

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

Provision of Network Equipment for PSDF

September 2020



Submission Date for Sealed Bids: on or before 11:00 AM, 28th September 2020

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

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1) Invitation to Bid:

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from established companies/firms to Provide Network Equipment for PSDF. All interested and eligible bidders are requested to provide relevant information and supporting documents as mentioned in the tender document.

2) Instructions to Bidders:

The selection of firm/company will be based on **Least Cost Selection Method** through **Single Stage Two** Envelopes bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.
- b) In the first instance, the “Technical Proposal” shall be opened and envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section-09 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments in Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section-09 and 10 of document.
- h) This document has different sections carrying information of eligibility, technical evaluation, Scope of work, conditions of tender and form of contract etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Minimum passing marks are 65, a bidder who shall obtain minimum 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

3) Conditions for Eligibility:

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

1. Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required)
2. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization (Copy of Registration is required).
3. Should be an Active Taxpayer as per "Active Taxpayer List" of FBR (Proof Required)
4. Affidavit on stamp paper, declaring that company is not blacklisted by any autonomous body/government/semi government or any organization. (Original required)
5. Joint venture of any kind is not allowed to participate in the bid. (Please provide declaration on letterhead)
6. Bidder must have top-level partnership (Tier 1 or Gold partnership or Top Tier) of the manufacturer. (Copy of latest partnership is required)

If bidder fail to provide information as per the above mentioned or does not fulfil the requirement of, "Eligibility Criteria Checklist" (Annexure B) shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

Note (Please mark the supporting documents for Eligibility Criteria Checklist)

4) Scope of Work:

The following scope of work identify the main tasks and responsibilities that the qualifying bidder would be expected to deliver by the bidder:

- a) Complete Installation & commissioning of Network equipment on the following cities:
 - i) Rawalpindi
 - ii) Bahawalpur
- b) PSDF technical department shall inspect and check the Network equipment supplied at the time of the delivery.
- c) PSDF shall sign off User Acceptance Certificates of all Network equipment, thereafter, payment shall be released.
- d) Bidder will submit complete specifications of required Network equipment with pictures in technical proposal for approval of PSDF.
- e) Bidder should submit complete documentation network layout and configuration of the deployed equipment.
- f) Proposed Network Equipment does not contain any end of life or end of support item and completely complies with all the requirements mentioned in the Annex E.

Total quantity of Network equipment is mention in **Annexure – E**, however, PSDF can increase or decrease the quantity of required BOQ at the time of signing the contract.

5) Condition for Contract /General Guidelines:

The successful bidder shall agree to the following terms of references to provide goods & services to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, **if not properly sealed, marked, signed, and stamped.**
- b) PSDF shall be entered into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in the strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.
- g) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as a hard copy in a sealed envelope for “**Provisioning of Network Equipment for PSDF.**” The envelope containing separate hard copies of the technical and financial proposal shall be received on the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II
Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190

- h) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal if required. PSDF also reserves the right to verify any information provided by the applicants.
- i) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked before 05:00 PM, September 22, 2020.**

Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

6) Form of Contract:

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.

- b) The successful bidder will sign a contract and will provide the agreed goods & services within the stipulated agreed time of issuance of the Purchase/Service Order.
- c) The duration of the contract shall be 1 year; however, it can further be extended up to 2 years based on the satisfactory performance of the bidder with the mutual consent of both parties on the same terms and conditions.
- d) If PSDF cancels the contract during the contract period, a notice period of 1 month will apply.
- e) In case of any dispute regarding goods & services, the decision of the PSDF shall be final & binding.
- f) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF 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.
- g) All taxes will be deducted in accordance with the applicable laws.
- h) The bid shall remain valid for the period of **120 days** from the date of bid opening.
- i) Any delay in delivery of goods & services as per the agreed time frame mentioned in the scope of work and deliverables will be subject to a penalty @1% per day, up to a maximum 10% of the total Contract Value.

7) Delivery Timelines or Completion Date

Unless agreed otherwise, Network equipment shall be provided from 8-12 weeks from the date of execution of the contract and issuance of Purchase Order (PO).

8) Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated against the requirements specified in the “Annexure – D”.

9) Financial Evaluation Criteria

The financial proposals of only eligible bidders with technically responsive (scoring minimum 65 marks) will be opened in the presence of all the bidders participated in the tender. All bids shall be opened by the evaluation committee publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. Chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F”**.

10) Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security with all the required information and documentary evidence must be submitted before closing dated i.e. 11:00 AM, 28th September 2020. Technical proposals will be publicly opened on the same day i.e. 11:30 AM 28th September 2020 in the presence of bidder's representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to successful bidder.

a) **Bid Security**

Bid Security of Rs 7,000 (Seven Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.

b) **Cover Letter for the Submission of Technical Proposal**

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.

Annexures

Annex – A (Organization Information)

Organization Information		
Sr #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	
4	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), should not be a sole proprietor
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	
8	Address of organization	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B (Eligibility Criteria Checklist)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of the bidding firm/company's registration/Incorporation is required	(Copy of certificate of incorporation/company registration certificate is required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be an Active Taxpayer as per "Active Taxpayer List" of FBR	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any autonomous body/government/semi government or any organization.	(Original required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Joint venture of any kind is not allowed to participate in the bid.	(Please provide declaration on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
6	Bidder must have top-level partnership (Tier 1 or Gold partnership or Top Tier) of the manufacturer.	(Copy of partnership is required)	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C (Relevant Experience)

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.
2	Start and end dates of providing Goods & Services (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Goods & Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D (Technical Evaluation Criteria)

Technical Evaluation Criteria				
Sr #	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	Client Portfolio	20		
	Worked with above 16 local/international/ Telecom /MNC clients/ government/semi government and/or autonomous bodies.		20	Documentary proof (copies of contract/work order/PO of clients) should be furnished
	Worked with more than 10 but less than or equal to 16 local/international/ Telecom /MNC clients/ government/semi government and/or autonomous bodies		15	
	Worked with 6 but less than or equal to 10 local/international/ Telecom MNC clients/ government/semi government and/or autonomous bodies.		10	
2	Relevant Experience	20		
	Providing Network equipment for more than 5 years		20	Documentary proof (copies of contract or purchase orders) should be furnished.
	Providing Network equipment for more than 3 years but less than or equal to 5 years		15	
	Providing Network equipment more than 1 years but less than or equal to 3 years		10	
3	Financial Capability	20		
	Annual revenue of company should be greater than Rs. 10 million		20	Copy of 18-19 financial audit report done by ICAP registered auditing firm or Annual tax return of 18-19
	If annual revenue is less than or equal to Rs. 10 million but greater than 4 million		10	

4	The Firm/Company Local Office presence	20		
	Local Office address in Lahore, Rawalpindi & Bahawalpur		20	Documentary details of the office address on company letter head
	Local Office address in Lahore & Rawalpindi		15	
	Office address in Lahore		10	
5	Principle Presence in Pakistan	10		
	Existence of Principle Presence in Pakistan		10	Documentary details of the Principle Presence in Pakistan on company letterhead
	Nonexistence of Principle Presence in Pakistan		0	
6	Certified Engineers in Networks	10		
	More than or equal to 3 Certified engineers		10	Resumes and certificates of the certified engineers should be furnished like CCNP and HCIE
	2 Certified engineers		5	
	1 Certified engineer		0	
Total Technical score		100		

Annex – E (Bill of Quantity)

SR.	BOQ		
	(specifications mentioned below are bare minimum acceptable specifications bidder may bid for any improved or better specifications except for operating system)		
A	Access Switch (Qty=2)		
	Forwarding Performance	24 Mpps	
	Switching Capacity	32 Gbps/336 Gbps	
	PoE+	Yes	
	Fixed Ports	GE Base-T port	12(PoE+)
		GE SFP port	4
	Management port	Console port (RJ45)	Yes
		USB port	USB 2.0
	IP Routing	Static route, RIP, RIPng, OSPF, OSPFv3	
	Chassis height	1 U	
	Warranty	3 Years 9x5 NBD Warranty and Support Subscription	
B	WLAN Access Point (Qty=3)		
	Maximum Transmit Power	2.4G: 25 dBm (combined power)	
		5G: 25 dBm (combined power)	
	MIMO: Spatial Streams	2x2 MIMO on the 2.4 GHz band	
		2x2 MIMO on the 5 GHz band	
	Radio Protocols	IEEE 802.11a/b/g/n/ac/ac Wave 2/ax	
	Antenna Type	Built-in smart antennas	
	Maximum rate	up to 1.774 Gbps	
	LED indicator	Yes	
	Interface type	1 x 10/100/1000M self-adaptive Ethernet interface (RJ45 x 2)	
		1 x USB interface	
	Maximum Power Consumption	15.8 W	
	Power Input	DC: 12 V ± 10%	
		PoE power supply: In compliance with 802.3at.	
	Warranty	3 Years 9x5 NBD Warranty and Support Subscription	

Note: Complete Installation, equipment movements and placements, and configurations of BOQ mentioned in Annex-E with complete work shall be made by bidder no extra payment will be paid to the bidder.

Annex – F (Financial Proposal)

SR #	Description	Unit Price (PKR)	Applicable Taxes (PKR)	Unit Price (PKR) inclusive of all taxes	QTY	Total price (PKR) inclusive of all taxes
A	Access Switch				2	
B	WLAN Access Point				3	
Total	Grand Total in Figures					
	Grand Total in Words					

Business award:

Business will be awarded based on the following

- Business will be awarded based on least Cost Selection Method

Payment Terms

- PSDF shall sign off User Acceptance Certificates of all Network equipment, thereafter, payment shall be released.
- All payment shall be made in PKR after the applicable taxes.

Annex – G (Key Management Staff of the Company)

Please attach CVs for your Key Management Staff

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

Annex – H (Declaration)

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: -	
Signatures: -	
Date and Place: -	

Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

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

Dear Sir,

We offer to provide the goods & 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 assure that the quoted Network Equipment does not contain any end of life or end of support item and completely complies with all the requirements mentioned in the SOW and Annex E. Our proposal may be rejected at any stage in case any item proposed is found to be falling under end of life or end of support by the principal on or before the date the submission of bid. In case any anomaly is found we can be disqualified in any stage of the evaluation.

Further, we assure you that the quoted Network Equipment for PSDF are with a complete 3-years free parts, free replacement, and free service. We will execute the complete parts provisioning and service closure within 9x5 NBD support, incase if any fix or parts provisioning takes more than 9x5 NBD, we will provide with backup Network equipment (equivalent specs or better).

This 3-years warranty is backed by principal.

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 delivery of goods & 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: