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| **Punjab SKills Development Fund** |
| **Tender Document** |
| **“**Up-Gradation of Existing Data Base Management System**”** |
|  |
|  |
| **November, 2016** |



 **Submission Date for Sealed Bids: 13th December, 2016 (02:30 pm)**

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**Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

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. PSDF expects the discounted rates of soft wares (for Not for Profit Organisation -NPOs) from bidders/principles.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

# Invitation to bids

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 authorized partners of international brands (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for Up-Gradation of Existing Database Management System (DBMS). All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

# Instruction to bidders

PSDF will follow Punjab Procurement Regulatory Authority (PPRA) Rules 2014 for the entire bidding process. The selection of legal firm will be based on Quality Cost Based Selection method. PSDF will adopt single stage two envelopes bidding procedure to call for proposals.

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 PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given 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 PSDF shall open the financial proposals of the technically accepted bids, publically 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 PSDF evaluation criteria as provided in section “Technical Proposal” and “Financial Proposal” of the document.

# Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of up-gradation of existing database management system (DBMS);

1. Must be the registered partner of quoted brand in Pakistan (copy of partner certificate is required)
2. Principle office must be in Pakistan from last 5 years with local warranty (signed declaration on principle letter head is required)
3. Must be an authorized service provider of quoted brand (copy of certificate is required)
4. Should have technical team and staff for after sales services and support (list of team on signed letter head is required)
5. At least 10 years of experience in the market for quoting same brand (signed declaration / experience letter from principle is required)
6. Must have local office in Lahore, (details of offices in company profile or on signed letter head is required)
7. Certificate of Registration / Incorporation (Copy of certificate is required)
8. Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
9. FST/PST and Income Tax registration (Copies are required)
10. Regular tax payer (copies of tax returns of last year is required)

Goods and Services can only be supplied / sourced / routed from “origin” in “eligible” member countries.

1. Eligible” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
2. "Origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A: Organization Information

Annex – B: Eligibility Response Checklist

Annex – C: Relevant Experience

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

# Scope of job

1. Successful bidder/contractor will be required to up-grade the existing database management system (DBMS) of PSDF.
2. Contractor will provide the required DBMS within agreed timelines after the issuance of purchase order and will provide a valid warranty or service period.
3. The specification of existing DBMS are as under;

Microsoft ® SQL Server 2012 Express Edition

1. The specification of required DBMS are as under;

Microsoft ®SQL Server Business Intelligence

Microsoft® SQLSvrStandardCore 2016 Government OLP 2Licenses No Level Core Lic Qualified Part # 7NQ-00831 (2 Core License)

PSDF require two (2) licenses.

# Terms of Reference

To up-grade the existing DBMS, the contractor will agreed on following terms of references:

1. The contractor shall have its established office in Lahore with proper arrangement of after sale service and will provide the service in case of any issue.
2. Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.
3. Rates quoted should be in Pak. Rs. inclusive of all applicable taxes.
4. PSDF may increase the quantity of DBMS depend on requirement.
5. Contractor will be bound to provide the required within stipulated time after issuance of purchase order. Delivery will be done at PSDF Lahore office.
6. In case of delay, a penalty @ 2% of total cost will be charged on each day delay.
7. In case of delay over 5 days after issuance of purchase order, the issued purchase order will be cancelled and services of contractor may be suspended and/or CDR may be forfeited.
8. Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
9. In case of any dispute regarding quantity, quality of DBMS and specification; the decision of the PSDF shall be final & binding.
10. Successful contractor will be offered a rate contract of six months which may be extended for further term/terms if mutually agreed by both parties. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PSDF).
11. The payment for the up-gradation of DBMS will be made at the successful up-gradation of required DBMS as per PSDF rules.

