

NATIONAL ASSEMBLY SECRETARIAT

Date: 6th January, 2025.

TENDER NOTICE

(E-Procurement of services)

Service & Maintenance of CCTV Equipment installed at the National Assembly Secretariat, Islamabad.

National Assembly Secretariat, Islamabad invites tenders for Service & Maintenance of CCTV Equipment installed at the National Assembly Secretariat, as mentioned in tender document, from esteemed firm / agency initially for one year. Contract can be extended for further period of one year with the mutual consent subject to satisfactory performance.

- Proposals are invited from reputable Firms:
 - having valid incorporation certificate with SECP/Registrar of Firms,
 - required experience as mentioned in the Tender document,
 - registered with Income Tax and Sales Tax Departments And
 - who are on the Active Taxpayers list of the Federal Board of Revenue.
- Tender documents can be downloaded from the National Assembly Secretariat website (www.na.gov.pk) and PPRA's website (www.ppra.gov.pk) free of cost or the hard copy is available in the office of National Assembly Secretariat Islamabad during working hours in working days on written request of firm's letterhead.
- Procurement will be carried out by adopting the "Single Stage-two Envelopes" procedure. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHINAL PROPOSAL" in bold and legible letters to avoid confusion.
- The Proposal complete in all respects, in accordance with the instruction provided in the Tender document, in sealed envelopes should reach on or before **28th January, 2025 at 1100 hours** in the National Assembly Secretariat, Islamabad and be clearly marked "SLA for Service & Maintenance of CCTV Equipment installed at the National Assembly Secretariat, Islamabad.
- The technical proposals shall be opened on the same day at **11:30 hours**, whereas the financial proposals of the technically qualified bidders shall be opened after finalization of technical evaluation. Other details are provided in the Tender Document.
- Bidders are required to submit their proposals strictly in accordance to Instructions with the Bidders in the Tender Document.
- Proposals must be prepared in hard book binding form to deny the possibility of addition or removal of page(s).
- All the applicable Federal & Local taxes and duties etc. must be considered while preparing the financial proposals. All these taxes are required to be built-in in the quoted rates and GST to be mentioned separately.
- Bidders who provide unsubstantiated and/or incorrect information are liable to disqualification as per PPRA rules and regulations.
- The National Assembly Secretariat reserves the right to reject all the proposals as per provision of PPRA Rules 2004.



(ABDUL SATTAR)

Section Officer (Procurement)
National Assembly Secretariat,
Constitution Ave, Islamabad,
Phone: 051-9103214



NATIONAL ASSEMBLY SECRETARIAT

TENDER DOCUMENT

Dated: 6th January, 2025

**SERVICE AND MAINTENANCE OF CCTV EQUIPMENT INSTALLED
AT THE NATIONAL ASSEMBLY SECRETARIAT.**

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To,
 The Section officer (Procurement)
 National Assembly Secretariat,
 Islamabad,

Respected Sir,

We, the undersigned, offer to provide our services for SLA for Service & Maintenance of CCTV Equipment installed at the National Assembly Secretariat, Islamabad, as a Bid, sealed in an envelope. Mr. _____ son of _____ holding CNIC No. _____, Cell No. _____ has been authorized to attend the Bid Meetings on behalf of our organization.

We understand that National Assembly Secretariat is not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.

The decision of Purchase Committee shall be final and cannot be challenged on any ground at any forum and the Purchase Committee will not be liable for any loss or damage to any party acting in reliance thereon.

Sincerely,

Name:	
Designation:	
Signature:	
Stamp:	

1. INTRODUCTION:

National Assembly Secretariat, hereafter referred to as "Procuring Agency", desires to seek bids from well-reputed, experienced firms for the Service & Maintenance of CCTV Equipment installed at the National Assembly Secretariat, Islamabad, initially for one year. The rates shall be valid for full term of the contract (one year). Contract can be extended for further period of one year with the mutual consent subject to satisfactory performance.

2. INSTRUCTIONS:

- a) The National Assembly Secretariat, Islamabad expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. Moreover, attach required supporting documents according to the requirement.
- b) It is of utmost importance to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write, 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- c) The last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is on or before 28th January, 2025 by 11 a.m. in the Office of the Section Officer (Procurement), National Assembly Secretariat, Islamabad. The technical proposals will be opened on the same day at 11:30 a.m. in the presence of representatives who may want to attend. Date and time of opening of financial proposals of technically qualified bids will be communicated after technical evaluation.
- d) Bid Security of RS. 100,000 shall be submitted along with Tender Document in the form of a Bank/Demand Draft, Pay Order in favour of the National Assembly Secretariat, Islamabad, in the envelop of Technical proposal. Without attachment of Bank draft, bid is liable to be rejected.

