayer status (ATL) with F.B.R, DUTY and TAXES at the time of submission of BILLS/INVOICES for payment as per directive of Government of Pakistan.
22. Arithmetical errors found (if any) will be corrected as follows:
 - a) Where there is a discrepancy between amount in figures and words, the amount in words will prevail.
 - b) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless in the opinion of the PAA there is an obvious misplacement of the decimal point in the unit price or a gross error in the price, in which case the total price as quoted shall govern and the unit price shall be corrected;
23. Sample Contract and its General Terms & Conditions are attached on reversed of IT form which shall be part of original contract in future. However, the contract clauses might vary at the time of execution of the contract.
24. "Days" wherever referred means "Calendar days" unless otherwise specified.
25. Any condition mentioned by the bidder in addition / contradiction to PAA's terms and conditions shall not be entertained. PAA's terms and Conditions shall have full overriding effect in this case.
26. The technical evaluation shall be based on Operational and Technical specifications / Compliance sheet and other technical parameters mentioned in the bidding document.
27. The contract will be awarded to the most advantageous Bidder whose bid has been found Technically qualified, financially compliant and emerged as the Most Advantageous i.e. the bid which compliant to eligibility criteria, compliant to specifications, and has the lowest evaluated Bid Price as per price evaluation mechanism / criteria.
28. PAA reserves the right to reject/eliminate/rationalize any or all items & quantities from the proposal due to any valid reason which shall be communicated to supplier on request.

SIGNATURE/RUBBER STAMP OF BIDDER



Letter of Bid – Technical Proposal

Date of this Bid submission:

I/T (Reference) No.: HQPAA/2405/055/XXIT

Title : SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT AT HQPAA FOR ONE (01) YEAR

**To: Pakistan Airports Authority
I.T. BRANCH, HQPAA**

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- (a) the Technical Proposal, and
- (b) the Financial Proposal.

In submitting our Bid, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 8);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 2;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by PAA based on execution of a Bid Security or any other Declaration in the Procuring Agency's country in accordance with the bidding documents;
- (d) **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Bidding Documents the following Goods: **SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT AT HQPAA FOR ONE (01) YEAR**;
- (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 16 (as amended, if applicable) from the date of Bid submission deadline specified in BDS 22 (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;
- (f) **Performance Security:** If our Bid is accepted, we commit to provide a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) and we are not participating in any other bid(s) in any form in this procurement case;
- (h) **Suspension and Debarment:** We, along with any of our manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by PAA. Further, we are not ineligible under Pakistan laws;
- (i) **State-owned enterprise or institution:**
[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of bidding document including submission of bid security];
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.



Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid:

Signature of the person named above:

Date signed []



I/T (Reference) No.: HQPAA/2405/055/XXIT

Title: SLA FOR THE MAINTENANCE OF LAN INFRASTRUCTURE EQUIPMENT AT HQPAA FOR ONE (01) YEAR

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

1. Bidder's Name
2. Bidder's country of registration:
3. Bidder's year of registration:
4. Bidder's Address in country of registration:
5. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:



SPECIMEN OF BANK GUARANTEE AS BID SECURITY

Guarantee #: _____
Date of Issue : _____
Date of Expiry : _____
Amount : _____

**PAKISTAN AIRPORTS AUTHORITY
HEADQUARTERS, TERMINAL - 1
KARACHI.**

In consideration of _____ hereinafter called

“THE BIDDER” HAVING SUBMITTED THE ACCOMPANYING Bid and in consideration of value received from (the bidder above), we hereby agree to undertake as follows:

1. To make unconditional payment of Rs. _____ (Rupees _____) up on your written demand without further recourse, question or reference to the BIDDER or any other person in the specified Bid after opening of the same for the validity thereof or if no such period be specified, within 180 days after the said opening or if the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity:
 - a) Fails or refuses to execute the Purchase Order / contract in accordance with the instructions to the Bidders, or
 - b) Fails or refuses to furnish Performance Bond in accordance with the instructions to Bidders.
2. To accept written intimation(s) from you as conclusive and sufficient evidence of the existence of a default or non-compliance as aforesaid on the part of the BIDDER and to make payment accordingly within 03 (three) days of receipt of the written intimation.
3. No grant of time or other indulgence to or composition or arrangement with the Bidder in respect of aforesaid Bid with or without notice to us shall affect this Guarantee and our liabilities and commitments hereunder.
4. This guarantee shall be binding on us and our successors in interest and shall be irrevocable.

(BANKER)



LIST OF BANKS FOR PERFORMANCE BOND/ BANK GUARANTEES

1. It is informed that the Irrevocable Bank Guarantees duly issued by following banks would be acceptable to PAA.

S. No.	Name of Banks
1	National Bank of Pakistan
2	Sindh Bank Limited
3	The Bank Of Punjab
4	Allied Bank Limited
5	Askari Bank Limited
6	Bank Al-Habib
7	Faysal Bank Limited
8	Habib Bank Limited
9	Habib Metropolitan Bank Limited
10	JS Bank Limited
11	MCB Bank Limited
12	Samba Bank Limited
13	Soneri Bank Limited
14	Standard Chartered Bank (Pakistan) Limited
15	United Bank Limited
16	Industrial and Commercial Bank of China Limited
17	Al Baraka Bank (Pakistan) Limited
18	Bank Islami Pakistan Limited
19	Dubai Islamic Bank (Pakistan) Limited
20	Meezan Bank Limited



INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number
Contract Value
Contract Title
Contract Date

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

BUYER

SELLER



(Declaration of Beneficial Owners' Information)

In case of procurement contracts worth Rs.50 million or above, the bidder shall provide Beneficial Ownership information on the below prescribed Form:

1. Name	
2. Father's Name/Spouse's Name	
3. CNIC/NICOP/Passport no.	
4. Nationality	
5. Residential address	
6. Email address	
7. Date on which shareholding, control or interest acquired in the business.	

8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Associa tion of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement	

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).



1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

