

Energy Conservation Fund

Request for Proposals

**Installation of LED Smart Screen, Sound
System & 360 Degree View Conference
Camera**

Issue Date: 26th February, 2021

Closing Time and Date for Submission of Bids: 04:00 PM, 12th March, 2021

Bids opening Time and Date: 04:30 PM, 12th March, 2021

NEECA Building, Sector G-5/2, Islamabad

Phone: 051-9206002

Fax: 051-2272182

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1- Background: -

Energy Conservation Fund (ECF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984. ECF look forward to equip the Committee Room with online conferencing facility.

2- Invitation to bids: -

Sealed bids/proposals are invited from Video conference Solution providing firms/companies (hereafter called as bidders) for the installation of LED TV, Sound System & 360 Degree View Conference Camera for official use specified in **annexure F**. All interested and eligible bidders are requested to go through this Tender and provide the required information along with supporting documents mentioned in the Bid document.

3- Instructions to bidders: -

The selection of Video conference Solution providing firms/companies will base on **Quality and Cost through Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal". Two additional copies of technical and financial proposals shall be accompanied with the original proposal in different envelopes in one sealed envelope.
- b) In the first instance, the "Technical Proposal" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of ECF. ECF shall evaluate Technical Proposal in a manner prescribed in section - 10 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- c) During the technical evaluation no amendments in Technical Proposal shall be permitted.
- d) After the evaluation and approval of Technical Proposals, ECF shall open Financial Proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found technically non-responsive shall be returned un-opened to the respective bidders.
- f) The Technical and Financial Proposal will be evaluated based on ECF evaluation criteria as provided in section - 10 and 11 of this document.
- g) This document has different sections carrying information of eligibility, technical evaluation and terms of references, conditions of tender etc. to assist potential contractors to develop their Technical Proposals.
- h) Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Contract shall be awarded on quality and cost based method with combined evaluation of the Technical and Financial Proposals. **The weight of quality shall be 70% and 30 % weightage shall be given to cost.**

j) Company/organization information shall be submitted as specified in annexure A.

4- Conditions for eligibility: -

The successful bidder, fulfilling the following criteria, will only be considered as eligible bidder for the bidding process of installation of LED TV, Sound System & 360 Degree View Conference Camera.

- a) Principal company should have local presence in Pakistan with complete after sales service and workshop.
- b) The company must provide the evidence of supply of international branded Video conference Solution and LED.
- c) Minimum two (02) years of experience of providing Video conference Solution and LED. Documentary proof (copies of POs or work order by clients or delivery receipts) should be furnished.
- d) Evidence of company's registration / incorporation. (Copy required).
- e) Affidavit on stamp paper, declaring that company is not black listed by any Govt. agency / authority (Original required).
- f) National Tax Number (NTN), GST, PST (if applicable) in the name of Organization and registration evidence is required. (Copy required)
- g) Bidders must meet all the specifications mentioned in **Annexure-F**.

Note: Kindly fill all annexures (C for relevant experience, and E for key management staff) required to meet the above qualification criteria and attach all supporting documentary evidences, as mentioned in each annexure. Any, company/firm fail to provide information as per the aforementioned, "Eligibility Criteria" (annexure D) shall be dis-qualified from the Tender. If any company/firm fails to meet the specifications at Annexure-F, shall not be considered for technical evaluation. Please sign the declaration form (Annexure H) and attach the same with your documents.

5- Scope of Job/Work: -

- a) Complete Installation and configurations of all items mentioned in the BOQ
- b) UAT of complete infrastructure installed
- c) Training of Technical and End User Staff on Usage of Screen

6- Terms of Reference: -

Successful bidder shall be agreed on following terms of references to provide the Goods/Services.

- a) ECF shall issue the Purchase Order for the supply and installation of LED TV, Sound System & 360 Degree View Conference Camera and the successful bidder shall be bound to provide and install the require Goods within 3 weeks of issuance of PO. In case of delay, a penalty will be imposed at the uniform rate of 0.5% of Purchase Order value on each day delay.

