



**Zeta Technologies (Pvt.) Ltd.**

Plot No. 292, Street No. 03  
I-9/3, Islamabad - Pakistan  
t +92 51 8311285-7  
f +92 51 8311288  
e info@zetatech.com.pk

Tender 2021

[www.zetatech.com.pk](http://www.zetatech.com.pk)

## TENDER DOCUMENT

### 1. General:

Zeta Technologies (Private) Limited (the 'Company') invites sealed bids from interested individuals/firms holding valid CNIC/NTN registration, for CCTV/Solar equipment on "**As is where is**" basis.

### 2. Terms and Conditions

- a. Only the registered firms/individuals will be allowed for the inspection/bidding. Firm/individual must submit tender registration form along with tender fee (Nonrefundable) till 23 April 2021 before 1600 hrs.
- b. Bids should be submitted through single envelop system.
- c. Parties who are interested to participate in bidding can visit the Company's office for inspection of displayed equipment.
- d. Holders of valid CNIC will only be allowed to enter the Company's premises.
- e. Individuals will be given visitor cards which must be displayed all the time.
- f. Individuals will not be allowed to carry tools on the Company's premises during equipment inspection.
- g. Displayed equipment cannot be opened or carried out of the designated display premises.
- h. The Company will not provide any sort of transportation/conveyance facility for inspection/bid submission.
- i. Date and time for bid documents collection, equipment inspection and bid submission, as mentioned in the advertisement, should be strictly followed.
- j. Bids received after the due date/time will not be entertained.
- k. The Company in any case will not be bound by any party to disclose the identity and bidding details of other bidders.
- l. The bidder will be responsible to ensure the availability of communication medium/details provided in the bid documents.
- m. The bidder/its representative will ensure the safety of the Company's property/assets during any sort of visit to the Company. The Company will be the sole authority to decide the case that either negligence has occurred on the part of bidder.



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- n. The Company reserves the right to change/extend the timelines of bid submission/opening.
- o. Individuals must ensure compliance of COVID-19 SOPs at all the time while on the Company's premises.

### 3. Bid Documents:

Bid documents must include the following:

- a. Application form as given in **Annexure A**.
- b. Listing of required documents as given in **Annexure B**.
- c. Bidder's undertaking form on Rs. 50 Stamp paper as given in **Annexure C**.
- d. Commercial Bid Offer Form **Annexure-D**.
- e. Financial Bid **Annexure-E**. (Separate bid required against each lot)
- f. Authorization Letter **Annexure F**

### 4. Equipment Detail

- a. Detailed listing of items in Lot No. 1-4 is given in **Annexure G**.
- b. Detailed listing of items in Lot No. 5-8 is given in **Annexure H**.
- c. Equipment data sheets/specs available on [www.zetatech.com.pk/datasheet](http://www.zetatech.com.pk/datasheet).

### 5. Procedure for Bid Submission:

- a. Sealed envelopes completed in all respects can be sent through courier and can also be submitted in person before the close of bid submission date/time given in advertisement.
- b. Single envelop can include separate financial bids against multiple lots, however, separate financial bid must be submitted against each lot.
- c. The bid will be rejected if bidder, bidding for multiple lots, fails to submit separate financial offer against each lot.

### 6. Bids Evaluation:

- a. All qualified bids shall be evaluated purely on the basis of competitive financial offer.
- b. In-complete/improperly filled bids will be disqualified at the time of evaluation.



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- c. Financial bids exceeding the initial offer price will only be considered for evaluation.
- d. All bidders must submit 25% adjustable/refundable advance against their bid in the shape of cash or Pay Order/Demand Draft in the favor of **“Zeta Technologies (Private) Limited”**.
- e. On the basis of evaluation, the successful bidders will be announced accordingly.
- f. Successful bidder will be allowed to pack/seal the lot equipment, packing material will be the responsibility of bidder.
- g. In case successful bidder fails to clear outstanding dues within 10 days of commercial invoice, the Company reserves the right to forfeit the 25% advance amount and to offer the same equipment to the second highest bidder.
- h. In case successful bidder fails to clear outstanding dues within 10 days of commercial invoice, the Company reserves the right to forfeit the 25% advance amount and to offer the same equipment to the second highest bidder.
- i. The Company will hold the 25% advance of three highest bidders till the completion of tender process or for the maximum period of 02 months after the bid submission (whichever is earlier).
- j. The Company will release 25% advance of remaining bidders within 3-5 working days.
- k. All sealed bids will be opened in front of bidder’s authorized representatives.

