



National Rural Support Programme



National Rural Support Programme

Block 5-B, 2nd Floor, F- 6 Markaz, Super Market,
Islamabad, Ph: 051-2274039-42

Tender# NRSP/SABAQ –Tabs/June/2017/01

Tender Documents

For the procurement of 7” Kids Tablets

Bid Details		
1.	Date of commencement of Tender Document (available on e-mail request)	17-June-2017.
2.	Last date and time for receipt of Tender Document	04-July-2017 by 03:00p.m.(PST)
3.	Date and Time of Tender Opening	04-July-2017 by 03:30p.m.(PST)
4.	Place of opening of Tenders	Procurement Committee, National Rural Support Programme, Block 5-B, 2nd Floor, F- 6 Markaz, Super Market, Islamabad, Ph: 051-2274039-42
5.	Address for communication	As Above
6.	Contact to Suppliers	Interested suppliers can contact for any queries to procurement@nrsp.org.pk containing following information, so that in case of any clarification, the same may be issued to them, Name of Company, Contact person, Mailing address, Telephone No. Fax No. or Email address, Mobile No. Etc.

Note: Bids will be opened in presence of the bidders' representative who chooses/authorized to attend.

1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. Background

SABAQ project is an education initiative unlike any other in the history of Pakistan. All children in Pakistan have the right to free education. Almost 20% of children leave school before even completing class 2. Children are out of school for a combination of often inter-related reasons: distance to school, the direct and indirect cost of school, poor quality education, being overage for grade and because of a disability. Keeping in view the connotation, significance and prerequisite of education especially secluded, far flung retrograde area of interior Sindh, NRSP in collaboration of Multinet; has been taken initiative to fling the brightness of education to under privilege societies without any percipience of creed, caste or religion. SABAQ will provide out of school children with an opportunity to develop literacy and numeracy skills that will help them go to school or will at the very least, equip them with these very critical life skills.

In Phase I, NRSP in collaboration of Multinet started project intervention in district Mirpurkhas. Total 40 informal Learning centers were established to develop and test content for KG and grade 1 with OOSC, while same model of implementation was followed in 80 classrooms in Karachi and Punjab also.

Phase II is scale up of SABAQ project over the two years 2017 and 2018. In phase 2, under SABAQ project; NRSP will increase the number of learning centers to 500 in four districts of Sindh to reach around 17,500 OOS children. But in Punjab, 222 schools will be targeted where 15,000 children of Nursery and one would be targeted.

3. Procurement details.

Procurement of 2,220 Kids 7" computer tablets as per below given specifications:

S.No	Feature	Specification
1	Description	7" table pc with quad-core @1.3Ghz, WiFi
2	GPU	Mali-400MP2 or better
3	CPU	Cortex A7 <u>Quad-Core@.13Ghz</u> or better
	RAM	1GB DDR3 or better
5	Display	7" IPS screen, 1024 x 600 pixels, 16:9

6	Memory	Built-in 8GB Memory, Supported Micro SD/Micro SDHC Card (Max 32GB) (See note under Extra below)
7	Camera	Optional
8	Screen rotation	G-Sensor
9	Touch Panel	5 Points Capacitive multi-touch screen
10	Networking	IEEE 802.11 b/g/n
11	Bluetooth	4.0
12	GPS	Optional
13	Phone Technology	External 3G USB Dongle
	Phone Protocols & Bands	Not Required
15	Shell material	Plastic
16	Audio Input	Built-in Microphone
17	Audio Output	3.5mm Earphone & Built-in speakers
18	Video Output	Not Required
19	I/O Interface	Micro SD, Micro SDHC, Micro USB, Earphone jack
20	Battery	Li-ion Battery 2,500mAh@3.7V, Battery Video playback Time MAX 3 hours
21	Power Adapter	5V 1.5A power adapter
22	Dimension	L188mm x W107mm x H9.0mm (may vary depending on the model proposed)
23	Unit Weight	280g (may vary depending on the model proposed)
24	OS	Android 5.1.1 or higher
25	Software	NRSP will provide proprietary apps to be loaded on the tablet before delivery, no additional apps installed - details to be shared before finalization of purchase order
26	Extra	Flip cover, Glass protector (installed on the screen), 8-GB built-in SD Card (either Kingston & ScanDisk brand) (built in the machine, inside the tablet body mold)
27	In the Box	User's manual, USB cable, Power adapter
28	Quantity	2220 pcs
29	Warranty	1 year warranty (as per the OEM's standard warranty agreement)

30	After Sales	Vendor to provide support of repair / maintenance for 2 years or more after delivery
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4. Submission of Bid

- 4.1. Bids with specifications and rates of the offered Tablets should be submitted in the one single sealed envelope.
- 4.2. **One Sample of offered tablet should be submitted with the bid on the bid submission date, failure to submit the sample will result rejection of bid.**
- 4.3. Prices should be inclusive of all applicable taxes and must be mentioned clearly.
- 4.4. The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be **properly numbered** and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.
Last Date of Submission is 4th July, 2017 till 03:00 pm local time.
- 4.5. The bids to this tender must be submitted in original hard copy not later than 4th July , 2017 till 03:00pm local time to the point of contact given above. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non-responsive and disqualified from further consideration.
- 4.6. The Bids should be addressed and delivered to:

(Bids 7" Kids Tablet- Tender# NRSP/SABAQ –Tabs/June/2017/01
Procurement Section,
 National Rural Support Programme
 Block 5-B, 2nd Floor, F- 6 Markaz, Super Market,
Islamabad.
 Ph: 051-2274039-42

- 4.7. Offer your best prices, NRSP reserve the right to negotiate with first or second lowest bidder.
- 4.8. The purchaser reserves the right for conducting pre-shipment inspection by its own personnel or reputed third parties. The selected bidder has to offer the livestock for inspection in such a manner that it does not affect the delivery schedule.
- 4.9. The offer should remain **valid for a period of 90 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection. If a bidder extend bid validity period then will also extend the bid security period.
- 4.10. **Alternative option**, if there is any alternate option then it mentioned separately in bid. Alternative options benefits should be clearly mentioned.
- 4.11. Clearance of the tablets from Tax Authorities would be the responsibility of the bidder.
- 4.12. Selected bidder must undertake to provide the purchaser, the consignment note number(s) by which the tablet ordered had been dispatched from their site, so as to have online / web access to the tracking system of physical movement of the consignments sent through courier.
- 4.13. The vendor may withdraw its offer after its submission, provided that written notice of withdrawal is received by the purchaser prior to the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the vendor subsequent to the closing date and time for submission of offers.

5. Eligibility of the Bidder

The invitation to bid is open to all bidders who qualify the eligibility criteria as given below:

- 5.1 A Bidder should be an Original Equipment Manufacturer (OEM) or OEM's authorized Business Partner / Distributor having valid NTN/GST.
- 5.2 A Bidder/OEM must have supplied similar type Tablet PC/Touch screen based Convertible PC of adequate number of equipment worth at least Rs.5 mil during the last two years. The Bidder must be able to establish his capability to execute this order by showing satisfactory/ timely delivery, where similar numbers of devices are involved.
- 5.3 The OEM must have Authorized Service Centers (ASP) across Sindh and Punjab with capability to provide after-sales service in interior Sindh and southern Punjab. They should provide total OEM's support which is fully backed up by the OEM, by means of a written understanding regarding maintenance. However, the Purchaser shall have final discretion in this regard and can even ask for a written agreement with the Bidder and the OEM in order to ensure timely maintenance.

6. Packing

The equipment shall be packed in suitable packing boxes with proper cushioning material to avoid transit damages and in a manner so as to avoid transit damages, if any, from being blamed on faulty/defective packing. The burden of proof in such an event shall lie on the Vendor.

7. Inspection

NRSP reserves the right of inspection for technical conformity & quality of the equipment quoted, the manufacturing process, warranty service, facilities, by sampling or in full and in factory or at point of delivery, at times and in the manner it deems fit & necessary.

As part of the evaluation process, Bidders are required to submit company sealed samples of the all the equipment quoted and intended for supply along with the tender bid on the date of submission of the tender bid failing which his tender is liable to be cancelled. Purchaser shall not be liable for payment for any cost incurred by the bidder on this account. Testing of the equipment quoted and intended for supply, for fulfillment, at the minimum, the technical specifications & requirements mentioned in the detailed Tender Pack, and overall product suitability, ergonomics, user friendliness, features, compatibilities, limitations etc. will be carried out.

8. Deliverables

7" Kids Computer Tablets with a total qty of 2,220 as per details given section 3.

9. Terms of Bid

9.1. Bid Security

All bidders shall furnish Security Deposit equivalent to **2% of the Cost of Deliverables** in the form of Call deposit/Pay Order/Demand Draft in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders.

