

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

Provisioning, installation, and complete commissioning of Server

January 2022



Submission Date for Sealed Bids: February 07, 2022, on or before 03:00 PM

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

UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: psdf.org.pk

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1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

Sealed bids/proposals are invited from established firms/companies for “Provisioning, installation and complete commissioning of Server” (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document.

2) Instruction to Bidders

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

- a) The bid shall be submitted through E-tendering portal under Qualification (Eligibility), Technical and Financial/Commercial envelopes with all the supporting documentary evidence.
- b) In the first instance, qualification/technical envelope shall be opened on the E tender portal, and the envelope marked as “Financial Proposal” shall be retained unopened
- c) PSDF shall evaluate Technical Proposals in a manner prescribed in section– **03 and 09** (Qualification and Technical Envelope) available on the portal, without reference to the price and shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the financial/commercial envelope (on E-tender portal) shall be opened for technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, with in the bid validity period.
- f) The financial bids found technically non-responsive shall be rejected.
- g) Financial (Commercial Envelope) Proposal shall be evaluated based on PSDF’s evaluation criteria as provided in section **11** of the bidding document and envelopes available on portal.
- h) Minimum passing marks are 65, a bidder who obtains a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- i) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the

complaint, if any, filed by the non-responsive bidder, whichever is later: provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency

- j) The lowest evaluated bid shall be awarded the contract
- k) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals.

3) Conditions for Eligibility (Qualification Envelope)

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

1. Must be an Active Taxpayer as per “Active Taxpayer List” of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration. (Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)
2. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)
3. Evidence of the bidding firm/company’s registration/Incorporation is required (Please attach Copy of certificate of incorporation/company registration certificate.)
4. Joint venture of any kind is not allowed to participate in the bid. (Please attached a declaration on letterhead that not participating as Joint venture.)
5. Bidder must be Tier 1 Partner of the principle of hardware solution provider (Please attached copy of partnership the latest letter of ranking from Principle).

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, “Eligibility Criteria Checklist” (Annex B) shall be disqualified and declared ineligible from the bidding process and its technical evaluation shall not be carried out.

4) Scope of Work

Provisioning, installation, and complete commissioning of Server with specifications and quantities mentioned in **Annex-E**.

1. PSDF IT department shall inspect and check the Provisioning, Installation and Complete Commissioning of Server supplied at the time of the delivery.
2. The bidder will submit complete specifications of required Provisioning, Installation and Complete Commissioning of Server with pictures and complete specification and compliance

with items/specifications required (as per Annex E) in the technical proposal for approval of PSDF.

3. UAT and its signoff of complete infrastructure installed and configured as per requirements (backup and restores) will be done by PSDF IT department to close the project.
4. Training of Technical Staff on the Provisioning, Installation and Complete Commissioning of Server with complete configuration and its Usage is mandatory.
5. Bidder will provide basic operations and troubleshooting document of the commissioned Solution.
6. Compliance to the following SLA (signed and stamped on letter head is required)
 - After notification of any issue, all parts replacement/rectification shall be made with in 9x5 NBD.
 - Preventive Maintenance after every quarter and share report with IT Technical team.
7. The total quantity of Provisioning, Installation and Complete Commissioning of Server required mentioned in **Annexure-F**, however, PSDF may increase or decrease the quantity of required 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 installation and complete commissioning of Server 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.
- b) PSDF shall enter 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 online through E-tendering portal by or before the closing date and time.
- d) All documents and information received by PSDF from bidders will be treated strictly confidential.
- e) All expenses related to participation in this bidding process shall be borne by the bidder.
- f) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required.