- b) If the bidder completely fails to deliver the material a week after prescribed period of delivery, the Bid Bond will be forfeited, and Purchase Order will be considered cancelled.
- c) The technical & inspection team of ECF will inspect and check the Goods supplied at the time of delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection team.
- d) ECF reserves the right to increase/decrease the number of Goods required.
- e) In case of any dispute regarding quantity, quality of services and specification, the decision of ECF shall be final & binding.
- f) All prices quoted must be inclusive of all taxes.
- g) Income tax and GST (if applicable) will be deducted in accordance with the provisions of prevailing Government Rules and Regulations amended time to time.
- q) The payment shall be made within 30 days after the delivery and installation of required Goods and submission of invoice as per ECF rules.
- r) Delivery Location: Delivery of the material against this Order shall be made at Committee Room, 2nd Floor, NEECA Building, Sector G-5/2, Islamabad.

7- Guidelines:

- a) All documents and information received by ECF from applicants shall be kept confidential.
- b) Documents submitted to ECF shall not be returned.
- c) All expenses related to participation in this bidding document shall be borne by the bidders.
- d) Documents shall be submitted in hard copies in a sealed envelope marked **as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"**. Two additional copies of technical and financial proposals shall be accompanied with the original proposal in different envelopes in one sealed envelope. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.

Postal Address: -

Manager Admin
 Energy Conservation Fund
 NEECA Building, Sector G-5/2, Islamabad
 Email: human.resources.islamabad@gmail.com
 Landline: 051-9206002

- e) The closing date and time for receipt of bidding proposal is 04:00 PM, 12th March, 2021.
- f) Proposals received thereafter, will not be accepted.
- g) ECF reserves the right to request submission of additional information from bidders to clarify/further understand the aspects of Technical Proposal, if required.
- h) ECF reserves the right to verify any information provided by the bidders.
- i) Questions about this technical proposal can be made only in writing, a letter or an e-mail and must be asked by or before date 11th March, 2021. Bidders can contact ECF for any other related information, if required.

8- Condition of Tender: -

Goods of successful bidder shall be secured in accordance with the ECF Policy subject to the following conditions:

- a) ECF reserves the right to reject any bid at any stage without assigning reason
- b) Bidders who fail to complete and attach all relevant documents shall be disqualified.
- c) No tender document shall be accepted, if not properly sealed and marked.
- d) ECF shall enter into a formal contract with the successful Bidder.
- e) ECF reserves the right to terminate the contract, if the performance of the Bidder is found unsatisfactory.
- f) ECF has the right to visit office premises to verify the information provided in the tender documents.
- g) It is the responsibility of prospective bidders to ensure that their bid documents are submitted before the closing time and date of the tender.
- h) Bids received after closing time and date will NOT be considered.
- i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the ECF will not be responsible.
- j) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.

9- Confidentiality: -

- (i) In consideration of the Company agreeing to allow the Bidder to access the Confidential Information, the Bidders agrees to keep in strict confidence all Confidential Information received and shall:
 - (a) only use the Confidential Information for preparing a Proposal; and
 - (b) Not disclose to any other person or entity any Confidential Information, or that discussions are taking place between the parties concerning the Confidential Information or a Proposal.
- (ii) The Bidder:
 - (a) may make Confidential Information available only to those of its officers or employees ("Personnel") having a "need to know" in order to prepare the Proposal;
 - (b) Shall ensure that each of the personnel to whom Confidential Information is disclosed strictly complies with the terms of this Request, and shall take all steps available to enforce the obligations of confidentiality in this section 9.
- (iii) The Bidder agrees to use the same degree of care, but no less than a reasonable degree of care, to protect against the unauthorised disclosure of Confidential Information as it uses to protect its own confidential information. The Bidder agrees to disclose Confidential Information only to its Personnel who are bound by obligations of confidentiality no less restrictive than the

provisions of this section 9.

- l) The Bidder acknowledges that provisions of this section 9 are intended to impose an immediately binding legal obligation on the Bidder and the obligation to maintain the confidentiality of the Confidential Information shall continue whether or not the Bidder' Quotation is accepted by the Company.

10- Technical evaluation criteria: -

This document is governed by the procedure approved by the management of ECF. The Technical Proposal of eligible firms/companies will be evaluated as per **Annexure-D** and using the required specification of Video conference solution and LED attached as **annexure – F**. A bidder can offer more than one options matching the required Goods as given in **annexure – F**.

Note: Technical qualification status shall be decided based on Pass/Fail basis. The bidder must score at least 65 marks out of 100 to qualify for Financial Bid opening.

