

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Provision, Installation & commissioning of the IT Servers &
NAS for PSDF”



Submission Date for Sealed Bids: 12th September, 2017 (11:00 am)

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

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1- 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 Servers providing firms/companies (hereafter called as bidders) for the supply of Servers. PSDF requires Servers for its official use. 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

The selection of Servers providing firms/companies will base on Least Cost Selection Method. PSDF 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 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 7 and 8 of 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 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 Servers supply;

- a) The supplier or company must have local presence, an office in Pakistan preferably in Lahore. (office address on signed letter head)
- b) The company must have business of supply of international branded Servers. (Declaration on signed letter head)
- c) Minimum 12 years of experience of providing Servers. Documentary proof (copies of contract or work order by clients or delivery receipts) should be furnished.
- d) Evidence of company’s registration / incorporation (Copy required)
- e) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)

- f) Income Tax, GST, PST (if applicable) registration (Copy required)
- g) Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warrantees and maintenance services of the international branded Servers.
- h) The quoted Servers should not be locally assembled or fabricated but must be imported from original manufacturer or not from any grey channel.
- i) Complete hardware should be provided encompassing a single brand only.

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 will submit complete specifications of required Servers with pictures in technical proposal for approval of PSDF. After technical qualification and approval of specifications, the qualified bidders will be called for its financial proposal opening.
- b) PSDF will raise the purchase order for the provision of all approved Servers and the successful bidder will provide the required Servers in stipulated time.
- c) The Warranty Period will start from the date of installation of equipment at site.
- d) Maximum of 72 hours down time for all components including replacement of the whole unit at PSDF Head Office Lahore.
- e) The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period.
- f) Items quoted without Local Warranty and back to back support from the principal shall be rejected as non-responsive.
- g) The Client shall promptly notify the Contractor in writing of any claim arising under this warranty.
- h) Upon receipt of such notice, the Contractor shall, within a reasonable period as notified by the Client, repair or replace the defective Goods or parts thereof in Lahore (Pakistan), without any cost to the Purchaser.
- i) Total quantity required is 08 (breakup of this total quantity is mentioned in **Annex F**) while will be procured at once.

5- Terms of Reference

To provide Servers items, successful bidder will agree on following terms of references:

- a) Successful bidder will share financial bids for the required Servers items with agree delivery time. A penalty at the uniform rate mentioned in section f of TOR the value of the purchase order on each day delay will be involved in case of delay.

- 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) Within seven (07) days of the receipt of the Letter of Acceptance from the Purchaser, the bidder shall furnish the performance security, in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents or any other form (which may include PO/DD) acceptable to the Purchaser.
- d) The selected firm will have to deposit 2 % as Performance Security in the form of demand draft/pay order valid for a period of one year. This amount will be returned to the firm after expiry of defects liability period/warranty period.
- e) Delay penalty 0.067% per day of the contract price part thereof.
- f) The Contractor warrants to the Purchaser that the Service supplied by the Contractor under the Contract are standard and of exact Equipment , and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Contractor further warrants that all Service supplied under this Contract shall have no defect, arising from design, materials, or installation configuration from any act or omission of the Contractor that may develop under normal use of the supplied Service.
- g) After the completion of 3 year back to back warranty and support period. Supplier should share the mechanism of how with parts support and services will be provided.
- h) The Supplier shall not subcontract all or any part of the contract without first obtaining the Purchaser's approval in writing of the subcontracting and the subcontractor.
- i) The Supplier guarantees that any and all subcontractors of the Supplier for performance of any part of the work under the contract will comply fully with the terms of the Contract applicable to such part of the work under the contract.
- j) The technical & inspection committee/team of PSDF will inspect and check the Servers supplied at the time of the delivery. Payment will be made on receipt of satisfactory report from the said technical & inspection committee/team.
- k) Successful bidder will bound to provide the Servers items within agreed timelines after issuance of work order.
- l) PSDF reserves the right to increase the number of Servers items as per the requirement.
- m) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- n) The Supplier shall not subcontract all or any part of the contract without first obtaining the Purchaser's approval in writing of the subcontracting and the subcontractor.
- o) The Supplier guarantees that any and all subcontractors of the Supplier for performance of any part of the work under the contract will comply fully with the terms of the Contract applicable to such part of the work under the contract.
- p) The Contractor shall arrange and undertake a comprehensive training program (if required) for the staff nominated by the Client to ensure that they shall acquire a good working

