

Request for Proposal

Stationery & Computer Stationery Items

(Financial Year 2022-23)

Tender# FIA/CCW/2022-23/20230301 – CCW



CYBER CRIME WING FEDERAL INVESTIGATION AGENCY GOVERNMENT OF PAKISTAN

**2nd Floor National Police Foundation Building,
Maue Area, G-10/4, Islamabad**

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SECTION 1

INVITATION OF BIDS

The Director, Cybercrime Wing (CCW) of Federal Investigation Agency, hereinafter called the employer, invites tenders under sealed cover from the firms, vendors, manufacturers or dealers, directly or through their authorized agents / distributors in Pakistan, for the supply and delivery of the Digital Forensic tools, Network equipment, Machinery, and Miscellaneous Items, for the "Cybercrime Wing (CCW) of Federal Investigation Agency (FIA)" at Islamabad.

SCHEDULE

The Schedule of subject tender documents and submission of tender are given below;

Description	Time Lines
Advertisement	12-03-2023
Last date to submit Tender Documents	28-03-2023 @ 11:00 AM
Opening of Technical Bid	28-03-2023 @ 12:00 PM
Technical Evaluation Result Announcement	04-04-2023 @ 12:00 PM
Opening of Financial Bid	04-04-2023 @ 12:00 PM
Final Result Announcement	07-04-2023
Issue of Letter of Intent (LOI) to Successful bidder	22-04-2023
Bid / Tender Security	All Financial Bids must be accompanied by a Bid Security (@2% of the total bidding amount* or 0.5 Million whichever is lower*) in the form of Pay Order / Bank Draft/Bank Guarantee in favour of Director CCW-FIA Islamabad. *(inclusive of all taxes)
Stamp Duty	0.25% of the contract value to be paid by the vendor at the time of signing of the formal contract under "The Stamp Act 1899"

NOTE:

Cyber Crime Wing (CCW)-FIA reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. CCW-FIA will communicate any adjustment to the Schedule of Events to the potential bidders from whom CCW-FIA has received an offer/proposal.

SECTION 2

REQUIRED BIDDING DOCUMENTS

1. Duly filled bid form **(B-01)**
2. Name of the Bidder
3. Complete Company Profile
4. Number of Business years in Pakistan
5. Complete addresses of offices in Pakistan
6. Financial Position (Audited Financial Reports) of Bidder
7. List of successfully completed projects
8. NTN Registration
9. Sales Tax Registration
10. Active Tax Payer List Certificate (ATL, ST & AGPR)
11. Income/Sales Tax returns for last two years



SECTION 3

BIDDING EVALUATION

During the bidding process, Single Stage, Two Envelopes procedure, as mentioned in PPRA rules 2004, 36 (b), will be adopted.

Cybercrime Wing of Federal Investigation Agency will follow 3-steps bidding process for selection of the bidder:

- Step 1:** Initial Screening
- Step 2:** Technical Bid Evaluation criteria
- Step 3:** Financial Bid Evaluation criteria.

Initial Screening

Initial screening of bidder(s) will be evaluated based on the criteria given in the RFP. The bidder's eligibility / qualification criteria referred as under in this RFP are in line with Clause 17 of PPRA Rules, 2004:

1. Company must have valid National Tax Number (NTN) and General Sales Tax Number (GST), and are in active tax payer list (ATL (ST)).
2. Proof of financial soundness of the firm and bank statement for the last two years.
3. In case of Joint Venture (JV)/ Consortium, evidence of relationship between the partners must be provided;
4. An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Black listed from any Govt/Semi Govt. Department/PPRA or involved in any corrupt and fraudulent practices or any litigation in Pakistan.

Technical Evaluation

The Technical Bids of only those Bidders who qualify in Step 1 will be evaluated in the Technical evaluation. The technical evaluation will be based upon following parameters.