11- Financial Evaluation: -

- a) The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the Bidders participated in the tender.
- b) All bids shall be opened by the evaluation committee in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.
- c) All bidders in attendance at the time of opening of the bids shall sign an attendance sheet.

Please provide information regarding Financials in "**annexure – G**".

12- Submission of Bids (Technical and Financial Proposal): -

Complete sealed bid containing Technical and Financial proposal along with bid bond, all required information and documentary evidences must be submitted by closing date i.e. 12th March, 2021, at 04:00 PM. Technical proposals will be opened on the same day i.e. 12th March, 2021, at 04:30 PM, in the presence of bidders or their representatives who wish to attend it. Bid bonds of disqualified bidders will be returned after awarding the business to successful bidder.

12.1. Bid Bond

Bid bond must be 5 percent of the total amount of bid in the form of pay order or demand draft from any scheduled bank in favour of Energy Conservation Fund. The bid bond should be valid for a period not less than 6 months and must be enclosed in financial bid.

12.2. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **annexure I** shall be submitted with the proposal.

Important Note: ECF reserves the rights to accept or reject any bid or all the bids during the bidding process without providing the reason to bidder. The bids should be submitted in sealed envelope by clearly mentioning "installation of LED TV, Sound System & 360 Degree View Conference

Camera”.

Annexures

Annex – A (Information)

Firm/Company Information		
S #	Required Information	Response
1	Name of Firm/Company	
2	Year of Registration / Establishment	
3	National Tax Number	
	General Sales Tax Number	
5	What is the legal status of your firm/company? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
		Others (Please specify)
6	Name and designation of 'Head of Firm/Company'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Office Address :	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B (Eligibility Response Check List)

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Principal company should have local presence in Pakistan with complete after sales service and workshop.		Evidence letter attached
			Copies Not Attached
2	The company must provide the evidence of supply of international branded Video conference and Interactive LED Solution		Declaration on signed letter head is Attached
			Not Attached
3	Minimum two (02) years of experience of providing Video conference and Interactive LED Solution Documentary proof (copies of POs or work order by clients or delivery receipts).		Copies Attached
			Not Attached
4	Evidence of firm/ companies Registration (Copy required)		Copies Attached
			Copies Not Attached
5	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)		Original Affidavit Attached
			Not Attached
6	National Tax Number (NTN) and GST in the name of firm/company/Organization and registration evidence is required. (Copy required)	National Tax Number (NTN)	
		GST Number	

Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing Touch Screen LED Videocon solutions (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
		v.
3	Number of Touch Screen LED Videocon solutions items provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations: -

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No. of Employees	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

Annex – D (Technical Evaluation Criteria)

Technical Evaluation Criteria				
Sr. No	Descriptions	Total Points	Categorized Points	(Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Relevant Experience	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	4 years plus of experience		10	
	Less than 4 or 1 year		5	
	Less than 2 years		2	
2	Current Contracts	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Worked with at least 5 clients in the current year. If fulfils completely		10	
	If one or more but less than five		5	
	If currently no contract with any client		0	
3	Experience with Govt. Semi Government or Autonomous bodies	05		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	If more than 5 customers		5	
	If more than 1 but less than 5 customers		3	
	If having no customer		0	
4	Financial Capability	10		Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.
	Annual turnover of company should be greater than or equal to 30 million		10	
	If less than 30 million but greater than or equal 20 million		7	
	If less than 20 million but greater than or equal to 10 million		5	
	If less than 10 million but greater than or equal to 3 million		3	
	If less than 3 million		0	

5	Company Establishment	05		Share copy of registration or letter of incorporation	
	If establishment is older than or equal to 3 years		5	Company profile showing the complete list of key management staff with designations and contact details	
	If greater than 2 but less than 3		3		
	If less than 2		0		
6	Number of Key Management Staff	05		Complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities	
	If 7 and above		5		
	If 5 but less than 7		3		
	If 3 but less than 5		2		
	If less than 3		0		
7	Clients with Company	10		Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities	
	If total clients Are 25 and above		10		
	If total clients are 15 but less than 25		7		
	If total clients are 10 but less than 15		5		
	Less than 10		0		
8	Quality/ Warranty	40		Attach offered warranty period on signed company letter head	
	Warranty of products offered by bidder, if greater than or equal to 36 months		10		
	If less than 36 months but greater than or equal to 24 months		2		
	If less than 24 months		1	Provide details of work shop including repair maintenance service	
	Details of workshop including repair maintenance in Pakistan		5		
	Value added features		5		Additional features
	Training to ECF staff for 1 month		10		Training on using newly installed system
	After sale service for 1 year		10		Visit by the company, free of cost (if need arises)
9	Working Staff (Total number of working staff held with the company)	05		Company profile showing the number working Staff on company letter head with sign and stamp by authorities (exclusive of executive staff)	
	15 and above		5		
	10 but less than 15		4		
	7 but less than 10		3		
	5 but less than 7		2		
	Less than 5		0		
Total Points Awarded		100			

