



Tender Fee: Free of Cost

Bidding Document

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1194

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Invitation for Bids (IFB)

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

HBFC invites sealed bids for procurement of 54 units of Attendance Machines for HBFC Offices and Branches Nationwide with supply, installation and integration from renowned vendors/supplier who meet the given Evaluation Criteria and minimum required specifications.

Bids will be evaluated separately in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing specifications and Mandatory Criteria etc. can be downloaded free of cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding documents must reach at address given below on or before **June 30, 2022 at 11:00 am**. Bids will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit **02% Bid Security** along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department

House Building Finance Company Limited 3rd Floor, C-Block, FTC Building,
Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52

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General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "HBFC", invites sealed bids from tax registered companies for procurement of 54 units of Attendance Machines along with installation and integration of software in HBFC Offices and Branches Nationwide. All bidders must meet the Evaluation Criteria i.e., available at **Annexure – A**. Specifications is available at **Annexure – B**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the bidding documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.
- ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.
- iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for providing 54 Units of Attendance Machines for HBFC Offices and Branches Nationwide as described in Financial Proposal and bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

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Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case, all rights and obligations of the Company and the bidders pertaining subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bid Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - A of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - A i.e., Evaluation Criteria** and **Annexure - B i.e., Compliance of Minimum Required Specifications**. If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format at **Annexure D** who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals @2% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

13. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant and emerged as the lowest evaluated bid as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made by HBFC after successful completion of the entire assignment along with completion certificate by HBFC. No Advance Payment / Mobilization Advance will be paid before the completion of the project(s).

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure – E**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide Ref No. HBFC/HOK/GSD/2022/1194
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Fahad Baloch Manager HR Operations Email: fahad.baloch@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641711 (Ext. 760)</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – A of Technical Proposal . Bidders must ensure to comply all the fields given in Annexure – A i.e., Evaluation Criteria and Annexure – B i.e., Compliance of Minimum Required Specifications . If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 120 days after opening of the Bids.
6.	All bidders are required to submit an amount of bid security with their financial proposals @2% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021-35641739/52</p>



House Building Finance Company

8	<p>The deadline for submission of bids will be June 30, 2022 at 11:00 am. Proposals will be opened on same day at 11:30 am at the following address:</p> <p>House Building Finance Company Limited, 3rd Floor, C-Block, Finance and Trade Centre, Shahr-e-Faisal, Karachi –Pakistan.</p>
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Technical Proposal

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1194



Evaluation Criteria

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No	
1	Bidder must be a registered Tax Payer for at least last 05 years and must appear in the Active Taxpayer List.					Appendix - A
2	Bidder must be an authorized vendor of quoted brand in Pakistan. Original Equipment Manufacturer (OEM) Letter is required for verification purposes.					Appendix - B
3	Bidder must have successfully delivered, installed and integrated similar attendance machines / product(s) in the last three (03) years to the organizations of comparable scale in Pakistan. Please, attach completed list of projects/Purchase Orders and clients contact details for verification purpose.					Appendix - C
4	Bidder must have relevant experience of technical team. Please, attach verifiable proof in shape of Resume.					Appendix - D
5	Bidder must have functional offices/branches in major cities i.e. Karachi, Islamabad, Lahore to provide country wide warranty & support. Please attached list and address for verification purpose.					Appendix - E
6	Bidder must have two (02) satisfied corporate client with respect to operations, troubleshooting and warranty support in offered product / hardware. Please, provide Satisfactory Certificate.					Appendix - F
7	Bidder must have ISO 9001:2015 certified. Please, provide certificate.					Appendix - G
8	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any Public Sector or Private organization.					Appendix - H

Note:

- i. Bidder must ensure to comply all the fields given here above.
- ii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iii. Bidders must place their provided evidences as Appendix (clearly marked).
- iv. Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.



- v. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vi. The bid security of bids of unsuccessful bidders will be returned.
- vii. Relevant Documents/Evidences are required.



**Compliance of Minimum Required Specifications
Supply and Installation of 54 Attendance Machines**

Item Description (Minimum specification)		Unit	Qty	Quoted Item (s) (Make & Model)	Offered Specification(s)
Face Capacity	2,000	Each	54		
Fingerprint Capacity	2,000				
ID Cards	10,000				
Pin	Yes				
Transaction Login	100,000				
9 Digit user ID	Yes				
Access Control	Yes				
Display	2.8 inch TFT screen				
Display Mode	Normal				
Verification Speed	<0.5 speed				
Backup battery	4 Hours (Built in 2,000mAh)				
Battery durability	>1 year				
Operating Voltage	12VDC				
Recognition	Silicon (Dry, wet finger detection)				
Fingerprint sensor	Auto turning to save power				
Camera	Dual camera dual facial points				
Verification	Multiple verification Face/Fingerprint/Card/Pin				
Keypad	Touch				
Fake Finger Detection	Yes				
Photographic Image Detection	No				
RFID	125kHz EM Card				
Communication	TCP/IP, USB-host, WAN, ANTI PASS BACK				
Standard function	Face/Fingerprint/RFID Card/ Pin Code				
Access Control Interface	3rd Party electric lock, exit button				
Operating system	Linux				
Operating temperature	0-50 C				
Operating Humidity	20%-80%				

- One (01) Years Comprehensive Hardware and Onsite/ Online Support.



