

PAKISTAN LNG LIMITED

Bidding Document

for

Procurement & Installation of Video Conferencing System

Tender No.: PLL/IT/04/2025-001

Bid Submission: 29th April 2025 at 11:00 AM

Bid Opening: 29th April 2025 at 11:30 AM



TABLE OF CONTENTS

<u>INTRODUCTION</u>	<u>3</u>
<u>OBJECTIVE</u>	<u>3</u>
<u>INVITATION TO BID</u>	<u>4</u>
<u>INSTRUCTIONS TO BIDDERS</u>	<u>5</u>
<u>ANNEXURE-I: SCOPE OF WORK</u>	<u>9</u>
<u>ANNEXURE-II: TECHNICAL BID REQUIREMENTS</u>	<u>10</u>
<u>ANNEXURE-III: EVALUATION CRITERIA</u>	<u>13</u>
<u>FINININANCIAL PROPOSAL</u>	<u>18</u>
<u>FORM OF BID</u>	<u>16</u>



INTRODUCTION

This Tender Document is issued for the procurement & installation of Video Conferencing System to enhance our organization's video conferencing capabilities. The purpose of this tender is to invite reputable and qualified suppliers to submit their proposals for the supply, delivery, installation, and commissioning of the specified equipment in accordance with the terms and conditions outlined herein. Bidders must ensure compliance with the technical specifications, delivery timelines, and all other requirements specified in this document.

OBJECTIVE

The objective of this tender is to acquire a high-quality video conferencing solution that ensures seamless communication. The selected supplier will be responsible for the supply, installation, and commissioning of the Video Conferencing System, ensuring its optimal performance and integration with our existing systems.



INVITATION TO BID

1. *Pakistan LNG Limited* (hereinafter referred to as '**PLL**' or the '**Company**') hereby invites bids for Video Conferencing System.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company's website i.e. www.paklng.com or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before 29th April 2025 at 11:00 AM. Bids will be opened at 11:30 am on the same day at PLL's office 9th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad. Bidders' authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through 'Instruction to Bidders' to acquaint themselves with the details of the bidding process including the Company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide the information of its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.

Sincerely,

Head of HR & Administration

Pakistan LNG Limited,



INSTRUCTIONS TO BIDDERS

The objective of "Instructions to Bidders" is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfill the below requirements for their bids:

- 1) Bidders downloading the BD from PLL website (www.paklng.com.pk) shall send an acknowledgment to PLL by email at "it@paklng.com". The acknowledgment shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared with such provided contact person(s). PLL assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 2) Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline.
- 3) For the sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The bidders are required to prepare their bids in accordance with this Bid Document and the same shall be uploaded on EPADS before closing deadline
- 4) Original Bid Bond in form of a demand draft/pay order equivalent to PKR 25,000/- drawn in favor of "Pakistan LNG Limited" shall be submitted on or before the bid submission date at PLL's Office 9th Floor Petroleum House, Ataturk Avenue G-5/2, Islamabad, otherwise bid will be rejected, a copy of the demand draft/pay order should be uploaded on EPADS as well.
- 5) The Bid Bond of unsuccessful Bidders will be returned within 15 days after announcement of evaluation results on PPRA website. The Bid Bond of successful Bidders will be returned within three months of issuance of purchase order. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays to accept the fully termed purchase order.
- 6) Selected bidder must submit Performance Bond of 10% of Bid value in favor of Pakistan LNG Limited in the form of Pay Order before signing of Contract.
- 7) Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
- 8) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 9) The bid bond may be forfeited in case of occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date.
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD.
- 10) The bidders will submit their bid in accordance with the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.



- 11) A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.
- 12) Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet.
- 13) PLL may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the PLL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 14) Within the original validity of the bids, PLL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PLL; bid will be deemed withdrawn, and their bid bond shall be returned.
- 15) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 16) To assist in the examination, evaluation, and comparison of bids, PLL may at its discretion ask the bidder for clarification of bid. The request for clarification and the response shall be in writing through EPADS.
- 17) PLL may hold a prospective bidders' Pre-bid Meeting at PLL Islamabad office as may be decided by PLL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 18) PLL reserves the right to amend, modify, supplement, or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 19) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure-II**.
- 20) Duly completed, signed, and stamped Price Schedule shall be submitted as a financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible for including all applicable duties/taxes/levies, etc. (Federal and/or Provincial) and out of pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. PLL will not be responsible for any erroneous calculation of taxes, or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
- 21) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.
- 22) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 23) The bids will be rejected if any of the following shortcomings occur:



- a. Signed "Form of Bid", as per format given in **Bid document**, with an official stamp affixed on it is not provided.
 - b. Form of Bid, on bidders' letter head, with signatures and official stamp is not uploaded on EPADS.
 - c. Bid bond is not submitted with the Technical Bid.
 - d. Bids must contain a Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever is applicable).
 - e. Bids submitted without Tax authorities' registration certificates and bidder not appearing on Active Taxpayer list of FBR.
 - f. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR).
 - g. Bid is un-signed, partial, conditional, alternative.
 - h. Bidder has been found blacklisted during evaluation stage or prior to the award of contract.
 - i. Multiple bid submissions, either jointly or severally, shall render the bidder disqualified;
 - j. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 24) An affidavit is required to the effect that bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having a business relationship with PLL in any manner whatsoever.
- 25) The bids will be evaluated as per the evaluation criteria provided in **Annexure-III**. Bidders are required to secure at least 70 Technical Scores (TS) on an overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on Quality and Cost Based Selection (QCBS) method, on a 70% quality and 30% cost basis.
- 26) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PLL shall in no case be responsible/liable for those costs/expenses.
- 27) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.
- 28) During the examination, evaluation, and comparison of the bids, PLL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
- 29) Bids submitted via email or fax shall not be entertained.
- 30) PLL does not accept:
- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency, or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
 - b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, because of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency, or reliability.
- 31) The Bidder agrees to:



- a) Conduct his/her own investigation and analysis regarding any information, statements, or representations contained in the information and will rely on his/her own enquiries and seek appropriate professional advice.
 - b) Not to rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.
- 32) The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
- 33) PLL reserves the right to forfeit the Bid Bond of the Bidder who breaches any terms and conditions of this BD.
- 34) Bidder must also comply with all other requirements of Federal Board of Revenue (FBR) Pakistan.
- 35) Completion time for the work is 60 days after issuance of Letter to Proceed (LTP). Liquidated Damages (LD) will be charged at a rate of 0.1% per day up to maximum of 10% of the bid value.
- 36) Dispute Resolution:

All disputes controversies or differences that may arise between the Parties arising out of or in connection with this Agreement, shall be settled amicably through mutual negotiations in good faith. All such disputes that are not settled amicably within 60 days from the date of notification of such dispute shall be referred to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act, 1940, or any amendment thereof and decided by a sole arbitrator, who shall be a retired judge of the High Court of Pakistan and shall be appointed by the mutual consent of both the Parties. The decision of the arbitrator shall be final and binding on the Parties. The arbitration shall be held at Islamabad. Arbitration shall be condition precedent to any other action/remedy under the law. Both Parties agree to contribute equally towards the cost of arbitration proceedings.

37) Governing Law and Jurisdiction:

This Agreement shall be subject to and construed in accordance with the laws of the Islamic Republic of Pakistan and will be subject to the exclusive jurisdiction of the Courts of Islamabad having competent jurisdiction.



ANNEXURE-I: SCOPE OF WORK

1. Installation/configuration of Audio/Video Conferencing System required as per specifications and features.
2. Complete implementation plan, including user manuals.
3. Administration training.

ANNEXURE-II: TECHNICAL BID REQUIREMENTS

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the information detailed below:

Technical Specification			
All in One kind of Solution, Including Auto Tracking Camera, Codec, MIC, and Speaker - should have the built-in codec, with the capability to connect ZOOM & Microsoft TEAMS, Google Meet, BlueJeans, Goto Meeting from the native client without involvement of PC.			
Sr. No.	Description	Specification Parameter	Compliance
1	Package	4K UHD camera, All in one Camera codec, Microphone along with Touch Control Panel	
2	Video Standards and Resolutions	Support H.323, SIP standards for communications, along with modern Platform like Zoom and Microsoft Teams and Google Meet as native client.	
		Support H.261, H.263, H.264 AVC/ SVC, H.264 High Profile, H.265	
		Support 4K, 30 fps (TX & RX) from 2048 Kbps along with 1080p 60 fps, 1080p 30 fps, 720p 60 fps and 720p 30fps	
3	Content Standards and Resolutions	Support content sharing using standard based H.239 and BFCP over SIP. It should also support audio from PC used for content sharing.	
		It should transmit both people and content simultaneously to the far end location at UHD (3840x2160) and HD (1920 x 1080p) both in input and output of content	
		Content should be supported through PC, iOS, Android without hosted application or external hardware.	
4	Audio Standards and Features	Support 22kHz bandwidth or better with crystal clear audio and stereo sound.	
		20 kHz bandwidth with G.719	
		G.722.1, G.722, G.711, G.728, G.729A	
		Automatic Gain Control and Automatic Noise Suppression	
		Keyboard noise reduction and instant adaptation echo cancellation	
		must be capable of content with Audio support, over HDMI	
		Must have MEMS in-built beaming microphone	
		Microphone pick-up range Up to 15 ft	
		At least 2 inputs, (for auxiliary and content)	
6	Video and Audio Outputs	Single Screen on HD modes	
		at least 1 HDMI Output and 1x HDMI input	
		must be touch display compatible for	

		whiteboarding	
		Built in 2-way stereo speakers, mid and tweeters	
7	Artificial Intelligence (AI) Technology	Auto Frame Tracking (Group framing, speaker framing, and people framing) with Ai capabilities so that it must not track the unnecessary voice/noise	
8	Other Interfaces	1 x 10/100/1000 LAN port	
		1 x USB 3.0 for software upgrade and connecting external devices	
		1 x USB C port to use this equipment as Auxiliary device with any Video Soft Client	
		1 x Stereo Speaker In	
		1 x 3.5mm stereo line-in	
		Bluetooth 5.0	
		Wi-Fi 802.11 all Annex with Multi Channel Concurrency	
9	Camera	Single Lense Cameras as per modern technology, with minimum	
		- 110-degree HFOV	
		5X digital zoom or better	
		UHD 2160p (4K) capture resolution	
		must support UHD /4K Resolutions	
10	Touch Control	Touch Control / Panel minimum 7" or above of same OEM	
11	Security	Media Encryption (H.323, SIP): AES-256 or higher but not lesser than AES256	
		Authenticated access to admin menus, web interface with SSL Certificates and telnet API	
		Local account password policy configuration	
12	Other Standards	H224/H.281, H.323 Annex Q, H.225, H.245, H.241, H.239, H.243, H.460	
		It should support native integration with latest video platforms like Microsoft Teams, Zoom, Google Meet, BlueJeans, Goto Meeting without involvement of PC	
		USB Device Mode for connecting PC /Laptop for another soft application	
		Auto sensing power supply	
13	Country of Origin	USA / Europe/ Japan	
14	Room Automation	must be capable of Room Automation from same Touch Controller (for future requirement)	
15	Meeting Management	must be capable of integration with Meeting Management Display and Application (for future requirement)	
16	Warranty	Minimum One (01) year with services and Technical Support. The Supplier will repair or replace without expense to PLL any goods or components which prove to be defective in Quality within a period of twelve (12) months.	



ORGANIZATION INFORMATION

INFORMATION FORM

1. Name of Supplier:
2. Address:
3. Telephone No(s):
4. Fax Number:
5. E-mail Address:
6. Experience (Number of Years):
7. Additional information in any:

Yours truly,

Name of Authorized Representative:

Position :

Date :



ANNEXURE-III: EVALUATION CRITERIA

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

1. Technical Evaluation Criteria:

- i. The following criteria shall be used for evaluating the technical competencies of the bidders. Bidders are required to secure at least 70 marks in Technical Score on an overall basis for technical qualification.

Eligibility Evaluation Criteria				
Sr. No	Criteria	Max. Marks	Comment/description	Required
1	Number of Projects implemented with Government/Public Sector	10	4 projects or more = 10 Points	Contract Document OR Letter of Award OR Purchase Order OR Any other valid document for evidence
			3 Projects = 07 Points	
			2 Project = 05 Points	
			1 Project = 03 Points	
			0 Project = 0 Points	
2	Total Number of similar Projects implemented	20	10 or more projects = 20 Points	Contract Document OR Letter of Award OR Purchase Order OR Any other valid document for evidence
			6-9 Projects = 15 points	
			2-5 Projects = 08 Points	
			0-1 Project = 0 Points	
3	Experience in Related Field (No of Years)	20	10 or more = 20 points	Contract Document OR Letter of Award OR Purchase Order OR Any other valid document for evidence
			6-9 = 15 Points	
			3-5 = 10 Points	
			1-2 = 05 Points	
			0= 0 points	
4	Status of partner/re-seller/distributor, etc.	10	Valid Authorization = 10 Points	Valid authorized certificate of partner/re-seller/distributor and the letter from the Principle/OEM for the tender containing <i>Tender no [PLL/IT/04/2025-001]</i>
			Otherwise = 0 Points	
5	Product Demo	40		Present the demo of the proposed model with all required features mentioned in Technical Specification Sheet
			Ability to Meet all Requirements as stated within the Technical Specification of the product	
Total		100		

Notes:

- Minimum qualifying marks: 70
- The Bidder shall submit all information along with documentary evidence as specified in the evaluation criteria.

2. Financial Evaluation Criteria

Financial bids will be opened only for those companies/firms that secure at least 70 marks in the technical evaluation. The criteria for evaluation of financial bids are as follows:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Final Score

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100
 Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtain same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.

FINANCIAL PROPOSAL

Note: Bidder with lowest total price will be considered as financially compliant bidder.

Payment terms will be as follows:

Pakistan LNG Limited will make payment within 15 working days from receipt of the following documents:

- GST invoice
- Proof dispatch documents
- Packing List
- Goods Receiving Note

All prices shall be quoted in Pak Rupees including all taxes.

Bid validity will be 60 days after the submission of proposals.

All payments as agreed shall be less any Government taxes which Pakistan LNG Limited (PLL) is required to deduct by law. The payments shall be made in Pak rupees through a Cross Cheque.



FORM OF BID

Pakistan LNG Limited,
Petroleum House, 9 Floor,
Ataturk Avenue, G-5/2, Islamabad.
Phone No. 051-8744183-4

Dear Sir

Reference your Tender No. _____ for procurement & installation of Video Conferencing System:

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that PLL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by PLL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and twenty (120) days from the technical bid opening date or any extension thereto granted, and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PLL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
10. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of the PLL.



We remain,
Yours' sincerely
[Bidder's Official Stamp]

Authorized Signature: _____
Name and Title of Signatory: _____
Name & Address of Firm: _____
Cell No. of Signatory: _____
e-mail address of Signatory: _____
Mailing address of Signatory: _____

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: _____
Name and Title: _____
Name & Address of Firm: _____
Cell No.: _____
e-mail address: _____
Mailing address: _____