# Guidelines

1. Only short-listed applicants fulfilling the eligibility criteria will be considered for technical and financial proposals. The financial proposal of technically qualified bidder will be opened for further evaluation.
2. All bids must be accompanied by Bid Security (Earnest Money) i.e. 5% of bid value, as part of financial bid and as per provisions of the clause “Bid Security” of this document in favor of **“Punjab Skills Development Fund”**.
3. All documents and information received by PSDF from applicants will be treated in strictest confidence.
4. Documents submitted to PSDF will not be returned.
5. All expenses related to participation in this tender document shall be borne by the applicants.
6. Documents shall be submitted in hard copies in a sealed envelope marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” for ‘Up-Gradation of Existing Database Management System’. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
7. The closing date and time for receipt of technical proposal and financial proposal is 13th December, 2016 **(02:30 PM)** and will be publically opened on same day i.e. 13th December, 2016 at 03:00 PM in the conference room PSDF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
8. Technical and financial proposals received thereafter will not be accepted.
9. The PSDF may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason
10. 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 **5th December, 2016**. For any other related information please contact the undersigned.

Postal Address

Database Administrator

Punjab Skills Development Fund

 125, Abu Bakar Block, New Garden Town, Lahore

 E-mail: umar.sami@psdf.org.pk

 Tel: – 042-35913540-41, extension (123)

 Fax: 042-35913539

# Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. The bidder getting minimum 65 marks will qualify for financial bid evaluation. Score will be awarded on the base of following details;

# Financial Proposal

Put bid price of required DBMS in annexure – E. Applicable taxes should be included in bid price where applicable. No separate tax should be mentioned in anywhere.

# Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score will be invited for negotiations.

1. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
2. In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
3. In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
4. PSDF will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
5. The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. Financial bid evaluation will be done on the basis of comparing individual bid price of item given in annexure - E.

# Type of Contract

The type of contract will be rate contract which will based on unit bid price of item that includes but not limited to terms of references. Initially, PSDF will offer a rate contract of six months and will issue the purchase order for licenses during the contract period, after signing of contract. Contract period covers the complete delivery period of item. PSDF can increase or decrease the quantity of licenses.

# 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

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Signature |  |
| Date and Place |  |

# Submission of Bids (Technical & Financial Proposal)

Complete bid containing technical and financial proposal along with CDR (5% of total contract value) all required information and documentary evidences may be submitted before 02:30 PM on **13th December, 2016**. Technical proposals will be publically opened on the same day i.e. **13th December, 2016** at 03:00 PM in the presence of bidder’s representatives who wish to attend it.

**Cover Letter for the Submission of Technical Proposal and Financial Proposal**

[*Firm letterhead*]

[*Date*]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

**Re:** Technical Proposal and Financial 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 and financial proposals 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. 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. The bids should be submitted in sealed envelope clearly mentioned “**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR UP-GRADATION OF EXISTING DATABASE MANAGEMENT SYSTEM”**

# 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 |  |
| Sole Proprietor |  |
| Others (Please specify) |  |
| 6 | Name and designation of ‘Head of Company’ |  |
| 7 | Mobile: |  |
| Phone/s: |  |
| Email: |  |
| Fax: |  |
| Address of organization: |  |
| Website address: |  |
| 8 | Name and designation of ‘Contact Person’: |  |
| Phone/s: |  |
| Mobile: |  |
| Email: |  |
| Fax: |  |

## Annex – B

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| **Eligibility Response Checklist** |
| **Sr. No.** | **Necessary Eligibility Information** | **Response/Elaboration** |
| 1 | Certificate of Registration / Incorporation (Copy required) |  | Copies Attached |
|  | Copies Not Attached |
| 2 | Regular tax payerAttach copy of tax returns of last year |  | Copies Attached |
|  | Copies Not Attached |
| 3 | Mention National Tax Number (NTN) and PST/FST) in the name of Organization and provide a copy of registration  | NTN |  |
| FST/PST |  |
| 4 | Must be the registered Partner of Quoted Brand in Pakistan (copy of partner certificate is required) |  | Copies Attached |
|  | Copies Not Attached |
| 5 | Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required) |  | Original attached |
|  | Original not attached |
| 6 | Principle office must be in Pakistan from last 5 years with local warranty (signed declaration on principle letter head is required)  |  | Copies Attached |
| Copies Not Attached |
| 7 | Must be Authorized service Provider of quoted brand (copy of certificate is required) |  | Copies Attached |
|  | Copies Not Attached |
| 8 | Should have Technical team and staff for After sales Services and support (list of team on signed letter head is required) |  | Copies Attached |
|  | Copies Not Attached |
| 9 | At Least 10 Years of Experience in the market for quoting same brand (signed declaration / experience letter from principle is required)  |  | Copies Attached |
|  | Copies Not Attached |
| 10 | Must have offices in Lahore, (details of offices in company profile or on signed letter head is required)  |  | Copies Attached |
|  | Copies Not Attached |