S.No	Criteria	Max Score
1	Technical specifications and features of the product given in the RFP	50
2	Product Quality and Standard	20

S.No	Criteria	Max Score
3	Relevant working experience with LEAs or other government organizations in Pakistan for the supply of Digital Forensic Tools, Investigation software and Network Equipment.	5
4	Financial position of the bidder	5
5	Office located in Pakistan	Mandatory
Total Score		80

*** Minimum Responsive Score is 65**

*** For S# 5 and 6, Non-compliance will be marked as Non-Responsive Bid.**

Financial Bid Evaluation Criteria

Financial proposals of only technically qualified bidders shall be opened and the successful bidder shall be selected. The quoted bid price shall be final and valid until completion of all obligations under the contract i.e. not subject to variation/escalation, in Pak rupees, inclusive of all taxes, duties, levies, labour, transportation, installation and complementary costs associated with the provision of goods, etc. (whichever is applicable).

S.No	Criteria	Max Score
1	Financial Bid Score	20
2	Out of Budget more than 10%	Non-Responsive

Most advantageous bid

Technical Weight: 80

Financial Weight: 20

***Where financial Weight will be calculated as**

Financial weight = (Lowest Quote/Quote of the Firm whose points are being calculated) * 20

Most Advantageous Bid: Technical Weight + Financial Weight

SECTION 4

PREPARATION OF BIDS

DOCUMENT COMPRISING THE BIDS

i) Technical Bid

The Technical Bid prepared by the bidder shall comprise of the following documents:

1. Covering Letter;
2. Technical Proposal;
3. Qualification / Bid Evaluation criteria along with supporting documents; and
4. All required documents with proof mentioned in Section 2.
5. Product Samples for technical scoring (Returnable to failed bidder)

ii) Financial Bid

The Financial Bid prepared by the bidder shall comprise of the following documents:

1. Covering Letter;
2. Bid security; and
3. Financial Proposal as per the following format:



Sr. No.	Item No. of RFP	Product Description	Qty	Unit Price Without sales tax	Sales Tax @ Unit Price (if Applicable Under Sales Tax Act 1990)	Total Unit Price with tax	Total Quoted Price
			A	B	$C = B \times ST \%age$	$D=B + C$	$E=A \times D$
1							
2							
....							
Total							*

*** Bid security is to be calculated using this total value (inclusive of all taxes).**

Note:

- All prices should be quoted in PKR only, financial quotations in any other currency will be rejected; and
- Financial committee may decrease items quantity keeping in view the budgetary constraints.

iii) Bid Security/Bond

Earnest money (Bid Bond) in shape of a Bank Draft / Pay Order / Bank Guarantee from any scheduled bank of Pakistan, equivalent to that of 2% of the total bidding amount or PKR 0.5 Million whichever is lower in favour of Director, CCW-FIA, Islamabad on prescribed Performa (B-02), must be attached with the Tender Documents.

Note: Bidder must not indicate directly or indirectly their financial proposal anywhere in the technical document. Any such disclosure shall result in summary rejection of whole of the proposal of the concerned bidder. From the time of bid opening to the time of contract award, if any bidder wishes to contact CCW on any matter related to the bid, it should do so in writing.

SUBMISSION OF PROPOSAL

Two (02) sets of the technical and financial proposals (original and Copy) with bid bond should be submitted at CCW-FIA address mentioned on title page. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal, technical proposal.

The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion.

MODE OF DELIVERY

Proposals must be delivered by hand or by courier so as to reach the address given at CCW-FIA HQs by the last date and time indicated for submission.

PERFORMANCE GUARANTEE

The successful bidder shall be required to deposit performance bond in the form of a Bank Guarantee (on prescribed Performa, B - 03) or demand draft, equivalent to five percent (5%) of the contract value. This Performance Guarantee shall be issued by a scheduled bank operating in Pakistan

AWARD OF ORDER/ SERVICES

The Successful bidder shall be issued a Letter of Intent (LoI) by CCW-FIA for award of contract. This letter along with written acknowledgement of the successful bidder shall constitute a contract between the bidder(s) and CCW-FIA.

WITHHOLDING TAX, SALES TAX AND OTHER TAXES

It is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by the successful bidder who signs the contract with the Government. The successful bidder will be responsible for all taxes on transactions and/or income, which as levied by government.

Note: A bidder can bid for one or multiple products mentioned in this Tender Document.

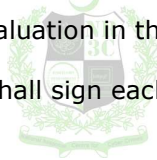
DELIVERY OF ITEMS

- All the items will be delivered at CCW FIA HQ, within the stipulated time, by the supplier at his own expenditure, and the procuring agency doesn't bear any transportation cost.
- Delivery shall be made within 16 days from the issuance of Letter of Intent and will be subject to inspection by the inspection committee.
- Items will be considered delivered based upon satisfactory report of Inspection Committee irrespective of the fact the items has been delivered in the store of CCW, FIA.
- Inspection will be carried out within 14 days (extendable with mutual consent) of delivery of items in store of CCW, FIA.
- All the items must be new, genuine and imported through proper channel, any refurbished / used or broken / damaged goods will not be accepted.
- Payment will be made within 30 days of complete (100%) supply of items / equipment.
- Performance guarantee will be released after 45 days of acceptance of provided items by the inspection committee.
- The successful bidder will ensure the timely warranty claims if/when required by Procuring Agency.

SECTION 05

GUIDELINES FOR SUBMISSION OF BIDS, MODIFICATION & WITHDRAWAL OF BIDS

- Bids must be received at the address provided in the Invitation to Bid not later than the time and date stipulated therein;
- Any bid received after the deadline will not be accepted;
- Technical specification should be clearly mentioned against each item;
- Conditional offers shall not be entertained;
- The quotation received with over-writing, cutting and doubtful figure may be rejected;
- Shortest Delivery Period of the items should be stated clearly;
- The Competent Authority can increase/decrease the quantity of items and the authority has the rights to extend that tender date or cancel the tender;
- All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents; and
- The bidder/authorized person shall sign each document and company seal stamp be affixed.



SECTION 06

Technical Specifications of Stationery

Sr. No.	Name of Items	Units	Quantity
1	Uniball Black (Vision Elite)	Packets(10 pieces per packet)	5
2	Uniball Blue (Vision Elite)	Packets(10 pieces per packet)	10
3	Ball Point Black (Piano Crystal Gel / Jelflo or equivalent)	Packets(10 pieces per packet)	20
4	Ball Point Blue (Piano Crystal Gel / Jelflo or equivalent)	Packets(10 pieces per packet)	1,000
5	Ball Point Red (Piano Crystal Gel / Jelflo or equivalent)	Packets(10 pieces per packet)	20
6	Highlighter Markers	Pieces	500
7	Permanent marker Blue Dollar, piano or Equivalent	Packets(10 pieces per packet)	50
8	Permanent marker Black Dollar, piano or Equivalent	Packets(10 pieces per packet)	50
9	Blue Pointer Dollar or Equivalent	Packets (10 pieces per packet)	150
10	Lead Pencil Dollar or Equivalent	Packets(10 pieces per packet)	150
11	Correction pen	Pieces	300
12	Note Pad - 5"X8", 100 pages (Plain 70 Gsm or Equivalent)	Pieces	500
13	Envelop A4	pieces	50,000
14	Envelop Small printed (with CCW FIA logo)	pieces	50,000
15	Envelope Legal- printed (with CCW FIA logo)	pieces	10,000
16	Eraser (AL30 or Equivalent)	pieces	200
17	Evidence Bag (Differnet Size)	pieces	10,000
18	Gum Sticks-Amos or Equivalent, 22 gm	NOs	500
19	scotch tape 2", Good Adhesion Quality	Pieces	500
20	Paper Clip (Grash or Equivalent)	Packets (100 Pieces per packet)	200
21	Paper Cutter- good quality Medium size	NOs	200
22	Paper A-4, 70 gsm AA or Equivalent	Reams	500
23	Paper F4/Legal 70 gsm A4 or Equivalent	Reams	1,000
24	Sticky note 3 x 3 post it or equivalent	NOs	500

