

Bidding Document

MAINTENANCE SERVICES OF IT EQUIPMENT

Last Date for Submission: 28th September, 2018 at 03:30 P.M.
Tender Opening Date: 28th September, 2018 at 04:00 P.M.

Description of Work

1.1 SCOPE OF WORK

The Bank of Khyber (BoK) requires Maintenance Services of the following IT equipment located in BoK Peshawar and Karachi offices. Bidder is required to make available a technical engineer 24x7x365 for maintenance/support purposes at both locations.

Core Data Center Peshawar		
S.No	Detail	Quantity
1	Dell PowerEdge R730 (2 x 10 Cores)	7
2	Dell PowerEdge R730 (2 x 4 Cores)	13
3	Dell PowerEdge R720 (2 x 4 Cores)	2
4	HP Storaeworks x1600	1
5	Fujitsu TX200 (2 x 4 Cores)	3
6	Dell Core i3 System OPTIPLEX 390	3
7	HP Proliant DL370 G6 Server (2 x 4 Cores)	4
8	CISCO SG300	6
9	Juniper SSG-5	2
10	CISCO 1800	1
11	CISCO 2600	1
12	CISCO 800 Series Routers	2
13	IBM Security xGS 3100 (IPS/IDS)	1
14	FORTINET (FortiGate 60D)	1
Treasury Office Karachi		
S.No	Detail	Quantity
1	Dell PowerEdge R730 (2x4Cores)	2
2	Dell PowerEdge R430 (Intel 2x4Cores)	1
3	HP Compaq dc7900	1
4	Dell OptiPlex 3020	1
5	Dell OptiPlex 9020	2
6	Cisco Router 1841	1
7	Network Switch SG300 (48-Ports)	5
8	GRANDSTREAM	1
9	Network Switch SG300 (24-Ports)	1
10	Firewall (Juniper SSG5)	2
SWIFT Office Karachi		
S.No	Detail	Quantity
1	FUJITSU PRIMERGY TX-200 S6	2
2	Firewall Juniper SSG-5	1
3	CISCO Network Switch SG-300 (28-Port)	1

2. Proposal Response Format

Bidder is required to submit two separate sealed proposals i.e. Technical and Financial. The proposals must be submitted in the following format:

2.1 Format of Technical Proposal

2.1.1 General

The responding organization (Bidder) should provide the following:-

1. Name of the participating organization or participating organizations (if more than one) in the responding consortium, including their scope of involvement and Agreement.
2. Number of years of incorporation of the participating organization or participating organizations (if more than one).

2.1.2 Mandatory Requirements

Bidder is required to submit its Technical Proposal in accordance with the **Mandatory Requirements** as mentioned below. Failing to which the proposal will not be considered.

SNo	Mandatory Requirements	Vendor Response
1	Bidder must have legal presence in Pakistan and must be registered with FBR and should provide its NTN and certificate of incorporation under the laws of Pakistan	
2	The bidder should be an Active Tax Payer and must provide KPRA (Khyber Pakhtunkhwa Revenue Authority) Registration Certificate	
3	The bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan and must provide Undertaking on stamp papers that it is not being blacklisted. Also must provide List of arbitration/legal suits/unsettled disputes with organizations/clients (if any) in last five years	
4	The bidder must submit Annual Audited Report for the last 03 Financial years. Annual Audit Report including Balance Sheet, Income Statement and Profit & Loss accounts along with auditors' notes for the last three (3) audited years should be submitted	
5	Bidder must provide Purchase Orders/Agreements of at least 03 projects of similar in nature with relevant client references	
6	Bidder should submit list of Offices across Pakistan. Bidder must have its Office in Peshawar and Karachi along-with Technical Engineer 24x7x365 for maintenance/support purposes at both locations.	

2.1.3 Technical Evaluation Criteria is as follows: -

The Bidders complying with the Mandatory Requirements will be considered Qualified and eligible for Financial Bid Opening.

Non – Compliance of Mandatory Requirements will effect in Disqualification and bidder will not be considered for further financial bid opening / Evaluation.

2.1.4 Maintenance Services Period

The bidder shall give (1) One year comprehensive Maintenance Services for all the IT equipment located in Peshawar and Karachi offices as mentioned in the required scope of work of this document. Bidder will be responsible for replacement of the faulty equipment/accessories at its own cost certifying that the goods supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for the maintenance period from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost.

2.2 Format of Financial Proposal

Bidder must submit its financial proposal in accordance with the following format: - Payment will be made on quarterly basis.

SNO	Description	Amount	GST	Grand Total
1	Total Amount for 1 Year Maintenance support			
TOTAL AMOUNT (in Rs.)				

2.2.1 Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

2.2.2 Withholding Tax, Sales Tax and other Taxes

Bidder is hereby informed that the Bank shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments rendered by any bidder who signs a contract with the Bank. Bidder will be responsible for all taxes on transactions and/or income, which may be levied by government.

2.2.3 Governing Law

This bidding document and any contract executed pursuant to this document shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all bidders responding to this bidding document and parties to any contract executed pursuant to this document shall submit to the exclusive jurisdiction to Courts.

3. Acceptance of Proposals

The Bank of Khyber reserves the right not to accept the lowest or any proposal and to annul the bidding process as per KPPRA rules.

The acceptance criteria is as follows:

1. Technical proposal submitted by the Bidder must comply with Technical Evaluation Criteria mentioned in 2.1.3.
2. Bidder must comply with all the Terms & Conditions mentioned in the bidding document.
3. Bidder quoted the lowest price among the Technically Qualified Bidders.

TERMS & CONDITIONS

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Two Envelope Procedure**.
2. The Bank of Khyber invites two separate sealed envelopes, one for Technical Proposal and One for Financial proposal having legal presence in Pakistan, for the Maintenance Services of the required IT equipment.
3. Bidder is required to provide the Maintenance services in BoK offices located in Peshawar and Karachi. Bidder should have offices in Peshawar and Karachi along-with atleast 01 Technical Engineer at both locations for 24x7x365 maintenance support.
4. Bidder is required to submit both sealed proposals to the office of the Head Procurement Division, The Bank of Khyber on or before **Friday 28th September, 2018 at 3:30PM**. Tender Opening date is **Friday 28th September, 2018 and Time is 4:00PM** at The Bank of Khyber, Head Office.
5. Company should sign and stamp BoK bidding document and must attach with its proposal.
6. All the firms applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the Technical Evaluation Criteria. **If any firm fails to qualify the Technical Evaluation Criteria, then Financial Proposal of the same will not be opened.**
7. Company seal / stamp must be fixed on both Technical Proposal and Financial Proposal.
8. **Any bid submitted after due date and time will not be entertained.**
9. Bid Security of two percent (2%) of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of The Bank of Khyber.
10. All prices quoted must be inclusive of all Taxes applicable, such as GST, Income Tax, etc.
11. The prices quoted shall remain valid for 120 days, after the date of opening the tender.
12. Failure to provide the requisite maintenance services within stipulated amount of time period will invoke. In addition to that, two percent (2%) Bid Security amount will be forfeited.
13. The Bank of Khyber will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
14. **No negotiations and revised bids will be allowed.**

**Head Procurement, Head office,
The Bank of Khyber, State Life Building, Peshawar.
Phone: 091-5279690, 5274399
UAN: 091-111-95-95-95**