

PRE-QUALIFICATION OF VENDORS
FOR
AUTHORIZATION TO SUPPLY VIDEO
ANALYTICS EQUIPMENT & SERVICES



FEDERAL BOARD OF REVENUE (FBR)
GOVERNMENT OF PAKISTAN

OCTOBER 2020

PRE-QUALIFICATION NOTICE
FEDERAL BOARD OF REVENUE (FBR)
Pre-Qualification of Vendors for authorization to supply Video
Analytics Equipment & Services

Federal Board of Revenue (FBR) intends to pre-qualify vendors as per Rule 150 ZQW of Video Analytics Rules, 2020 issued vide SRO 889(I)/2020 dated 21st September, 2020 having adequate technical soundness and requisite experience to cater for Video Analytics requirements of the organization on competitive basis. Applications for “**Pre-Qualification**” are therefore invited from the reputed vendors **registered with sales tax and income tax departments** and are on Active Taxpayer List (ATL) of FBR.

2. Interested vendors who fulfill following eligibility criteria as per Rule 150 ZQW of Video Analytics Rules, 2020 issued vide SRO 889(I)/2020 dated 21st September, 2020 may submit their application for pre-qualification on or before **22nd October, 2020 at 1600 hours** alongwith requisite documents/information as mentioned below:-

1. A comprehensive profile of the company.
2. At least five (05) years’ experience in the relevant field (*documentary evidence should be provided*).
3. Brief about managerial and technical personnel indicating name, position, qualification and experience;
4. Income and Sales Tax Registration Certificates,
5. Proof of their Active Status as per FBR's ATL.
6. Certificate of Incorporation, under the companies Act, 2017.
7. Complete profile of the company with details of clientele (*handled during last three years*) alongwith contact information of atleast five (05) recent major clients
8. Performance certificates issued by FBR (*in case of having past experience with FBR*) and atleast three other recent clients.
9. Detail of resources in terms of machinery & equipment and technical human resource
10. Last three (03) years’ Audited Financial Statements.
11. Income Tax returns for last three (03) years.
12. Undertaking that the company has never been blacklisted by any Government or private department or organization and has not been involved in confirmed cases of fiscal fraud.
13. Computerized National Identity Cards (CNICs) of the Directors of the incorporated company.
14. The firm must have nationwide presence, especially proper Business setup or branch office in Rawalpindi/Islamabad and landline telephone facility.

3. The interested vendors are encouraged to provide only materials that would be specific to assess their eligibility referred to above and avoid submitting generic promotional material. The vendors shall be pre-qualified pursuant to Public Procurement Rules 2004 of Public Procurement Regulatory Authority. Pre-qualification document may be downloaded from PPRA (www.ppra.org.pk) & FBR (www.fbr.gov.pk) websites. Further, details can be obtained from FBR House, Constitution Avenue, Islamabad during office hours (0900 to 1700 hours).

4. Expressions of Interest, prepared in accordance with the requirements prescribed in the Pre-Qualification Document, must be delivered to the address below by or before **1600 hours (PST) on 22nd October 2020** which shall be opened on same date at **1630 hours** in the presence of the authorized representatives of firms, who may choose to be present.

Project Director
Federal Board of Revenue (FBR)
Room No. 118, 1st Floor, FBR House,
Constitution Avenue, Islamabad.
Ph: +92 51 9204520

TABLE OF CONTENTS

Sr. No	DESCRIPTION	PAGE NO.
1.0	GENERAL INSTRUCTIONS TO APPLICANTS (GITA).....	4
2.0	PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA).....	9
2.1	Part A: General.....	10
2.2	Part B: Specific Contract Requirements.....	11
 ANNEXURES		
A.	Letter of Application	14

GENERAL INSTRUCTIONS TO APPLICANTS (GITA)

1. Scope of Pre-Qualification

Tasks to be Performed

1.1 The Client, as named in the PITA, intends to prequalify Vendors for tasks described in the PITA.

General Information

1.2 General information on the scope for supply of equipment & services, to manufacturers of specified goods, prequalification process and pre-qualification validity period, and other relevant data is provided in the Particular Instructions to Applicants (PITA).