- The successful bidder will be responsible to arrange for proper delivery, installation, testing and commissioning with allied accessories as per instruction and existing software of HBFC.
- HBFC will not pay any visit, hidden or miscellaneous charges in case of product become faulty. All the charges will be paid by the successful bidder.
- The successful bidder must be able to fully integrate the provided attendance machine devices to existing system/software etc.
- Successful bidder will provide comprehensive warranty as required above and also be able to provide 01 (one) year Service Level Agreement with Parts after expiration of warranty period for a period of 01 (one) year (extendable as per requirement of HBFC).
- Compliance of Minimum Required Specification is mandatory for further processing of the bid. In case of non-compliance, bid shall be rejected .





Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,
Karachi, Pakistan.

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 (One Hundred Twenty Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this

_____ day of _____ 2022

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____





Client References

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	





Integrity Pact

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____





Non-Disclosure Agreement

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

- i. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
- ii. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
- iii. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
- iv. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
- v. Information about HBFC, above-mentioned categories in project as per RFP.
- vi. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
- vii. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
- viii. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
- ix. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
- x. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
- xi. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
- xii. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
- xiii. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
- xiv. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
- xv. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
- xvi. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
- xvii. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Official)





Financial Proposal

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1194





Financial Proposal

Tender for Supply, Installation and Integration of Attendance Machines for HBFC Offices and Branches Nationwide

S. No.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	Supply of Attendance Machine as per minimum specifications mentioned in Annexure-B with comprehensive onsite warranty of 01 year	Units	54		
2	Installation and Integration of Attendance Machines in HBFC Offices and Branches Nationwide as per Location cited below	Lumpsum			
Total Amount (Inclusive of all applicable taxes)				Rs. _____	

Total Amount in Words: _____

Bid Security @2% of Total Amount (Inclusive of all applicable taxes): _____

Service Level Agreement with Parts will be signed with the successful vendor at 10% of the Total Amount cited above after expiration of the comprehensive warranty period of 01 (one) year which will be extendable up as per requirement of HBFC.

Note:

- i. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
- ii. Successful supplier / vendor will be required to Supply, Install and Integrate the required Attendance Machines to HBFC Offices and Branches Nationwide.
- iii. Contract will be awarded to the firm / company who emerged as the most advantageous while conforming Specifications and Mandatory Criteria and offering lowest cost.
- iv. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
- v. Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
- vi. The quoted rates once offered by the bidder will not be changed during the contract.



Location for Supply and Installation of Attendance Machines

S.No	Region	Area/Branch	Qty
1	Head Office	Tower B, Tower C & For Executive	3
2	Region- North	Islamabad	1
3		Rawalpindi	1
4		Jhelum	1
5		Mirpur (AK)	1
6		Wah Cantt	1
7		Attock	1
8		Abbottabad	1
9		Mansehra	1
10		Kohat	1
11		Peshawar	1
12		Mardan	1
13		Swat	1
14		Bannu	1
15		D.I.Khan	1
16		Chitral	1
17		Gilgit	1
18		Hunza	1
19		Skardu	1
20		Region-Central	Chauburji Lahore
21	Defence Phase 3 Lahore		1
22	Johar Town Lahore		1
23	Kasur		1
24	Shaikhupura		1
25	Gujranwala		1
26	Faisalabad		1
27	Gujrat		1
28	Jhang		1
29	Sialkot		1
30	Sahiwal		1
31	Sargodha		1
32	Multan		1
33	R. Y. Khan		1
34	Bahawalpur		1
35	Muzaffargarh		1
36	D. G. Khan		1
37	Vehari		1
38	Bahawalnagar		1
39	Region-South	Civic Centre Karachi	1
40		University Road Karachi	1
41		Hyderabad	1
42		Mirpurkhas	1
43		Tando Adam	1
44		Nawabshah	1
45		Thatta	1
46		Gawadar	1
47		Sukkur	1
48		Khairpur	1
49		Larkana	1
50		Shikarpur	1
51		Dadu	1
52		Quetta	1
Total			54