Sr. No.	Name of Items	Units	Quantity
25	Punch Machine Single Hole heavy duty, Owner or Equivalent	Pieces	15
26	Stamp pad Blue (Dollar or Equivalent)	Pieces	50
27	Stapler Medium (Deli or Equivalent)	Pieces	200
28	Stapler Pin 24/6, Dollar or Equivalent	Boxes (20 pieces per box)	100
29	Stapler Pin Remover- Small Kw or Equivalent	Packets (10 pieces per packet)	20
30	Binding tape "2"	Pieces	100
31	Packing tape "2"	Pieces	500
32	Sharpner	pieces	100
33	Stamp pad ink Blue	pieces	100
34	File Tag Cotton 6 inch, Good Quality Packets	Packets	100
35	Flag for File Transparent post it or Equivalent	Packets	200
36	Box Files 3"A4 imported	Files	300
37	File Covers printed (CCW Logo)	pieces	16,000
38	File Board	Pieces	2,000
39	Dak Folder , Different Colors, Alfalah or Equivalent	Pieces	20
40	Plain Register 100 pages Good Quality	Pieces	100
41	Attendance Register 200 pages, Good quality	NOs	40
42	Leave register	pieces	36
43	Store stock register	Pieces	35
44	Diary Register 500 pages (70 gsm page)	NOs	30
45	Disptach Register 500 pages, (70 gsm page)	NOs	30
46	Vehicles Log book for motor 200 Pages, Good Quality	NOs	150
47	Token Register 120 Pages, Good Quality	NOs	5
48	Cash Book register	NOs	5
49	HP 26A Black Original LaserJet Toner Cartridge	NOs	20
50	HP LaserJet Toner, 51 A Original	NOs	5

Sr. No.	Name of Items	Units	Quantity
51	HP 32A Black original laserjet Drum	NOs	5
52	HP LaserJet Toner, 35A, Original	NOs	30
53	Canon NPG-51 Toner Black, Model Cannon Image Runner 2520/2525/2530 Original	NOs	50
54	Toner 5A	NOs	10
55	Toner 17 A	NOs	10
56	Toner 59 A	NOs	2
57	Toner 76 A	NOs	100
58	Toner 85 A	NOs	20
59	Toner 53A	NOs	5
60	Toner 49 A	NOs	10
61	Toner 19 A	NOs	10
62	Toner 12 A	NOs	10
63	Toner 203 A complete set	NOs	6
64	USB Flash Drive 8Gb	NOs	100
65	USB Flash Drive 32Gb	NOs	50
66	USB Flash Drive 64Gb	NOs	25
67	USB Flash Drive 128Gb	NOs	25
68	CDs writeable	NOs	5,000
69	DVDs writeable	NOs	2,000
70	Duster Cloth, good quality	Pieces	1,000
71	Dustbin (Small 5L) Good quality	Pieces	100
72	Battery Cell AA (Toshiba or equivalent)	Packets(4 pieces per packet)	50
73	Battery Cell AAA (Toshiba or equivalent)	Packets(4 pieces per packet)	50
74	Rose petal Tissue Bathroom Roll	10 pieces per packet	100
75	Rose petal or equivalent Tissue Box- white color	Pieces	500

(Form B-01)

BID Form for Tender
Reference No: FIA/CCW/2022-23/20230301 – CCW-R

To,

**The Director,
Cyber Crimes Wing (CCW),
Federal Investigation Agency (FIA), Islamabad.**

Dear Sir,

1. Having examined the bidding document, the receipt of which is hereby duly acknowledged, for the above mentioned Tender Reference **No. Tender# FIA/CCW/2022-23/20230301 – CCW-R**, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding document are submitted herewith separately as per your requirement. (Technical and Financial Proposal are attached as annexure-A and annexure-B respectively)
2. We, the undersigned, being a company doing business under the name with the registered _____ office _____ at _____
_____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such contract.
3. As security for due performance of the undertakings and obligations of this tender, we have attached Bid security as per limits defines in section 04 of RFP.
4. We undertake, if our tender is accepted, to complete the whole of the work comprised against above mentioned tender reference within the time stated in the tender terms & conditions.
5. We agree to abide by this tender for the period of 180 days beyond the date of closing of the tender, and it shall remain binding upon us and may be accepted at any time before the expiration of this period, furthermore, we agree that this period can be extended with mutual consent, without changing of quoted prices.
6. Unless and until a formal Contract Agreement is signed, this tender, together with your acceptance thereof, shall constitute a binding contract between us.
7. If our bid is accepted, we will provide the performance Guarantee in the sum equivalent to equal to 5 % of Contract price for the due performance of the contract in accordance with the section 4 of RFP
8. Payment of stamp duty @ 0.25% of the contract value, under Stamp Act, 1899 will be our responsibility and shall be paid within 07 days after issuance of Letter of Intent.
9. We Confirm, if our Tender is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the Contract and the composition or the