3. PRINCIPLES OF PROCUREMENT:

National Assembly Secretariat, Islamabad, ensures that procurements are conducted in a fair and transparent manner. Hence, bidders are directed to provide soft copies of scanned tender documents, tax registration certificates, purchase orders, bank maintenance certificate, financial statements and undertaking. All such documents should be merged in one (01) PDF FILE for record.

4. EVALUATION OF BIDS:

Procurement Committee shall examine the bids to confirm that all required documents (soft & hard copies) and specifications/ technical documentation requested in bidding documents have been provided, and to determine the completeness of each document submitted. If any of the required documents or information is missing, the

bid shall be rejected.

Further, National Assembly Secretariat, Islamabad shall examine the Bid to confirm that all terms and conditions specified in the bidding documents have been accepted by the Bidder without any material deviation or reservation.

- a) A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- b) The Procurement Committee of the Procuring Agency will evaluate the submitted bids.
- c) The Submitted bids and proposals will be examined in detail whether the bidder complies with the technical specifications as provided in this tender document and meets the requirements. For this purpose, the bidder's data will be compared with the tender document eligibility and evaluation criteria along with visits to bidder facilities/offices for physical inspection.
- d) It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation/stipulation shall be taken by the bidder.
- e) Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidder.

5. Evaluation of Technical Proposals:

The Procurement committee of the Procuring Agency shall evaluate the Technical Proposals on the basis of their responsiveness to the technical evaluation criteria specified below. A Proposal shall be rejected at this stage if it fails to provide any of the following mandatory requirements.

S. No	Item	Proof	Response of bidder	
			Y	N
1.	Copy of Valid Registrations with FBR of following: i. General Sales Tax ii. National Tax Number	Documentary Evidence.		
2.	Authorization Letter of the Principal / Manufacturer	Documentary Evidence.		
3.	Affidavit on Judicial Stamp Paper of Rs. 100 or above that the firm is not black listed by any Government / Semi Government Department	Documentary Evidence.		
4.	Office details at Islamabad / Rawalpindi, with Phone Numbers / Addresses.	Documentary Evidence.		

5.	Firms must have valid experience of providing and installing CCTV SYSTEM FOR SURVEILLANCE, MONITORING AND SECURITY to at least five (05) public / private sector organizations.	Documentary Evidence. (Provide copy of at least 5 Purchase orders and work completion certificates.)		
6.	Firms must attach 1 year bank statement along with Certificates from its Banker regarding maintenance of the account of the firm.	Documentary Evidence.		
7.	Undertaking that the Goods to be provided during maintenance and backup will be genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel and not through any grey channels, and incorporate all recent improvements in design and materials.	Documentary Evidence.		
8.	Organizational Chart of the Firm and Project Execution including PEC registered engineers. Bidder shall provide PEC registration certificate of Engineer.	Documentary Evidence.		
9.	Annual turnover of last five years not less than 5 million per year.	Documentary Evidence.		
10.	Provide evidence regarding Tools, Equipment's & Workshop (Submit Detailed List)	Documentary Evidence.		

Notes:

- a. Bidder's response to an evaluation with YES, represented with 'Y' will receive full specified score against an evaluation point as specified in the evaluation criteria table above.
- b. Bidder's response to an evaluation with NO, represented with 'N' will receive ZERO score against an evaluation point as specified in the evaluation criteria table above.
- c. Minimum passing marks for technical qualification is 70% besides compliance of all mandatory clauses.

6. AWARD CRITERIA PROCURING AGENCY'S RIGHT:

- a) The contract will be awarded to the most advantageous bidder in pursuance of Clause 2 (h) (i) & (ii) of PPRA Rules 2004(as amended upto date) provided

that; such bidders have been determined to be technically qualified to satisfactorily perform the contract.

- b) The Procuring Agency reserves the right to accept or reject any or all submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action.

7. TECHNICAL PROPOSAL/ SCOPE OF WORK:

To provide services and maintenance of CCTV equipment installed at the National Assembly Secretariat, Islamabad. The successful bidder shall provide following services.

S.No	Required Specifications	Nature
	<p>Monthly Cleaning & Servicing.</p> <p>At least, one time cleaning & servicing of all installed equipment's associated with Surveillance system at NAS on monthly basis. (One-time re-paint services to the brackets and poles fixed for the cameras in a year) and repairing/replacement of brackets/poles .(if required)</p>	Mandatory
	<p>Receiving & Resolving Complaints</p> <p>Receive and resolve complaints of any CCTV equipment installed at NAS onsite on daily basis and submit report to CCTV Supervisor & Admin branch of NAS on the same day or NBD through job cards/forms.</p>	Mandatory
	<p>Response Time</p> <p>Response time shall be 2 hrs. Complaint Resolution time depends upon the type of complaint.</p>	Mandatory
	<p>Repairing & Trouble Shooting</p> <p>The successful bidder shall be responsible for repair/troubleshoot of any mentioned equipment (free of any cost) if the same is repairable, otherwise new/updated item may be purchased by NAS either directly from the market and/ or bidder through quotation (s) and installation of the same shall be the responsibility of bidder.</p>	Mandatory

	Backup Equipment	<p>In case of failure of any of the mentioned equipment, the provision and installation of backup equipment shall be the responsibility of successful bidder.</p> <p>The bidder shall provide BACKUP item for the faulty item till it is repaired by the bidder. In case a new item is to be purchased to replace the faulty item then no extra amount shall be charged by the bidder for the BACKUP item. However, NAS shall be responsible for fast and effective procurement of faulty item.</p> <p>Bidder shall be bound to submit report of faulty item and backup on monthly basis to the CCTV Supervisor & Admin branch of NAS</p>	Mandatory
	Quotation of Faulty Items	<p>The bidder may also provide the quotation for the faulty (but non-repairable) item. However NAS may acquire further quotations from the local market.</p>	Mandatory
	Installation of newly purchased equipment	<p>The bidder shall be responsible for installation of the newly purchased equipment at the locations (free of Cost) whether the same is purchased from them or other vendor. Installation report/job cards must be submitted to CCTV Supervisor and NAS Admin branch within 24 hours</p>	Mandatory
	Equipment required for the purpose of service/ maintenance	<p>The equipment required for the purpose of services/maintenance (like tools, ladder, testing meters, cables etc.) shall be the responsibility of the bidder. Successful bidder shall submit a complete updated list of such items to CCTV Supervisor and NAS Admin branch.</p>	Mandatory
	Monthly Meeting for evaluating the progress and implementation of SLA	<p>Monthly meeting of focal person(s) of the successful bidder and CCTV supervisor/ NAS Admin branch shall be conducted in last week of each month for discussing the progress of the SLA during the month and resolving issues (if any) in an amicable manner.</p>	Mandatory
	Quarterly and Yearly Fee	<p>Bidders are bound to quote Quarterly and yearly fee for the purpose of maintenance and services of all the CCTV equipment's installed at NAS.</p> <p>Quarterly and yearly fee should be inclusive of all applicable taxes.</p>	Mandatory

8. Equipment List:

S.No	Particulars	Qty
1.	4 MP color camera with 30-meter IR. DS-2CD3047G0E-LUF	82
2	5 MP Bullet camera with 40-meter IR. DS-2CD3056G2-IS	20
3	5 MP Bullet camera with 90-meter IR. DS-2CD3T56G2	22
4	4 MP PTZ with 42x optical zoom DS-2DF84421XS-AELW(T2)	07
5	4 MP ANPR Camera IDS2CD7A46G0/ P-IZHS(2.8 MM)	06
6	4 MP COLOR V+ACUSENSE BULLET Camera with 40 meter IR DS-2CD3047G2-LS(C)	16
7	HIKCENTRAL-STORAGE/ 256	01
8	CAT-6 UTP Cable 23 AWG DS-1LN6-UU	37
9	300 faces supported Access Control Device DS-K1T341AMF	01
10	Joy Stick for PTZ camera DS-1600KI(B)	01
11	55 Inches 4K Smart TV UA55AU7000UXMM	07
12	8 Port Giga Bit POE Switch with 2 SFP DS-3E1510P-SI	10
13	16 Port Giga Bit POE Switch with 2 SFP DS-3E1518P-SI	10
14	12 core single mode fiber optic cable	2600 m
15	CAT-6 Patch Panel	01
16	CAT-6 Cable Manager supported with cable ties	01
17	CAT-6 Patch Cord 1 meter	24
18	Fiber Pigtail Single mode, 10 G supported	160
19	MS Poles 10 & 15 feet	14
20	SFP Modules 1 GIG for Network Switches	42

21	Desktop Computers Core-i5	05
22	Fiber Patch Cord 3 meter	42
23	42 U Rack	01
24	CCTV Cabinet for outdoor	05
25	CCTV Cabinet for indoor	14
26	Fiber ODF 24 port	04
27	Fiber ODF 04 port	19
28	APC SMART UPS 10KVA/ 230V	01
29	UPS 1200 VA	19
30	Fiber Splicing	As per requirement
31	Any other work related to CCTV operation and maintenance	As per requirement
32	Arrangement of training/ certification with HIKVISION	1 job

9. FINANCIAL PROPOSAL (SEALED ENVELOPE):

- Financial proposal should be sealed in separate envelope.
- Yearly Fee (with all taxes) shall be quoted on PER YEAR basis, in Pak rupees.
- All Government taxes shall be applicable as per rules.
- Fee shall be fixed for one year and cannot be changed on the basis of fluctuation/ changes in dollars/political/ economical other issues. However, changes in tax rate shall be adjusted as per rules.

S.No	Description	Charges (Include all taxes)
1	Yearly Fee for Services and Maintenance of CCTV equipment installed at National Assembly Secretariat, Islamabad.	
2	General Sales Taxes	
3	Total Amount in PKR. (Inclusive Taxes)	

10. TERMS & CONDITIONS:

- a. Single Stage-Two Envelope method will be adopted for bidding process as per Public Procurement Rules 2004.
- b. Company Profile along with relevant documents shall be attached with this document.
- c. Firm failing in fulfillment of any of the mandatory terms shall not be considered.
- d. The rates quoted shall remain valid for one year. Unless terminated earlier, upon expiry, consent of the parties in writing. However, if none of the parties have served to the other, a termination notice prior to the expiry of the contract term, then the agreement shall automatically be renewed for a period of twelve months from the date of expiry of previous contract.
- e. Bid(s) shall be in Pak rupees only and inclusive of all rental, software etc.
- f. The bidder should quote its rates clearly, in the Financial Proposal in both figures and words.
- g. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- h. Regular quarter charges will be paid on provision of invoice after each quarter.
- i. National Assembly Secretariat reserves the rights to cancel the tender, accept or reject any tender as per provision of Public Procurement Rules, 2004.
- j. No transportation charges will be paid for any of the services.
- k. The contract shall be terminated in case of violation of terms and conditions by the contractors.
- l. All bids must be accompanied by an earnest money/ security of Rs. 100,000. The bid security of unsuccessful bidder will be released by National Assembly Secretariat after award of work or after expiry of bid validity period as per rules whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 10% of contract price.
- m. In case of any difference or dispute arises between the parties, the same shall be dealt with as per Public Procurement Rules, 2004.
- n. All rules, regulations and policies will be governed in accordance to the PPRA.
- o. General Sales Tax/ Service etc. shall be paid as per rules. All taxes shall be deducted by the office of NAS admin and its decision shall be final.
- p. National Assembly Secretariat reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by PPRA Rules 2004.
- q. The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation.
- r. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates // Work Order.
- s. The contractor shall pay all the cost for preparation of legal documents of contract.
- t. Public Procurement Rules, 2004 will be followed for all other terms and conditions not specified/mentioned/ ambiguous in this tender document. Kindly read Public Procurement Rules, 2004 for further details.
- u. Bidder is wholly responsible to install / configure / maintain all the equipment/ devices associated with CCTV at the National Assembly Secretariat and the cost will be borne by the bidder.

- v. Bidder shall be bound to submit quarterly /yearly bill to National Assembly Secretariat (Admin branch) on time.
- w. Taxes shall be deducted by the National Assembly Secretariat and its decision shall be final.
- x. Bidder should have active vendor I.D at the time of submission of bill.
- y. Bidder shall be bound to submit all required documents along with bill.
- z. Bidder shall provide Undertaking on simple paper to provide 1 X Resident engineer (Graduate) and 1x technician (Diploma holder) to National Assembly Secretariat, during duty hours. CVs shall be provided to the National Assembly Secretariat by successful bidder.
- aa. That upon successful completion of one year SLA, the contract may be renewed for further period subject to satisfactory performance and mutual agreement of both parties.