- g) PSDF reserves the right to verify any information provided by the bidder and can visit business premises to verify the information.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) 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.
- j) Successful bidders shall work with close coordination of PSDF IT team.
- k) All the installation and complete commissioning of Server shall be checked and verified by PSDF IT team.
- l) Bidder shall provide the details of the staff to contact with PSDF on regular basis to provide the installation and complete commissioning of Server without any failure.
- m) **Clarifications/ queries may be requested by February 03, 2022, before 5:00 PM through message box option of e-tendering portal and no response shall be given, if not requested through the message box of e-tendering portal.**
- n) The pre-bid meeting will be conducted on **February 01, 2022**, at 11:30 AM on Microsoft Teams (ONLINE). Bidders who want to join shall have to write an email to Procurement@psdf.org.pk before 5:00 PM, **January 31, 2022**, for **registration** and the link will be shared via email before start of the session. The purpose of the meeting is to provide clarification and an understanding/capacity building of the E-Tender portal in case there are any queries or ambiguities in this regard.
- o) Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 will be applicable for this procurement
- p) 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 shall sign a contract and shall provide the agreed provisioning, installation and complete commissioning of server within the stipulated time agreed in the contract.
- c. The duration of the contract shall be 3-year, however, it can be extendable for another term with the mutual consent of both the parties.

- d. If PSDF cancel the contract during the contract period, a notice period of 1 month shall apply.
- e. In case of any dispute arises regarding the provisioning, installation and complete commissioning of Server, the decision of the PSDF shall be considered final & binding.
- f. Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out later in the contract.
- g. All the payments will be done on post monthly basis, after verification of satisfactory Provisioning installation and complete commissioning of Server by the IT team of PSDF.
- h. All taxes will be deducted in accordance with the applicable laws.
- i. The bid shall remain valid for the period of **120 days** from the date of bid opening.

7) Form of Bid

The Bidders shall follow the Form of Bid specified in **Annex E** to submit the financial bid.

8) Delivery Timelines or Completion Date

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

9) Technical Evaluation Criteria

The technical proposal of eligible organizations will be evaluated against requirements specified in the in **“Annex – D”**.

10) Performance Security

Successful bidder will submit a performance guarantee (bank guarantee or any other form of performance security acceptable to PSDF) of 3% of contract value at the time of signing the contract which will be returned after completion of contract.

11) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified will be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the opening. Please provide information regarding Financials in Annex – F” and commercial envelope of the E-tendering portal.

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

Complete bid containing the Technical (Qualification & Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures

must be submitted on the e-tendering portal before closing dated i.e., **February 07, 2022, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **February 07, 2022, at 03:30 PM** in the presence of bidder's representatives who wish to attend it.

a. Bid Security

Bid Security of Rs. 20,000 (Twenty Thousand) in the form of a pay-order or demand draft favouring Punjab Skills Development Fund shall reach to PSDF, **Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan** before the opening of the bid (Please mention the title of the procurement on envelope). If original bid security is not delivered before the opening of the bid, the bidder shall be disqualified for further proceeding. ***The Bid Security should be valid for a period not less than 6 months and a scanned copy must be attached in the financial envelope of the e-tendering portal.*** Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder on request.

b. Cover Letter for the Submission of Technical Proposal

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

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	The 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 organization? 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:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Must be an Active Taxpayer as per “Active Taxpayer List” of FBR and provide General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization and provide a copy of registration.	(Please attach proof to ascertain that firm is on active taxpayer list of FBR and proof for registration in PRA (if applicable) in the name of the firm is also required.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Evidence of the bidding firm/company’s registration/Incorporation is required.	(Please attach Copy of certificate of incorporation/company registration certificate.)	<input type="checkbox"/>	<input type="checkbox"/>
4	Joint venture of any kind is not allowed to participate in the bid.	(Please attached a declaration on letterhead that not participating as Joint venture.)	<input type="checkbox"/>	<input type="checkbox"/>
5	Bidder must be Tier 1 Partner of the principle of hardware solution provider (Please attached copy of partnership the latest letter of ranking from Principle).	(Please attached copy of partnership the latest letter of ranking from Principle).	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with the organization name, location/s, and duration) Provide data in the 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 2010 to September 2020)	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				
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	25		Documentary proof (copies of contract or Purchase Orders) should be furnished. if no valid attachment is provided then no marks for section 2.1.1 of (e-tender) will be awarded
	Providing Installation, and complete commissioning of Server for more than 12 years		25	
	Installation, and complete commissioning of Server for more than 10 years but less than or equal to 12 years		20	
	Providing Installation, and complete commissioning of Server for more than 7 years but less than or equal to 10 years		15	
2	Client Portfolio	25		Documentary proof (copies of contract or Purchase Orders) should be furnished. if no valid attachment is provided then no marks for section 2.2.1 of (e-tender) will be awarded
	Worked with above 16 local/international.		25	
	Worked with more than 10 but less than or equal to 16 local/international.		20	
	Worked with more than 6 but less than or equal to 10 local/international.		15	
3	The Firm/Company Support office in Lahore	15		Documentary details of the office address on company letterhead If no valid attachment is provided, then no marks for section 2.3.1 of (e-tender) will be awarded.
	Support & Maintenance Office in Lahore		15	
	Support & Maintenance Office within Pakistan but not in Lahore		10	
4	Certified Engineers in Installation, and complete commissioning of Server	15		Resumes and certificates of the certified engineers should be
	More than or equal to 3 Certified engineers		15	