## Annex - C

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| **Relevant Experience of Providing Same DBMS** |
| **Sr. #** | **Required Information** | **Response** **(Please provide exact information with organization name, location/s)**Provide data in sequence given below |
| 1 | Name of Organizations with addresses (City) |  |
|  |
|  |
|  |
|  |
|  |
| 2 | Start and end dates of providing DBMS (For example – Jan 2005 to September 2013) |  |
|  |
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|  |
| 3 | Amount of services provided  |  |
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## Annex – D

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| **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** |  |  |  |
|  | Experience of providing DBMS. If more than 15 years | **20** |  | Documentary proof (copies of contract or work order or contact details of clients) should be furnished. |
|  | If more than 10 but less than or equal to 15 years |  | 15 |
|  | If 10 years |  | 10 |  |
| **2** | **Current Contracts** |  |  |  |
|  | Currently working with clients If 5 and above | **10** |  | Documentary proof (copies of contract or work order or contact details of clients) should be furnished. |
|  | If 3 and above |  | 7 |
|  | If 2 and above |  | 5 |
|  | If less than 2 |  | 0 |
| **3** | **Experience with Government** |  |  |  |
|  | Experience with Govt, Semi Government or Autonomous bodiesIf greater than 5 years | **10** |  | Documentary proof (copies of contract or work order or contact details of clients) should be furnished. |
| If greater than 3 but less than or equal to 5 years |  | 7 |
| If greater than 1 but less than 3 years |  | 5 |
| If less than 1 year |  | 0 |
| **4** | **Financial Capability** | **20** |  |  |
|  | Annual turnover of company should be greater than 50 million |  | 20 | Copy of last financial audit report done by ICAP/SBP registered auditing firm or last year tax return or bank statement of one year. |
| If less than or equal to 50 million but greater than 40 million |  | 15 |
| If less than or equal to 40 million but greater than 30 million |  | 10 |
| If less than or equal to 30 million but greater than 20 million |  | 7 |
|  | If less than or equal to 20 million but greater than 10 million |  | 5 |
|  | If less than 10 million |  | 0 |  |
| **5** | **Company** |  |  |  |
|  | Total working experience of companyIf greater than 15 years | **10** |  | Share copy of registration or letter of incorporation |
|  | If 10 and above |  | 7 |
|  | If 5 and above |  | 5 |
|  | If less than 5 |  | 0 |
|  | Total number of technical and support staff of the company in total.If 15 and Above  | **15** |  | Company profile showing the number or details of technical and support staff.Or number/details of technical and support staff on company letter head with sign and stamp by authorities  |
| If 10 and Above |  | 10 |
| If 7 and Above |  | 7 |
| If 5 and Above |  | 5 |
| **6** | **Clients with Company** |  |  |  |
|  | Number of total clientsIf 15 and above | **15** |  | Company profile showing the total clients.Or detail of clients on company letter head with sign and stamp by authorities |
| If 10 and above |  | 10 |
| If 5 and above |  | 5 |
| Less than 5 |  | 0 |
| **Total Points Awarded** | **100** |  |  |
|  |  |

## Annex – E

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| **Financial Proposal** |
| **Up-Gradation of Existing Database Management System** |
| **Description of Items** | **Unit Price without Taxes** | **Applicable Taxes****WHT, FST/PST** | **Total Price with Taxes** |
| Microsoft ®SQL Server Business IntelligenceMicrosoft® SQLSvrStandardCore 2016 Government OLP 2Licenses No Level Core Lic Qualified Part # 7NQ-00831 (2 Core License) Quantity - 2 |  |  |  |  |
|  |  |  |  |  |  |

Note: PSDF reserve the right to increase or decrease the quantity of licenses.