

BIDDING DOCUMENTS

FOR

**INSTALLATION OF SECURITY SURVEILLANCE SYSTEM AT
CONSULATE GENERAL OF PAKISTAN, TORONTO**

**Head of Chancery
Consulate General of Pakistan,
7880 - Keele Street, Unit 14, Vaughan, Ontario, L4K 4G7,
Toronto (Canada)**

**Phone: +1-905 532-0042-43
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16 May 2023

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Section-I: Invitation to Bid

**Consulate General of Pakistan
Toronto**

TENDER NOTICE

Consulate General of Pakistan Toronto (Canada) invites bids from experienced and well reputed firms for installation of security surveillance system at the Consulate General of Pakistan, Toronto as per BoQs given in the bidding document.

2. The bidding document containing relevant details can be obtained from the address mentioned below on any working day during office hours. Alternately, the same can be downloaded from the website of the Public Procurement Regulatory Authority: www.ppra.org.pk.

3. Single stage – Two envelope procedure will be followed. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

4. Bids must reach the Consulate General of Pakistan, Toronto, at the address given below, before 1000 hours (Toronto Time) on 1 June, 2023 either through personal delivery or registered post/courier or through password protected email, and will be opened the same day at 1130 hours in the presence of bidders or their authorized representatives who may choose to attend the same physically or through virtual mode.

5. E-bids must be in the form of Password Protected Scanned Document, password to be conveyed separately on official email of the Consulate General at the time of opening of bids.

6. The Consulate General of Pakistan Toronto reserves the right to accept or reject any bid in accordance with PPRA Rules.

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SECTION - II: Terms & Conditions

- 1) The bids will be governed by Single stage – Two envelope procedure. The bid shall comprise a package containing two separate envelopes containing separately the technical proposal and the financial proposal, clearly marked on each envelope. In case of E-bidding through email, two separate files containing scanned bidding documents of Technical Proposal and Financial Proposal should be password protected. The password of each file shall be shared with the Consulate General at the time of respective bid opening on the email of the Consulate General.
- 2) The Bid Opening Committee will open the bids on 1 June, 2023 in the presence of bidders or their representatives, who may choose to be present either physically or through virtual mode.
- 3) Initially, only the envelope/email marked as Technical Proposal shall be opened, while the envelope/email marked as Financial Proposal shall be retained without being opened;
- 4) The technical proposal shall be evaluated in a manner prescribed in these bidding documents, and the bids not conforming to specified requirements will be rejected. No amendment will be allowed in the technical proposal after opening.
- 5) The firms may submit specifications, photographic evidence, catalogue, video clips, physical samples, or any other mode to demonstrate the quality of goods/items in Technical Proposal.
- 6) The financial proposals of the technically responsive bidders shall be opened publicly at a time and date announced and communicated to the bidders in advance. The financial proposals of bids found technically non-responsive shall be returned up-opened to the respective bidders.
- 7) The bids will be evaluated on the basis of “Most Advantageous Method”, wherein 30% marks will be awarded on the basis of technical evaluation while 70% on the basis of financial evaluation.
- 8) The Bid validity period shall be 30 days from the date of bid opening, and the firm will ensure complete supply of goods/items within a period of 60 days from the issuance of the work order.
- 9) Bidders shall quote the rates in Canadian Dollar with all applicable taxes and transportation cost for delivery of goods in the bidding price. Use the white fluid or over-writing will not be accepted.
- 10) The successful bidder shall submit bid securing declaration on the format prescribed by the PPRA as stipulated in Rule 25 of Public Procurement Rules 2004.
- 11) The successful bidder may discharge its obligations itself or through its authorized agent, duly notified in writing.
- 12) The Consulate General reserves the rights to accept or reject any or all bids in accordance with existing PPRA-Rules.

Section - III: Instructions to Bidders

1. All bidders should understand and know the exact nature, type and quantum of work before submitting their bids.
2. If the bidder(s) need(s) any clarification / information, he/she should contact the Consulate General before the date of opening of bids at the contact details provided in Section I.
3. Prices quoted in the bid should be inclusive of all applicable taxes.
4. Quoted prices must be mentioned in words and figures both. In case of any error, price quoted in words will govern. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.
5. Each and every page of the tender document must be signed and stamped by the bidder or should be on the letterhead of the firm.

SECTION - IV: EVALUATION CRITERIA

CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS:

- i. Technical evaluation shall have weightage of 30% of the final evaluation.
- ii. The bid opening and evaluation committee shall comprise of 03 (three) officers/officials.
- iii. Each member of the committee shall evaluate the TECHNICAL PROPOSAL independently.
- iv. Each member of the committee shall evaluate the bids and award marks in the range from 0 mark to 10 marks for each Technical Proposal.
- v. Bids that receive at least 20 marks out of 30 marks shall be deemed to be technically responsive.
- vi. Bids that receive less than 20 marks in the technical evaluation shall be deemed to be technically disqualified and their sealed financial proposals shall be returned to the bidder

CRITERIA FOR EVALUATION OF FINANCIAL PROPOSALS:

- i. Financial proposals of technically qualified firms only shall be opened on a date, time and venue announced in advance to the bidders who may choose to be present in physical or virtual mode.
- ii. Financial Evaluation shall have 70% weightage of the final evaluation.
- iii. Financial Evaluation shall be done as per the formula below:

$$\text{Marks obtained in Financial Evaluation} = \frac{\text{Amount Quoted in the Lowest Bid}}{\text{Amount Quoted in the Bid being Evaluated}} * 70$$

FINAL EVALUATION:

Final Evaluation = Marks obtained in Technical Evaluation + Marks obtained in Financial Evaluation

The bid which achieves the highest total marks in Final Evaluation shall be deemed to be the Most Advantageous Bid.

SECTION - V: List of Goods / Bill of Quantities

Sr. No	Description	Specifications	No
1	Network Video Recorder	Capable of handling 24 Cameras with option to add more cameras afterwards. 4 TB hard drive or greater.	01
2	Cameras	HD cameras with sound recording. Preferably with night vision.	24
3	Outdoor Camera	High quality outdoor camera with optical zoom and night vision	01
4	Monitoring stations	Monitoring stations to view the feed.	03

Certified that the List of Items/ Bill of Quantities (BoQs) is serially numbered from 01 to 06.

Consulate General of Pakistan
Toronto

SECTION - VI: FORM OF BID

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

Sr. No.	Description	Specifications	No	Unit Price (USD)	Total Price (USD)
1	Network Video Recorder	Capable of handling 24 Cameras with option to add more cameras afterwards. 4 TB hard drive or greater.	01		
2	Cameras	HD cameras with sound recording. Preferably with night vision.	24		
3	Outdoor Camera	High quality outdoor camera with optical zoom and night vision	01		
4	Monitoring stations	Monitoring stations to view the feed.	03		
Grand Total (Price + Installation Charges) - Including All Applicable Taxes					
Grand Total in Words:					

Signature: _____

Stamp: _____

Date: _____

SECTION - VII: Undertaking by the Bidder

Each bidder shall submit and undertaking as per specimen below regarding accuracy of information provided and to the effect that the firm is not involved in any illegal activity:

Undertaking

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

It is certified that the information furnished herein and as per the documents submitted is true and correct to the best of my knowledge and nothing has been concealed or tampered with.

2. We have gone through the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

3. We hereby undertake that we have not been blacklisted or rendered ineligible for corrupt and fraudulent practices, or other reasons(s), by any private organization or government organization.

SIGNATURE:

STAMP/SEAL OF THE FIRM (OR ON LETTER-HEAD OF THE FIRM):

DATE:

SECTION - VIII: Bid Securing Declaration

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

Date: _____

Bid No.: _____

To: Consulate General of Pakistan, Toronto (Canada)

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however, without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid.
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of bid validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security, if so required by the procuring agency or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signature: _____

Name of the Firm: _____

Dated: _____

Seal/ Stamp (Or on Company Letter-head):