2. Fraud and Corruption

2.1 The Client observes the highest standard of ethics during the pre-qualification process. In pursuance of this policy, the Client:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among Firms/Agencies (prior to or after application submission) designed to establish information at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

(b) will not accept a proposal for award if it determines that the Firm/Agency recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question; and

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a FBR financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing a FBR financed contract

3. Eligibility of Vendors

- Eligible Vendors**
- 3.1 This pre-qualification process is open to all eligible suppliers/vendors, except as provided hereinafter.
 - 3.2 Government-owned enterprise/Firm/company in the country may participate only if they can establish that they (i) are legally and financially autonomous, and (ii) operate under commercial law.
 - 3.3 Applicants should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the manufacturers of specified goods to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods and services to be purchased under the authorization given in the result of this pre-qualification process.
 - 3.4 A firm declared ineligible by FBR in accordance with Sub- Clause 2.1 (c) above shall be ineligible to apply.

4. Qualification Criteria

- General**
- 4.1 Prequalification will be based on Applicants eligibility and qualification meeting **all** of the following pre-requisites regarding their general and particular experience and capacities, and other relevant information as demonstrated by the Applicant's responses in the Information Forms attached to the Letter of Application.
- Required Quality Assurance**
- 4.2 The Applicant shall provide evidence that it meets the eligibility & qualification criteria specified in PITA, and has a successful performance history in accordance with criteria specified in PITA
- General Experience**
- 4.3 The Applicant shall provide evidence that it has successfully completed or substantially completed at least the number of similar contracts/assignments for supply and installation of Video Equipment & Services and within the period stated in the PITA. The said tasks should have been done by the Applicant as an exclusive entity, with references being submitted to confirm satisfactory performance.
- Specific Experience**
- 4.4 The applicant should have ability to provide equipment and services to the manufacturers of specified goods with high security and efficiency for electronic monitoring of production and video analytics on real time basis specified in the PITA.

Registration Requirements

4.5 Unless PITA stipulates otherwise, the vendors who intend to pre-qualify for authorization to supply video analytics equipment and services to manufacturers of specified good should be registered with the relevant authority in the country. Besides, the firms/agencies should have achieved the necessary accreditations if specified in the PITA.

Right to Waive

4.6 The Client reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

5. Requests for Clarification

Notification and Response

5.1 Applicants are responsible for requesting any clarification of the prequalification documents. A request for clarification shall be made in writing to the Client’s address indicated in the PITA. The Client will respond to any request for clarification that it receives earlier than seven (07) days prior to the deadline for submission of applications. Copies of the Client’s response, including a description of the inquiry but without identifying its source, will be posted on its website (www.fbr.gov.pk) for information of all prospective applicants.

6. Submission of Applications

Delivery

6.1 Submission of applications for prequalification must be received in sealed envelopes either delivered by hand or by registered mail to the address, and not later than the date stated in the PITA. The name and mailing address of the Applicant shall be indicated on the envelope, which shall be clearly marked as indicated in the PITA. Delays in the mail, delays of person in transit, or delivery of application to the wrong office shall not be accepted as an excuse for failure to deliver application at the proper place and time. It shall be the applicant’s responsibility to determine the manner in which timely delivery of his application will be accomplished either in person, by messenger or by mail.

Late Applications

6.2 The Client reserves the right to accept or reject late applications.

Language

6.3 All information requested for prequalification shall be provided by Applicants in the language indicated in the PITA. Information may be provided in another language, but it shall be accompanied by an accurate translation of its relevant passages into the language indicated in the PITA. This translation will govern and will be used for interpreting the information.

Lack of Information

6.4 Failure of an Applicant to provide comprehensive and accurate information that is essential for the Client’s evaluation of the Applicant’s qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.

Material Changes

6.5 Applicants, and those subsequently prequalified or conditionally prequalified, shall inform the Client of any material change in information that might affect their qualification status. Firms shall be required to update key prequalification information at the time of authorization. Prior to award of contract, the lowest evaluated vendor will be required to confirm its continued qualified status in a post qualification review process.

Prequalification process

6.6 Applicants whose applications shall stand responsive to the eligibility and qualifications requirements, which shall be determined in first phase, as per the information provided according to above requirements, shall be invited for **presentations**. The equipment/services/associated tasks for presentations shall be informed/given by the Client and the presentations shall be judged as per following criterion and the vendors obtaining **70 or more marks** shall stand pre-qualified: -

Evaluation Criteria

Sr. #	Areas	Marks
1.	Minimum five years experience in the relevant field duly supported with documentary evidence	20
2.	Organization strength in terms of machinery & equipment (to be read with clause 4.4 Part-B of PITA) and technical human resource (Documentary evidence must be provided)	40
3.	Visits and physical inspections alongwith practical demonstrations of the technological solutions offered for approval at vendors site in order to ascertain his eligibility	20
4.	Satisfactory past performance with FBR and other three (03) clients (<i>zero mark for poor past performance & 20 marks for satisfactory performance</i>)	15
5.	Details of Client (<i>one mark for each client</i>)	05
Total =		100

7. Client's Notification

- Pre-qualification Results** 7.1 Within the period stated in the PITA from the date for submission of applications, the Client will notify all Applicants in writing of the results of their application and of the names of all prequalified and conditionally prequalified applicants (see Sub-Clause 7.2 below).
- Conditional Pre-qualification** 7.2 An Applicant may be “conditionally prequalified”, that is, qualified subject to certain specified nonmaterial deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Client, before issuance of authorization. Upon full compliance with the prequalification requirements, other prequalified applicants will be notified accordingly.
- Financial Security** 7.3 The qualified vendor shall be required to deposit bank guarantee for five percent of the value of the project cost or rupees five million, whichever is lower, to the client's approval committee, as financial security, at the time of issues of authorization. The bank guarantee shall be valid for whole duration of the authorization and shall be encashable in case of violation of Video Analytics Rules, 2020 issued vide SRO 889(I)/2020 dated 21st September, 2020 leading to loss of government revenue, in the manner as prescribed by the FBR, after providing an opportunity of being heard.
- Client's Rights** 7.4 The Client reserves the right to take the following actions, and shall not be liable for any such actions:
- (a) reject or accept any prequalification application, and/or any late application; and
 - (b) Cancel the prequalification process and reject all applications without thereby incurring any liability to the affected applicant. The Client will inform the affected applicant of the grounds for the Client's action, if so requested, but the Client shall not be required to justify the grounds.

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

Part A: General

The PITA below is formatted for prequalification related to authorization of supply of specific equipment & services to manufacturers of specified goods. Part A relates to general matters that are common to both processes. Part B relates to specific requirements.

GITA Sub- Clause Reference	These particular instructions and related Information Forms (IF) are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions in the PITA shall prevail over those in the GITA.
1.1	<u>Name of the Client:</u> Federal Board of Revenue (hereinafter called “FBR”),
1.2	“Pre-qualification Applications invited for: “Authorization for supply of Video Analytics Equipment & Services to Manufacturers of specified products” (Information about detail scope is given in Part B)
5.1	<u>Requests for Clarification:</u> Requests for clarification shall be addressed to: Chief (Projects) Federal Board of Revenue (FBR) Room No. __, __ nd Floor, FBR House, Constitution Avenue, Islamabad. Ph: 051-_____
6.1	<u>Submission of Applications</u> Chief (Projects) Federal Board of Revenue (FBR) Room No. __, __ nd Floor, FBR House, Constitution Avenue, Islamabad. Ph: 051-_____
6.3	Date for Submission: 20th October 2020 <u>Envelope Marking:</u> <i>FBR & Name of Category (i.e. Video Analytics Equipment & Services) for which Profile/prequalification Application is being submitted. Name and address of the Applicant to be given on right bottom corner of the envelope.</i>
6.3	<u>Language:</u> All information requested for prequalification shall be provided in the “English” language.
7.1	<u>Prequalification Notice:</u> The result of the pre-qualification will be conveyed within ninety (90) days.