knowledge of the operation, and general maintenance of the Goods to be supplied under the Contract.

- q) In case of any dispute regarding quantity, quality of service and specification, the decision of the PSDF shall be final & binding.
- q) The payment for the Servers items will be made on the successful delivery of Servers items as per PSDF rules.
- r) Delivery Location: Unless otherwise 'agreed', delivery of the material against this Order shall be made at Lahore Office i.e. 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II, 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 PSDF from applicants will be treated in strictest confidence.
- c) Documents submitted to PSDF 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 & commissioning of the IT Servers & NAS. 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 12th September, 2017 (11:00 AM).
- g) Sealed proposals received thereafter will not be accepted.
- h) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PSDF 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 7th September, 2017. For any other related information please contact the undersigned.

Postal Address

Punjab Skills Development Fund
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Lahore E-mail: ahmad.mustafa@psdf.org.pk
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Phone: +92-42-35752408-10

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7- Technical evaluation criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the required specifications of Servers attached as annexure – C. A bidder can offer more than one Servers options matching the required specifications 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 Servers 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 11:00 AM on 12th September, 2017. Technical proposals will be publically opened on the same day i.e. 12th September, 2017 at 11:30 AM 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 five percent (5%) for the total bid price of offered Servers, in the form of pay order or demand draft favoring Punjab Skills Development Fund. The CDR should be valid for a period not less than 6 months and enclosed in financial bid. CDR must be enclosed in financial proposal.

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. 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 **“TECHNICAL AND FINANCIAL PROPOSALS FOR PROVISION ,INSTALLATION & COMMISSIONING OF IT SERVERS & NAS TO PSDF”**

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:	
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Annex – B

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 payer Attach copy of tax returns of last year		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
3	Mention National Tax Number (NTN) or General / Punjab Tax Number (GST, PST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General / Punjab Sales Tax Number (GST, PST)	
4	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
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
6	The company must have core business of supply of Servers		Profile or evidence of letter head is Attached
			Not Attached
7	Minimum 12 years' experience of providing Servers. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached
	Have authorized top level partnership (gold partnership/top tier) of original manufacturer to sell and provide service warrantees and maintenance services of the international branded Servers		Copies Attached
			Copies Not Attached

Annex – C

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 items provided	i.
		ii.
		iii.
		iv.
		v.

List of current business with other organizations including government organizations

Annex-D

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	10		Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Experience of providing Servers items equal to or more than 12 years		10	
	Experience of providing Servers items more than 6 years but less than 12 years		5	
	Experience of providing Servers items less than 6 years		0	
	Current Contracts	10		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		10	
	If one or more but less than three		5	
	If currently no contract with any client		0	
	Experience with Govt, Semi Government or Autonomous bodies If greater than 3 years	5		
	If one or more but less than 3 years		3	
	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 should be greater than or equal to 100 million		15	
	If less than 100 million but greater than or equal to 50 million		10	
	If less than 50 million but greater than 30 million		7	
	If less than 30 million but greater than 20 million		5	
	If less than 20 million		0	
4	Company			Share copy of registration or letter of incorporation Share copy of registration of delivery van and details of driver Company profile showing the complete list of key management staff with designations and
	If establishment of company is old, greater than 10	10		
	If greater than or equal to 5 but less than 10		5	