Annex – E (Key Management Staff of the Company)

Key Management Staff of Company				
Sr. No.	Name of Management Staff	Designation	Area of Expertise	Number of Years in Company
1				
2				
3				
4				
5				

You may add more information, if applicable.

Annex – F (Specifications)

Specification of installation of LED TV, Sound System & 360 Degree View Conference Camera	
Product Name	Specification Requirement in Detail
75 Inches 4k Smart Screen	75-inch 4K multi-touch screen LED , Crystal Processor 4k, crystal display, HDR, Purcolor, Game Enhancer, Motion rate 120, Boundless design, Universal Guide , Works with Alexa, Works with Google Assistant, TV Plus,2 HDMI Connections, eARC Port 2, 1 USB Connection, LAN Ports,802.11AC built-in WIFI, Blue tooth, optical output port, Dolby Digital Plus,20 watt 2 channel,Remote,4k ultra HD Connected
Wireless Mic and Sound System	<ul style="list-style-type: none"> - Dolby Digital - DTS Digital Surround - THX Certified - 4 wall mount Speaker Operating System - 2 MIC - 100 Meter wire
360 Degree View Conference Camera	Video conferencing solution for group of dsq14-20 people, deliver high quality HD video and crystal clear audio, Smooth monetized plan, tilt and zoom, controlled from remote and control,10xlossless HD zoom, 90* Field of View, ZEISS lens certification, Kensington security slot, LED to confirm video streaming, standard tripod thread, 8.5m/28-foot range audio, USB plug and Play connectivity, optical expansion mics, full-duplex speaker phone ,Auto focus, Noise reduction Technology, Blue tooth wireless technology, Dockable remote control,
HDMI Cable	30 meter Imported, Central mountable hub for connectivity of all components, Two cable for connection between hub and camera/ speakerphone (Length: 5m/16'), One USB cable for connection to PC/MAC(length: 3m/6.6')
VGA Cable	30 meter imported
Ceiling TV fitting kit	Iron Made Imported
Ceiling Screen fitting kit	Iron Made Imported
Ceiling Multimedia kit	Iron Made Imported
Stand for 360 Degree View Camera	Iron & wood local made

- All the above mentioned items have to be provided and installed by the vendor

Annex – G (Financial Proposal)

Financial Proposal				
Item Name	Quantity	Unit Price of (without Taxes)	Unit Price of with Taxes (if any, also mention tax type and percentage)	Total Price of with taxes (if any)
75 Inches 4K Smart Screen	1			
Wireless Mic and Sound System (7.1)	1			
360 Degree View Conference Camera	1			
HDMI Cable	30 Meters			
VGA Cables	30 Meters			
Ceiling TV Fitting Kit (Iron made imported)	1			
Ceiling Screen Fitting Kit (Iron made imported)	1			
Ceiling Multimedia Kit (Iron made imported)	1			
Stand for 360 Degree View Camera (Iron & Wood local made)	1			
Installation & transportation charges for all equipments including wiring & ducting				
Total Cumulative Cost in Pak Rupees inclusive of all applicable Taxes				

Important Note: Financial bid should be provided for complete solution. Partial quoted bids shall not be considered.

Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of firm/company/organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	

Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Manager Admin

Energy Conservation Fund

NEECA Building, Sector G-5/2, Islamabad

Subject: Technical & Financial Proposal in respect of Video conference and Interactive LED

Solution

Dear Sir,

We offer to provide the Goods for Video conference and Interactive LED Solution in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our Technical & Financial Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and we undertake that we will initiate the delivery of Goods as per the client's request, if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: