

POWER INFORMATION TECHNOLOGY COMPANY



TENDER DOCUMENT

FOR

THE SERVICES OF BANDWIDTH, SPACE FOR HOSTING ,
MAILBOX AND WEBSITES

TENDER NO. PITC/G-224(6)/11-2015

CONTACTS:

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ABRIDGMENT

1. Recipient:	CEO (PITC)
2. Venue:	406: WAPDA House Lahore
3. Closing Date & Time:	11-12-2015 (11:00)
4. Opening Date & Time:	11-12-2015 (11:30)
5. Type	Two envelopes one stage
6. Bid Money:	2% of the total value of quoted cost
7. Cost of Tender Document:	Rs. 1,000/- (Nonrefundable) to be deposited in PITC Accounts Section SB-29 WAPDA House, Lahore
<u>SERVICES REQUIRED</u>	
Category-A:	25 Mbps Bandwidth Services.
Category-B:	150 GB Hosting Space.

Sealed quotations are invited from the potential dealing firms for providing the services of bandwidth, space for hosting, mailbox & websites. Requirements are given in "Bill of Quantity".

INSTRUCTIONS TO THE BIDDER

- 1.1 Quoted rates should be included all type of charges.
- 1.2 The bidders are required to submit technical and financial bids in separate sealed envelopes, clearly marking "Technical" and "Financial", two copies of each (marked as Original and Copy). Soft copies of bids will also be required. Firms will be short listed on the basis of scrutiny of the technical bids. Financial bids of the short listed firms will be opened in the presence of bidders or their authorized representatives.
- 1.3 Date of opening of the financial bids will be informed well in time to technically qualified firms.
- 1.4 The bidders shall furnish 2% bid money as a part of their tenders in form of Bank Draft or Bank Guarantee in favour of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of financial bid.
- 1.5 Successful bidder shall deposit performance security, as described in rate contract or PO, not exceeding 10% of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favour of indenter. The same shall be released after expiry of warranty period.
- 1.6 Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease quantity to any extent without assigning any reason. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
 - i) The tender is unsigned (all pages should be signed).
 - ii) It is received after the time and date fixed for its receipt.
 - iii) Offer is ambiguous or conditional.
 - iv) The offer is from a firm who is blacklisted by PEPCO, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
 - v) The offer is unsolicited.
 - vi) The bid is not accompanied with full earnest money.
- 1.7 The tenders prepared by the bidders should comprise of the following documents:-
 - i) Covering letter.
 - ii) Receipt of tender document cost.
 - iii) Bid Money.
 - iv) Bill of quantities provided with tender document duly filled, signed and stamped.
 - v) All certificates as per clause 4.

2. TERMS AND CONDITIONS

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. in Pak Rupees.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.3 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.4 The supplier shall be liable for liquidated damages @ 2% PM, if he fails to supply the services within given time.
- 2.5 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.6 An inspection shall be carried out by representative of CEO (PITC).

2.7 The supplier has to arrange demonstration if asked by the O/O CEO, PITC. Services, which do not meet the technical specifications, can be rejected and the offer can be declared as technically nonresponsive.

3 Schedule of Services

The Services , installations will be required to be completed within 15 days.

4 Evaluation Criteria

Bidder as a part of his bid shall provide the following depending upon applicability: -

4.1 A list showing the location of head office along with those of branch offices.

4.2 A list of technical expertise and qualified maintenance engineers/staff to handle the hardware maintenance task efficiently along with their qualification.

4.3 A list of clients to whom the bidder has done or been doing business during last 3 years along with their Names, Addresses and Phone Numbers.

4.4 Description of the backbone being used by the bidder for its own internet connectivity.

4.5 Name of the cities throughout the country where ISP has access through local number

4.6 A certificate describing the guaranteed response time after a hardware or network failure when the complaint is lodged within the warranty period. The maximum expected down time should also be defined and must not be more than 2 hours. In case services remain down beyond 2 working hours, the bidder must have the demonstrated capability to replace to provide alternative services until diagnostic and removal of fault otherwise PITC/WAPDA/PEPCO reserve the right to claim against the loss so born.

4.7 Manufacturer's authorization certificate, if authorized.

5 Evaluation Formula

5.1 A two-envelope procedure is opted in evaluation of the bids, with evaluation of the technical bid being completed prior to any price bid being opened and compared. The total points for bid evaluation are 100 out of which the technical bid will carry 70 points and financial will be weighed 30 points. The financial bids will be opened only of those firms who have scored the minimum technical score of 70%.

5.2 The bidder will be declared technically qualified if score of technical factors is 70% or more. The technical factors are defined at clause-7.

5.3 The maximum number of points (30 points) will be allotted to the lowest price bid that is opened and compared among those invited firms which obtain the threshold points in the evaluation of the technical component. All other price bids will receive points in inverse proportion to the lowest price; e.g.

$$\text{Price Score} = \frac{(\text{Total Price Score i.e. } 30 \times \text{Lowest Bid Price})}{\text{Price Score of Bidder}}$$

Example:

1st Lowest Bid Price = 1000

2nd Lowest Bid Price = 1050

Price Score of 1st Lowest Bidder = $(30 * 1000)/1000 = 30$

$$\text{Price Score of 2}^{\text{nd}} \text{ Lowest Bidder} = (30 * 1000)/1050 = 28.57$$

6. Terms of Payment

Payment of the equipment supplied shall be made directly by consignees within thirty days, from the date of receipt of invoice, on production of following documents:

- a) Invoice in triplicate having NTN.
- b) Services provided working satisfactory certificate.
- c) Sales Tax Invoice (if not exempted) or attach exemption certificate.
- d) Non-payment certificate.
- e) Performance Security Receipt Certificate.

7. TECHNICAL EVALUATION CRITERION

The Technical responsiveness will be determined by evaluating the following factors.

Sr.#	Factors						Max. Score
I.	Company profile						20
	i.	Type (PVT), Ltd, Proprietary etc.				5	
	ii.	No. Of Branches in Pakistan				5	
	iii.	Age of Company (Min five years)				5	
	iv.	Experience with WAPDA/PEPCO				5	
II.	A list of clients (other than WAPDA/PEPCO) to whom the bidder has done or been doing business during last 3 years along with their Names, Addresses, Phone Numbers. List is to be provided bifurcating in following slabs:						21
	<input type="checkbox"/> Less than 0.5 million (7 marks)						
	<input type="checkbox"/> 0.5 million to 3 million (15)						
	<input type="checkbox"/> Above 3 million (21)						
III.	Qualified staff position of the firm (attach list).						21
	S. No	Name	Post	Qualification	Total Experience	Experience with present employer	
IV.	Complain procedure and response time (Give in detail for diagnosing problems).						8
	Max. score						70

BILL OF QUANTITIES

S.No	SERVICE DESCRIPTION	No. Of connections	Annual connection charges	Installation Misc. Charges
1.	25 MB CIR Internet Connectivity on Fiber with unlimited downloads and traffic per month with default (64) static IP pool.	1		
2.	150 GB space for online services with control panel	1		

Note:

- a. Media arrangement of all types involved during installation of link, will be responsibility of the company.
- b. A backup link of same specifications (point to point wireless connectivity) must be installed by ISP.
- c. Failover device will be installed by ISP at PITC premises; in case primary link goes down, then backup link automatically takes over.
- d. Two administrative (1 MB shared with unlimited downloads) links to operate the system from home after duty hours.