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	If less than 5		0	contact details. Or complete list key management staff with designations and contact details on company letter head with sign and stamp by authorities
	Number of key management staff if 7 and above	10		
	If 5 and above		7	
	If 3 and above		5	
	If less than 3		0	
	Clients with Company			Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities Company profile showing the total Govt clients. Or detail of details of clients on company letter head with
	Number of total clients If 10 and above	10		
	If 7 and above		7	
	If 5 and above		5	
	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	Quality	15		
	Warranty of Servers offered by bidder, if greater than or equal to 3 years		10	Attach offered warranty period on signed company letter head
	If greater than 2 years but less than 3 years		7	
	If less than 2 years		0	
	Details of workshop including repair maintenance		5	Provide details of work shop including repair maintenance service
	Technical Certified Staff			Company profile showing the number of top level server support certifications acquired by the principal
	Total number of working server support staff with the company in total. 2 and above	10		
	1		5	
	Less than 1		0	
	Total Points Awarded	100		

Specification of Servers

Server Category – I (Quantity Required 01)	
Chassis	Branded 2U rack mounting and arm management kits
CPU	2 x Intel® Xeon® E5-2620v4 (2.1GHz/8-core) Processor
Motherboard	Intel® C610 Series Chipset
Memory	128GB R-DIMMS Dual Rank (DDR4 2400Mhz)
HDD Bays	Support up to 8 SFF, HDD/SSD
Hard Disk Drive	3 x 900GB 12G SAS 10K RPM 2.5in hot plugable
Optical drive Bay	DVD-RW/USB
Controller	Server should have 2GB RAID controller without consuming PCIe slot
	1x Embedded SATA controller Advanced Data Mirroring with 2GB battery backed write cache preferably (onboard or in a PCI Express slot)
Interfaces	Embedded 4x1Gbe NIC
	Serial - 1
	Micro SD slot - 1
	USB support with Up to 5 total: 1 front, 2 rear, 2 internal (preferably 3.0)
Bus Slots	Six PCI-Express 3.0 slots, at least two x16 and four x8 slots
Power Supply	Redundant 500W Hot Plug Power Supply
Fans	Redundant hot-plug system fans
Embedded Support	Should support Embedded monitoring ongoing management, service alerting, reporting and remote management with license if required
Operating System	Microsoft Server 2016 Standard (User CAL = 5)
Warranty	Warranty 3 years 9X5 NBD on (parts/labour/onsite) support

Server Category – II (Quantity Required 02)	
Chassis	Branded 1U rack mounting and arm management kits
CPU	2 x Intel® Xeon® E5-2603v4 (1.7GHz/6-core) Processor

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Motherboard	Intel® C610 Series Chipset
Memory	128GB R-DIMMS Dual Rank (DDR4 2400Mhz)
HDD Bays	Support up to 8 SFF, HDD/SSD
Hard Disk Drive	3 x 900GB 12G SAS 10K RPM 2.5in hot pluggable
Optical drive Bay	DVD-RW/USB
Controller	Server should have 2GB RAID controller without consuming PCIe slot
	1x Embedded SATA controller Advanced Data Mirroring with 2GB battery backed write cache preferably (onboard or in a PCI Express slot)
Interfaces	Embedded 4x1Gbe NIC
	Serial - 1
	Micro SD slot - 1
	USB support with Up to 5 total: 1 front, 2 rear, 2 internal (preferably 3.0)
Bus Slots	Three PCI-Express 3.0 slots, at least two x16 and four x8 slots
Power Supply	Redundant 500W Hot Plug Power Supply
Fans	Redundant hot-plug system fans
Embedded Support	Should support Embedded monitoring ongoing management, service alerting, reporting and remote management with license if required
Operating System	Microsoft Server 2016 Standard (User CAL = 5)
Warranty	Warranty 3 years 9X5 NBD on (parts/labour/onsite) support