### 7. Payment:

- a. The successful bidders shall pay remaining 75% within 10 days of intimation and issuance of commercial invoice.
- b. Only payments in the form of cash or Pay Order/Demand Draft in the favor of **“Zeta Technologies (Private) Limited”** will be accepted.
- c. In case if the bidder withholds income tax, he must also submit CPR for withheld amount in the Name/NTN of the Company within above mentioned period of 10 days.
- d. In case of exempted goods (exempt from withholding taxes) the Company will provide GD along with Commercial Importer Undertaking with commercial invoice to the successful bidder.
- e. Successful bidders will only be allowed to pick equipment after clearance of 100% payment.



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**8. Loading/Transportation:**

- a. The successful bidder will be allowed to pick/transport the equipment after 100% payment.
- b. Packing, loading/unloading, handling, care and transportation will be the responsibility of the bidder. The company will not be responsible for any type of loss/damage of equipment handling by the bidder.
- c. All ancillary costs relating to packing, loading/unloading, handling, and transportation will be the sole responsibility of the bidder.
- d. If the bidder fails to pick-up the equipment within the 10 days after clearance of 100% payment, the Company will charge additional amount of Rs. 1,000/- per day till pickup.

**9. Force Majeure**

In no event, after the equipment is packed by the successful bidder, shall the Company be responsible or liable for any damage, malfunction, destruction, impairment to the equipment caused by, directly or indirectly, forces beyond its control, including, without limitation, accidents, acts of war or terrorism, civil or military disturbances, natural catastrophes or acts of God; it being understood that the Company shall use reasonable efforts which are consistent with accepted practices in the industry as practicable under the circumstances.



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**(Annex-B)**

## DOCUMENT DETAIL

The bidders are required to submit following documents with their bids:

- a. Prescribed Bid Application Form duly completed, signed & stamped by the bidder or its authorized representative/employee.
- b. Advance payment in form of Cash or Pay Order/Demand Draft equal to 25% of total bid offer in favour of "**Zeta Technologies (Private) Limited**".
- c. Copy of valid NTN/STRN registration certificates of the bidder.
- d. Copy of valid CNIC of the bidder/representative.
- e. Undertaking on Judicial Stamp paper of 50 Rs./- duly notarized that the bidder is not blacklisted anywhere from Pakistan nor ever been involved in any sort of criminal activity.

**(Annex-C)**



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**(Annex-C)**

## AFFIDAVIT

I, \_\_\_\_\_ son of \_\_\_\_\_, resident of \_\_\_\_\_  
\_\_\_\_\_, holding CNIC No. \_\_\_\_\_, do  
hereby solemnly affirm and declare as under:

1. That I am deponent of this affidavit and fully conversant with the facts mentioned herein.
2. I certify that the information/documents contained/enclosed in the bid documents is accurate/correct to the best of my knowledge, and I'll be fully responsible if the Company is being penalized or incurs any damages due to the false representation being made by me/our firm.
3. That I/my firm \_\_\_\_\_, having registered office at \_\_\_\_\_, undertakes legitimate business activity and is also not involved in any litigation or any trial/conviction or any sort of criminal activity.
4. That the above mentioned individual/firm has never been defaulter of any dues or blacklisted by any Government/Semi Government institution.
5. I hereby undertake that if any damage is caused by me or from representative of my firm, I/my firm will take full responsibility and will bear all the charges.
6. I hereby also undertake I'll not at any point challenge this tender and its process/procedures in any court of law of Pakistan.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

CNIC No : \_\_\_\_\_

Place : \_\_\_\_\_

Date: : \_\_\_\_\_