10. Submission of Bid and required Documents

- 10.1. The Bid should comply with the specification required of the tablet as specified in section 3. The offer should be complete in all respects and contain all information asked for, with prices The Technical Bid must be organized neatly and securely in the following manner.

- 10.1.1. Declaration of eligibility as per Annex A (on supplier letterhead)
- 10.1.2. Technical proposal must include:-
 - Complete make, model and detailed specifications of the offered tablet.
 - List of Service Centers in Sindh and Punjab.
 - Documentary evidence for sale of Rs.5 M in the last two years
 - Documentary evidence of establishment of business of tablets
 - Complete address and details of the OEM facility
- 10.1.3. Financial proposal with terms and conditions. (on supplier letterhead)
 - DDP price of Tablet with all applicable taxes.
 - Bid Security
 - Delivery period
 - Other terms & conditions if any
- 10.1.4. Copy of NTN Certificate must be attached.
- 10.1.5. Copy of authorization letter form OEM/business partner/distribution
- 10.1.6. Others, if any.

- 10.2. **If the Bid is not submitted in the prescribed formats or any of the item in the as mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/provided.**
- 10.3. Once the bid is submitted in sealed cover by the bidder, the purchaser will not accept any addition / alterations / deletions of the Bid. However, the purchaser reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by the purchaser.
- 10.4. Any Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

11. Evaluation Criteria for Bid

- 11.1. The Purchaser will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the purchaser, at its sole discretion, may waive any minor non - conformity or any minor irregularity in an offer. The Purchaser reserves the right for such waivers and this shall be binding on all vendors.
- 11.2. Evaluation criteria will be given as per below details with weightage:

Financial	40%
Specifications	35%
Authorized Service Centers (ASC) and Past Experience	20%
Modification of Software	5%

- 11.3. For proper scrutiny, evaluation and comparison of offers, the purchaser may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

12. Fees and payment Schedule

- 12.1. No Advance will be allowed in any case.
- 12.2. Payment will be made after the complete and satisfactory delivery/acceptance of the tablet to the designated delivery site/destinations within 2-3 weeks through cross cheque.
- 12.3. Withholding tax and other taxes (if any) will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. Tax challan will be provided within 3-4 weeks of the payment.

13. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by NRSP. However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery from, Project coordinator Food Security project.

Following Documents are to be submitted for Payment:

1. Bill
2. Duly acknowledged Delivery Challan from each site.
3. Material Received Note (MRN) if issued by NRSP.

14. Delivery Schedule

- 14.1. The Selected Bidder must undertake to deliver the tablets ordered, to NRSP Office Vehari within the time offered in the bids from the date of the Purchase Order. However, Delivery schedule may be changed under special circumstances at the discretion of the Purchaser.
- 14.2. **The delivery of tablet will be delivered in two quarters as the quantity is mentioned in Section 3.**
- 14.3. The purchaser reserves right to shift the ordered tablet to any location where it has presence, anywhere in Pakistan, either during the warranty.

15. Warranty & Maintenance

All the equipment supplied must be guaranteed by the vendor OEM Company for one year, wherever applicable as first party guarantee for proper operations, performance and correction of any malfunction. The warranty period will commence from the date of handover of the equipment to the end user.

The warranty must include, if not mentioned herein otherwise, but not limited to the following:-

- 15.1. Free-of-cost all services required during the entire warranty period that should result in complete restoration of the equipment to its fully functional status.
- 13.2. Must provide for free-of-cost complete replacement of the concerned module of the equipment, for any fault, malfunctioning or defect found in the period of 90 days from the date of handover to the end-user.
- 13.3. Provide for free-of-cost replacement of defective components/parts of the equipment for the warranty period.
- 13.4. Provide for services of repair & maintenance for the warranty period.

- 13.5 Provide for repetitive replacement of defective parts subject to reduction of the warranty period of the concerned new part/component to the extent of the warranty life consumed by the old replaced part, counted from the date of start of warranty period.
- 13.6 Such warranty facility shall be made available at par at all warranty maintenance centers on the customer-carry-in -to the-nearest-service-center' basis.
- 13.7 Such warranty facility shall be without limitation on an end-user to a particular warranty maintenance center/(s).

The Bidder/(s) who is/are awarded the supply order/(s) shall handover, along with the equipment, all the operational and maintenance manuals, Warranty card of all equipment to the purchaser along with authentic ownership/ purchase documents/ licenses, warranty certificate wherever applicable.