Server Category – III (Quantity Required 04)	
Chassis	Branded 1U rack mounting and arm management kits
CPU	2 x Intel® Xeon® E5-2603v4 (1.7GHz/6-core) Processor
Motherboard	Intel® C610 Series Chipset
Memory	64GB R-DIMMS Dual Rank (DDR4 2400Mhz)
HDD Bays	Support up to 8 SFF, HDD/SSD
Hard Disk Drive	3 x 900GB 12G SAS 10K RPM 2.5in hot pluggable

Optical drive Bay	DVD-RW/USB
Controller	Server should have 2GB RAID controller without consuming PCIe slot
	1x Embedded SATA controller Advanced Data Mirroring with 2GB battery backed write cache preferably (onboard or in a PCI Express slot)
Interfaces	Embedded 4x1Gbe NIC
	Serial - 1
	Micro SD slot - 1
	USB support with Up to 5 total: 1 front, 2 rear, 2 internal (preferably 3.0)
Bus Slots	Three PCI-Express 3.0 slots, at least two x16 and four x8 slots
Power Supply	Redundant 500W Hot Plug Power Supply
Fans	Redundant hot-plug system fans
Embedded Support	Should support Embedded monitoring ongoing management, service alerting, reporting and remote management with license if required
Operating System	Microsoft Server 2016 Standard (User CAL = 5)
Warranty	Warranty 3 years 9X5 NBD on (parts/labour/onsite) support

NAS Storage (Quantity Required 01)
Intel® Xeon® E5-2609v4 Processor (1.7GHz/8-core/20MB/85W)
16GB Memory
4 x 4TB 12G SAS 7.2K 3.5in Hard drives
Total: 16 TB of hard disk space (Raw Capacity)
Shall have more than 96TB disk scalability using SAS / SAS-NL drives by providing associated hardware whenever required.
Windows Storage server 2016, Standard Edition Pre-Installed
2x 120GB 6G or above SSDs (with pre-installed OS) (Offered NAS Storage shall have separate dedicated drives for Operating system)

<ul style="list-style-type: none"> • Ethernet 1G 4-port Adapter • 3 x PCIe Slot • 1x Integrated SAS Adapter • 1x SAS Controller
<p>2GB or more Integrated RAID Controller. Offered NAS shall support Raid 0, Raid 1, Raid 1+0, Raid 5 and Raid 6 for additional disk enclosures. Raid controller shall have minimum of 2GB or more flash back write cache.</p>
<ul style="list-style-type: none"> • 2x 800Watt Hot Plug Power Supply Kit • 2U Form Factor, High Performance Redundant Fans, Rail Kit & Cable Management Arm • NAS Management: Advanced interface with following: <ol style="list-style-type: none"> 1.Common interface for NAS management tasks like CIFS, NFS, Volume Management etc.
<ol style="list-style-type: none"> 2. Remote management
<ol style="list-style-type: none"> 3. Common interface for Multi NAS management from a single console.
<ul style="list-style-type: none"> • Replication: Offered NAS shall have replication support for Disaster recovery.
<ul style="list-style-type: none"> • Offered NAS shall also have Hot Plug redundant power supply and FAN
<ul style="list-style-type: none"> • File Management: <ol style="list-style-type: none"> 1. Shall have flexibility to expire or move files to different folder / Location / Volumes / drives on the basis of polices like day of creation / modification / access of on the basis of file pattern like extension.
<ol style="list-style-type: none"> 2. Shall also be able to expire or move files to different folder / Location / Volumes / Drives on the basis of content classification within files.
<p>Warranty 3 years 24/7 with (parts/labour/onsite) support</p>

Annex-G

Financial Proposal

Servers Category & NAS	Quantity	Unit Price of Servers & NAS (without Taxes)	Unit Price of Servers & NAS with Taxes (if any, also mention tax type and percentage)	Total Price of Servers & NAS with taxes (if any)
Server Category I	01			
Server Category II	02			
Server Category III	04			
NAS	01			
TOTAL				