Director Admin
Chairman
Technical Committee

Mr. Muhammad Raza ul Haq
Member

Mr. Masood Ali
Member

constitution of the joint venture shall not be altered without the prior consent of the Director, CCW-FIA.

(This clause does not apply with Tender by a single firm)

Dated this _____ of _____ 20_____

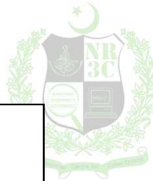
Signature _____

Name of Bidder _____

Name of Company & Seal _____
(Name of Bidder in Block Capitals)

Address of the Company

Witness



Signature: _____
Name: _____
Title: _____
Address: _____ _____ _____
CNIC # _____

Signature: _____
Name: _____
Title: _____
Address: _____ _____ _____
CNIC # _____

BID Security Form for Tender
Reference No: Tender# FIA/CCW/2022-23/20230301 – CCW-R

WHEREAS _____ (hereinafter called "the Bidder" has submitted its bid dated _____ for the sale of " _____", (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We _____ (Name of Bank) of _____ (Name of Country) having our registered office at _____ (address of Bank) hereinafter called "the Bank") are bound into the Director, CCW FIA, Islamabad, Pakistan (hereinafter called "the Purchaser") in the sum of _____, for which payment well and truly to be made to the said purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with Common Seal of the Bank this _____ day of _____, 20__.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on Bid Form: or
2. If the Bidder does not accept the corrections of his Total Bid Price: or
3. If the Bidder having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders: or
 - b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)
By _____
(Title)

Authorized Representative

Performance Security Form for Tender
Reference No: Tender# FIA/CCW/2022-23/20230301 – CCW-R

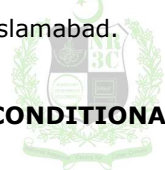
To:
The Director
Cyber Crime Wing
Federal Investigation Agency (FIA)
Islamabad

Subject: BANK GUARANTEE ON BEHALF OF M/S **FOR
DUE AND FAITHFUL PERFORMANCE OF CONTRACTS LISTED BELOW.**

List of Contracts

Sr. No	Contract (s) / Purchase Order (s) No.	Amount	Dated

WHEREAS M/s _____ [*Name of Contractor*] Hereinafter called "the Contractor" have requested [*Bank Name*] to furnish an unconditional, irrevocable bank guarantee in your favour of the sum of PKR _____ (in Words) _____ (5% of the contract(s) / Purchase Order(s) Value) against contract(s) / purchase order(s) listed above to be concluded between the Contractor and Cyber Crime Wing FIA, Islamabad.



WE HEREBY IRREVOCABLY AND UNCONDITIONALLY AGREE AND UNDERTAKE:

1. To make an un-conditional payment of PKR _____ to you on demand without any further question or reference to the contractor upon failure of the contractor to perform the Contract on which you will be the sole judge;
2. To keep this guarantee valid in full force from this date up to the date of release / completion of all contractual obligations by the Contractor under the Contract. The faithful completion of the contract by the contractor will be intimated by the Cyber Crime Wing, FIA, Islamabad;
3. To extend the period of the enforceability of this guarantee if such extension is necessary or desired by you of us;
4. The Performance Guarantee being unconditional and irrevocable undertaking to CCW, FIA Islamabad shall be independently confirmed by the bank before its discharge / encashment.

Dated This [] Day of [], 2023

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

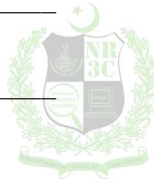
Seal _____

Witness

Signature _____

Name _____

CNIC _____



Sworn & Signed before me on this [] day of [], 2023 by, _____