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

Part B: Specific Contract Requirements

1.2

The Equipment & Services to be supplied under authorization:

- a) The equipment shall have high definition video camera and sensor that can record and count production;
- b) The equipment shall have ability to weight the product contained in bags;
- c) The equipment shall have ability to integrate with the software recommended by FBR which will be used for transmission of data on real time basis to Central Control Room and storage and archiving of data;
- d) The equipment will conduct video analytics and communicate results thereof to Central Control Room
- e) The equipment will report any unauthorized stoppages of production through generation of appropriate alarm;
- f) The system should have sixty days remotely retrievable local, on-site, and at place, specified by the FBR, off-site, data storage at each site;
- g) The equipment should have a central data storage capacity capable of storing and retrieving data on long term basis up to five years;
- h) The equipment must be stable, fault-tolerant, secure and accessible only by username and password as authorized by the FBR.
- i) The equipment must have back up power supply through use of high power UPS for long term period.
- j) The product must fulfill the specification and technical requirement as mentioned under Video Analytics Rules, 2020 issued vide SRO 889(I)/2020 dated 21st September, 2020.

Prequalification's validity period: Three years (Thirty-six Months)

4.2

Qualification requirements for Applicants are:

The Applicant should provide the following documents with its application:

Documentary evidence of the Applicant's qualifications:

- a) A comprehensive profile of the company.
- b) At least five (05) years' experience in the relevant field (documentary evidence should be provided).
- c) Brief about managerial and technical personnel indicating name, position, qualification and experience;
- d) Income and Sales Tax Registration Certificates,
- e) Proof of their Active Status as per FBR's ATL.
- f) Certificate of Incorporation, under the companies Act, 2017.
- g) Complete profile of the company with details of clientele (handled during last three years) alongwith contact information of atleast five (05) recent major clients

- h) Performance certificates issued by FBR (in case of having past experience with FBR) and atleast three other recent clients.
- i) Detail of resources in terms of machinery & equipment and technical human resource
- j) Last three (03) years' Audited Financial Statements.
- k) Income Tax returns for last three (03) years
- l) Computerized National Identity Cards (CNICs) of the Directors of the incorporated company
- m) Nationwide presence with name, address, phone, fax and e- mail address along with postal and telegraphic address for the head office, branch offices and contact personnel.
- n) Details of the technical personnel either as permanent or retainer staff with their qualifications and expertise in brief of the company/firm/agency;
- o) Affidavit on legal Stamp Paper of Rs. 100/-, at least, confirming that: (a) applicant firm/company/agency has never been blacklisted by any International, Government/Semi Government Organization, (b) applicant firm/company/agency has no pending litigation/arbitration against a client, and (c) all the information provided by the applicant firm/company/agency is correct;
- p) Information on firm/company current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued;
- q) Any additional information which may help in the pre- qualification process;

4.3

The Applicant should provide the documents with its application that it has successfully completed contracts of same category as specified under 4.4 Part-B of PITA over Rs. 2,000,000 since last one year;

4.4

The applicant should have designed or produced or marketed and supplied equipment and Services of following nature;

- (a) Video Management Systems.
- (b) Video Analytics Solutions for Home land security, defense, smart cities, Retail, Manufacturing, Critical infrastructure and facility management.
- (c) Video Content Analysis software.
- (d) Information and Communication technologies equipment & services.
- (e) Intelligent video Surveillance equipment.
- (f) Equipment and software for data analysis.
- (g) Sensing devices.
- (h) Cyber Security Setup/solution to prevent the system from any kind of cyber attack/hacking/illegal or unauthorized gathering of data etc.

