

PUNJAB POPULATION INNOVATION FUND

Tender Document

**“Provisioning, installation and commissioning of the Server
and Desktop Computer to PPIF”**

May, 2018

Submission Date for Sealed Bids: 19th June, 2018 (3:00 PM)

125 Abu Bakar Block, New Garden Town Lahore, Pakistan.

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1- Invitation to bids

PUNJAB POPULATION INNOVATION FUND (PPIF) is a section 42, not-for-profit public sector Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from Servers/Desktops providing firms/companies (hereafter called as bidders) for the supply, installation and commissioning of Server and desktop. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

2- Instruction to bidders

PPIF will adopt PPRA Rules 2014 for the entire procurement process. The selection of firms/companies will be made on Least Cost Selection Method. PPIF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PPIF. The PPIF shall evaluate the technical proposal in the manner prescribed in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PPIF shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PPIF evaluation criteria as provided in the document.

This document has different sections carrying information of eligibility, technical evaluation and terms of references to assist potential printing contractors to develop their technical proposals. Bidders those will be found eligible and qualify in technical evaluation will be short-listed for financial bids.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of Provisioning, installation and commissioning of the server and desktop supply;

- a) Must have local presence, an office in Pakistan preferably in Lahore. (office address on signed letter head)
- b) Must have done business of supply of international branded servers/Desktop that will be provided through the bid. (Declaration on signed letter head)
- c) Must have minimum 03 years of experience of providing, installation and commissioning of servers/Desktops. Documentary proof (copies of contract or work order by clients or delivery receipts) should be furnished.
- d) Must not be black listed by any Govt. agency / authority (Affidavit on original stamp paper is required)

- e) Must have Income Tax and GST registration (Copy required)
- f) Must be regular tax payer (copy of tax return of last year 2017 required)
- g) Server/Desktop provider have authorized partnership of original manufacturer to sell and provide service \ warrantees and maintenance services of the international branded servers (copy of partnership certificate required).
- h) The quoted server and desktop should not be locally assembled or fabricated but must be imported from original manufacturer or not from any grey channel (declaration on letter head required).

Kindly fill all annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) Bidder can participate for server and desktop separately.
- b) Bidder will submit complete specifications of required server/desktop with pictures in technical proposal for approval of PPIF. After technical qualification and approval of specifications, the qualified bidders will be called for its financial proposal opening.
- c) PPIF will evaluate the specification of offered items with the required specifications and matching items will be qualified for further processing.
- d) PPIF will raise the purchase order for the provision of all approved server/desktop and the successful bidder will provide, install and commission the required server/desktop in stipulated time.
- e) PPIF can increase the quantity of required Equipment.

5- Terms of Reference

To provide server/desktop, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required server/desktop with agree delivery time. A penalty at the uniform rate of 5% of the value of the purchase order on each day delay will be involved in case of delay in the delivery of the complete equipment.
- b) If the bidder completely fails to deliver the material a week after prescribed period of delivery, the CDR will be forfeited and purchase order will be considered cancel.
- c) The technical & inspection committee/team of PPIF will inspect and check the server/desktop supplied at the time of the delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection committee/team.
- d) Successful bidder will bound to provide the server/desktop within agreed timelines after issuance of work order.
- e) PPIF reserves the right to increase or decrease the number of items as per the requirement.
- f) Income tax and 1/5th of GST will be deducted in accordance with the provisions of Government Rules amended time to time.

- g) In case of any dispute regarding quantity, quality of service and specification, the decision of the PPIF shall be final & binding.
- q) The payment for the server/desktop will be made on the successful delivery, installation and commissioning of server/desktop as per PPIF rules.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 125 Abu Bakar Block, New Garden Town, Lahore.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. The financial proposal will be called from technically qualified bidders.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this bidding document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" for 'Provision, installation and commissioning of server or desktop'. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of bidding proposal is **19th June, 2018 (3:00 PM)**.
- g) Sealed proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **12th June, 2018**. For any other related information please contact the undersigned.

Postal Address

IT Specialist
PUNJAB POPULATION INNOVATION FUND
125 Abu Bakar Block, New Garden Town Lahore
E-mail: mohsin.khan@ppif.org.pk
Phone: +92-42-35913413-15

7- Technical evaluation criteria

This document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the required specifications of server/desktop attached as annexure – C. A bidder cannot offer more than one option, matching the exact specifications is required as given in annexure – C.

8- Financial Evaluation

The financial proposals of only eligible bidders with technically qualified specifications will be opened. Financial bid evaluation will be done on the basis of lowest offered bid price of Provisioning, installation and commissioning of the server/desktop given in Financial Bid Form “annexure – F”.

9- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

9- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR; all required information and documentary evidences may be submitted before **3:00 PM on 19th June, 2018**. Technical proposals will be publically opened on the same day i.e. **19th June, 2018 at 3:30 PM** in the presence of bidder’s representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

Call Deposit Receipt (CDR)

CDR of Provisioning, installation and commissioning of the server will be 35,000/- and 4,000/- for desktop, in the form of pay order or demand draft favouring PUNJAB POPULATION INNOVATION FUND. The CDR should be valid for a period not less than 6 months and must be enclosed in technical bid.

Cover Letter for the Submission of Technical Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “**Technical and financial proposals for provisioning, installation and commissioning of the server/desktop to PPIF**”

Annexures

Annex – A

Organization Information			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General & Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		
	Address of printing set up		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
a	The supplier or company must have local presence, registered office in Pakistan and an office in Lahore		Profile or evidence of letter head is Attached
			Not Attached
b	The company must have done business of Provisioning, installation and commissioning of the server/desktop		Profile or evidence of letter head is Attached
			Not Attached
c	Minimum 03 years' experience of providing, provisioning, installation and commissioning of the server/desktop. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached
d	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking on original stamp paper by your firm's authorised person with this document)		Original Stamp Paper attached
			Not attached
e	Mention National Tax Number (NTN) or General Sales Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax Number (GST)	
f	Regular tax payer (Attach copy of tax returns of last year 2017)		Copies Attached
			Copies Not Attached
g	Server/Desktop provider have authorized partnership of original manufacturer to sell and provide service \ warrantees and maintenance services of the international branded servers (copy of partnership certificate required).		Copies Attached
			Copies Not Attached
h	The quoted server and desktop should not be locally assembled or fabricated but must be imported from original manufacturer or not from any grey channel (declaration on letter head required).		Copies Attached
			Copies Not Attached

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing servers (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of servers provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

Sr. No	Name of Company/Organization	Current Business/Scope of Work	No of Employee	Annual Contract Volume	Approximate value of Business
1					
2					
3					
4					
5					

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Relevant Experience	20		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Experience of providing Servers/desktops more than 10 years		20	
	If more than 5 years but less than or equal to 10 years		10	
	If more than 3 years but less than or equal to 5 years		5	
	If less than 3 years		0	
	Current Contracts	15		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Currently working with at least 3 clients If fulfils completely		15	
	If one or more but less than three		7	
	If currently no contract with any client		0	
	Experience with Govt, Semi Government or Autonomous bodies If greater than 3 years	10		
	If one or more but less than 3 years		5	
	If less than 1 year		0	
2	Financial Capability	15		Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year.
	Annual turnover of company greater than 10 million		15	
	If less than 10 million but greater than 7 million		10	
	If less than 7 million but greater than 5 million		7	
	If less than 5 million but greater than 3 million		5	
	If less than 3 million		0	
4	Clients with Company	15		Company profile showing the complete list of clients and

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	If number of clients are greater than 15		15	contact details on company letter head with sign and stamp by authorities
	If number of clients are greater than 10 but less than or equal to 15		10	
	If number of clients are greater than 10 but less than or equal to 5		5	
	If number of clients are less than 5		0	
	Number of Govt, Semi Govt or Autonomous clients, If 5 and above	5		
	3 and above		3	
	1 and above		2	
5	Number of key management staff if 5 and above	5		Company profile showing the number or details of key management staff. Or number/details of key management staff on company letter head with sign and stamp by authorities
	If 3 and above		3	
	If less than 3		0	
	Working Staff			Company profile showing the number or details of staff. Or number/details of staff on company letter head with sign and stamp by authorities
	Total number of working staff held with the company in total. 15 and above	7		
	10 and above		5	
	5 and above		3	
	Less than 5		0	
6	Warranty/Quality	8		Attach offered warranty period on signed company letter head
	Warranty of Server/desktop offered by bidder, if equal/greater than 36 months		5	
	If greater than 24 but less than 36 months		2	
	If less than 24 months		0	
	Details of workshop including repair maintenance		3	Provide details in profile or on company letter head
	Total Points Awarded	100		

Key Management Staff of Company				
Sr #	Name of Management Staff	Designation	Area of Expertise	Number of years in company

May like to add more columns

Item # 1

Technical Specifications of Server

S.no	Description	Type	Quantity
1	<p>Server Make: HP/Dell/Huawei or Equivalent</p> <ul style="list-style-type: none"> Processor: Intel 2x Xeon Processor 4112 (2.6GHz with 4 Core each) - CPU (Installed / Max): 2/2 - RAM: Smart Memory 16GB ECC DDR4 x 2 - Rack Mounted - Integrated Graphic Controller - RAID Controller with RAID Levels 0, 1, 10, 5, 6 With 1GB Cache - Hard Drive Bays: 8x 2.5” (SFF) Hot-plug Drive to Support SAS & SATA Drives - 3 x 600GB SAS 10K RPM HDD (Hot Swap) - 2x 300GB SAS 10K RPM HDD (Hot Swap) - PCI Expansion - 1x Management Port - 1 x 2 Port 1GbE Network Adapter Ethernet - 1 FC HBA,8Gb ,2 Port, with 2x Multi-mode Optical Transceiver - 1U Server Class chassis with Redundant Power Supply - Server class motherboard - Optical Drives: 1x DVD+R/RW - External Ports: 4 x USB, 2 x VGA - Operating temperature 5 degree to 45 degrees - Accessories: Rack Rails, Cable Management Arm, Power Cords and PDU Interconnect Cords - Onboard Server Remote Management. - Wireless Keyboard and Mouse 	Unit	1
Warranty	3 Years Comprehensive onsite warranty from principle directly		
2	<p>Windows Microsoft Windows Server 2016-R2 64 bit Licensed</p>	Unit	1

Item#2

Technical Specifications of Desktop

Quantity Required: 01	
Operating system	Microsoft Windows Server 2016r2 64bit CD with license (included Windows terminal services standard and enterprise edition)
Processor	7th Generation Intel® Core™ i7-7700
Memory	16 GB (2x8GB)
Hard Drive	1 TB HDD sata
Optical Drive	Slim DVD-Writer
Keyboard & Mouse	Standard Keyboard and Mouse (as provided with desktop pack)
Accessories	Mouse Pad
Warranty	03 years parts and service onsite
Response Time	24 hours maximum

Note: Quantity of each item can be increased or decreased. Any item can be remove depend on requirement

Financial Proposal

Item# (use exact item number as mentioned in specifications in annex F)	Quantity	Unit Price of Item (without Taxes)	Unit Price of Item with Taxes (if any, also mention tax type and percentage)	Total Price of Item with taxes (if any)
Item # 1 Server	01			
Item # 2 Desktop Computer	01			