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	2 Certified engineers		10	furnished like CCNP and HCIE. If no valid attachment is provided, then no marks for section 2.4.1 of (e-tender) will be awarded.
	1 Certified engineer		5	
5	Financial Capability/Annual Turn Over/Sales/Revenue	20		Copy of 19-20/20-21 financial audit report done by ICAP/SBP registered auditing firm or Annual tax return of 19-20/20-21 if no valid attachment is provided then no marks for section 2.5.1 (e-tender) will be awarded.
	Annual Turnover of organization more than or equals to PKR 20 million		20	
	Annual Turnover of organization If more than or equal to PKR 15 million but less than PKR 20 million		15	
	Annual Turnover of organization If more than or equal to PKR 10 million but less than PKR 15 million		10	
Total Points Awarded		100		

Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.

BOQ	
(Specifications mentioned below are bare minimum acceptable specifications bidder may bid for any improved or better specifications)	
Operating System	Operating System Microsoft Server 2019 Standard (User CAL = 5)
Processor Family	2 x Intel Xeon-Silver 4210R (2.4GHz/10-core) Processors
Chipset	Chipset Intel® C621c Series Chipset
Memory	128 GB Memory (4 x 32GB) Dual Rank x8 DDR4-2933)
Network	Network Controller Ethernet 1GbE 4P embedded adapter
Controller	Storage Controller 2GB RAID Controller
Smart Host Bus Adapter Card	12Gb 2-ports Ext Smart Host Bus Adapter (with cables)
Optical Drive	Internal DVD-RW Drive
Hard disk Drive	Hard Drive 3 x 1.2TB SAS 10K SFF Hot pluggable (Small-Form-Factor)
Power Supply	Power Supply 2 x 500W Platinum Hot Pluggable Unit Kit
Management Port	Management port with Advanced License
Accessories	Cable Management Kit 1U Rack Mount Rail kits
Warranty	Warranty 3 years 9X5 NBD on (parts/labour/onsite) support for server

SR #	Description	QTY	Unit Price Inclusive of Taxes (PKR)	Taxes (%)	Total Price Inclusive of Taxes (PKR)
1	Server	1			
	Grand Total				

Note:

- Business shall be awarded based on Least Cost Selection Method.
- Payment shall be made within 30 days after, complete installation commissioning of server with user acceptance certificate and submission of Invoice.
- All the payments shall be made in PKR after applying all the applicable taxes.
- Unless agreed otherwise, Laptops shall be provided from 8-12 weeks from the date of execution of the contract and issuance of Purchase Order (PO).

Annex – H Declaration

Declaration

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



Annex– I Cover Letter

[Firm/company's 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 for *[Provisioning, installation, and complete commissioning of Server for PSDF]* in accordance with your Tender for Proposal dated *[Insert Date of Tender advertised]*. We hereby submit our technical Proposal including the required documents on E-tendering portal.

We assure that the quoted Server 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 Server for PSDF 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 Server (equivalent specs or better).

Provisioning, installation, and complete commissioning of Server are offered with 3-year warranty backed by the OEM.

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 Provisioning, installation, and complete commissioning of Server 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:

Note: Kindly fill all the above relevant annexures and attach with the proposal.