LETTER OF APPLICATION

[letterhead paper of the Applicant including full postal address, and telephone, facsimile and telex numbers, and cable address]

Date: _____

To:

Name of Project:

1. Being duly authorized to represent and act on behalf of _____ (herein after referred to as “the Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification for “authorization to supply Video Analytics Equipment & Services to the Manufacturers of specified goods”:
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).
3. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as there sources, experience, and competence of the Applicant.
4. Your Authority and its authorized representatives may contact the following persons for further information:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

5. This application is made with the full understanding that:

- (a) Authorization to supply video analytics equipment and services by prequalified Applicants will be subject to verification of all information submitted for prequalification;
- (b) your Authority reserves the right to:
 - to issue authorization only to those Applicants who meet the resulting amended prequalification requirements; and
 - reject or accept any application, cancel the prequalification process without thereby incurring any liability to the applicants. The Client will inform the affected applicants of the grounds for the Client's action, if so requested, but the Client shall not be required to justify the grounds.
- (c) Your Authority shall not be liable for any such actions under 5(b) above.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of:	For and on behalf of:

Section 1: Company Details and General Information

1. Name of Firm/Company:									
2. Street Address:	Postal Code:	City:	Country:						
3. P.O. Box and Mailing Address:									
4. Telephone Number:									
5. Fax Number:									
6. E-mail Address:									
7. WWW Address:									
8a. Contact Name:									
8b. Contact Title:									
9. Parent Company, if Any (Full Legal Name):									
10. Subsidiaries, Associates, and/or Overseas Representative(s), if Any:									
11. Nationality of the Firm									
12. Type of Business:									
12a. If Other, specify:									
13. Nature of Business:									
14. Year Established:									
15. Key Personnel: [include name of candidate, position, professional qualifications, and experience]									
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Technical</td> <td style="width: 33%; border: none;">Production</td> <td style="width: 33%; border: none;">Management</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>				Technical	Production	Management	_____	_____	_____
Technical	Production	Management							
_____	_____	_____							
16. Dates, Numbers, and Expiration Dates of Current Licenses and Permits:									
17. Current tax authorities registration information:									
18. In-house production capacity: <i>[insert peak and average production capacity since last one year in units/day or units/month, etc.]</i>									
19. Presence and characteristics of in-house quality control systems									

20. Are all finished productions are tested and released by quality control prior to presentation to the client and or release for demonstration?

Yes No If not, why?

Section 2: Financial Information

21. Average Annual Turn Over for the last 3 years:

Year	Total Sales (Rs.)
22. VAT No./Tax I.D.:	
23a. Bank Name:	
23b. Swift/BIC Address:	
23c. Bank Address:	
23d. Bank Account Number:	
23e. Account Name:	

24. Please attach a copy of the company's Annual or Audited Financial Report of the last three years.

Section 3: Current Contract Commitments / Contracts in Progress

25. Name of Contract(s)
26. Client Contact Information <i>[insert address, telephone, fax, e-mail address]</i>
27. Value of outstanding contracts <i>[current Rs. equivalent]</i>
28. Estimated Completion Date
29. Monthly Financial Resources Requirements to complete the contracts (Rs./mon.)

Section 4. Experience

30.. Contracts over <i>[Rs. 3,000,000]</i> during the last three years:				
Client	Value	Year	Services	Organization

Section 5: Other

31. Please list any disputes your company has been involved in over the last 3 years:			
Year	Award FOR or AGAINST applicant	Name of client, cause of litigation, and matter in dispute	Dispute amount (current value, Rs. equivalent)

32. We hereby certify that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. Moreover, we have not been suspended by any of the authority on the ground of non-payment of dues.

Signed: _____

Date: _____

in the capacity of: *[insert title or other appropriate designation]*