At any point during performance of the Contract, should technological advances be introduced by the Supplier for products originally offered by the Supplier in its bid and still to be delivered, the Supplier shall be obligated to offer to the Purchaser the latest versions having equal or better performance or functionality at the same or lesser unit prices and shall also pass on to the Purchaser any cost reductions and additional and/or improved support and facilities that it offers to other clients.

During performance of the Contract, the Supplier shall offer to the Purchaser all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier.

In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update

14 Performance Warranty

5% performance security will be required within 7 days of acceptance of order by the bidder in the shape of pay order/bank draft duly made in the name of "NRSP". NRS will hold the Pay Order / Bank Draft until the successful completion of the warranty period and the same will be return thereafter.

15 Penalty for Downtime

In case of delay in the supply of material against the terms indicated in the purchase order, the Vendor will have to pay a fine of 0.5 % (Half) percent of the balance qty for each day of delay. If shipment is delayed for more than 15 days the Purchaser has the right to unilaterally cancel the contract and his bid security will be forfeited.

16 Penalty On Liquidated Damages for delayed supply

In case the delivery is delayed beyond the stipulated date of delivery, 'Liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

17 Bid Currency

All prices shall be expressed in Pakistani Rupees only.

18 Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and NRSP will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

19 Bidding Document

The bidder is expected to examine all instructions, forms, Terms and Conditions and specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

20 Deadline For Submission of Bids

Bids must be received by the Purchaser at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. In the event of the specified date of submission of bids being declared a holiday for the Purchaser, the bids will be received up to the appointed time on next working day. The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

21 Confidentiality Statement

All data and information received from NRSP for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NRSP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of NRSP. NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

22 General Terms & Conditions

- 21.1 The Purchaser **does not bind** itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- 21.2 NRSP have the right to split the order in two or more suppliers depending upon the kits being shortlisted.
- 21.3 The **NRSP** reserves the right to resort to **re-tendering without providing any reason whatsoever**. The **NRSP** shall not incur any liability on account of such rejection.
- 21.4 The **NRSP** reserves the right to **modify** any terms, conditions or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- 21.5 **Canvassing** of any kind will be a disqualification and the **NRSP** may decide to cancel the bidder from its empanelment.

22 Rejection of the Bid

The Bid is liable to be **rejected** if:

- The document doesn't bear signature of authorized person.

- It is received **through** Telegram/Fax/E-mail.
- If the supplier fails to submit the sample on the required date, time and Venue.
- If the bid is submitted without or less or not in required type the bid security deposit.
- If the bid is submitted without the sample of the tablet being offered in the bid.
- If the bid is received without the Declaration of eligibility as per **Annex A**.
- It is received after **expiry** of the due date and time stipulated for Bid submission.
- **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

23 Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

24 Bid Opening And Evaluation

- The Purchaser will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Purchaser, the bids shall be opened at the appointed time and place on next working days.
- Bidders satisfying the technical requirements as determined by the Purchaser and accepting the Terms and Conditions of this document shall be short-listed.
- Decision of the Purchaser in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.
- NRSP reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the deliverables and his bid security will be forfeited.

25 Clarifications Of Bids

To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

26 Purchaser's Right To Accept Or Reject Any Bid Or All Bids

The Purchaser reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Purchaser's action.

27 Governing Laws And Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

28 Placement Of Order And Acceptance

The vendor shall give acceptance of the order placed on it within 3 days from the date of order, failing which, the Purchaser shall have right to cancel the order.

29 Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NRSP.

30 Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

Declaration of Eligibility To whom it may concern

(To be submitted on companies letter head)

Date:

I, the undersigned representative of M/s..... having its office at

.....
.....

Do hereby affirms that our company/firm/organization is eligible because we;

- Are registered company/firm/organization.
- Are registered with NTN.
- Are not bankrupt or in the process of going bankrupt.
- Have not been convicted for an offense concerning professional conduct.
- Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have fulfilled obligations related to payment of taxes.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP)
- Were not declared at serious fault of implementation owing to a breach of their contractual obligations
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union and others.
- Are not blacklisted by any Local/International organization, Government/semi Government department, NGO or any other company/organization.
- Have not been reported for/under litigation for child abuse.
- We have read the tender documents Tender# NRSP/SABAQ –Tabs/June/2017/01 and fully understand and agree with the terms and conditions.

Declared By:

(Signature):-----

(Name & Designation)

(Name & Address of Company/firm)

Witness by: _____

Signature: -----

Name: -----