



## **Bidding Document**

### **Provision, Installation, Commissioning and Deployment of Tape Library**

<b>Last Date for Submission:</b>	<b>27<sup>th</sup> August, 2018 at 3:00 P.M.</b>
<b>Tender Opening Date:</b>	<b>27<sup>th</sup> August, 2018 at 3:30 P.M.</b>



## 1. Project Introduction

The Bank of Khyber requires Tape Library with LTO7 Tape Cartridges and Labels as given below in Technical Requirement/specifications for which bidders are invited to submit their sealed Technical and Financial proposals as per **Single Stage Two Envelope Procedure**.

### 1.1. About The Bank of Khyber

The Bank of Khyber was established in 1991 through Act No. XIV, passed by the Provincial Legislative Assembly of the KHYBER PAKHTUNKHWA Province of Pakistan. It was awarded status of a scheduled bank in September 1994. The Bank of Khyber enjoys a unique position, and stands out amidst the other banks operating within Pakistan, and has the privilege of being bracketed amongst the only three government banks in the country. BOK has a total of **166 branches** all over the country and BOK's client base is located in major cities of Khyber Pakhtunkhwa, Punjab, Sindh, Baluchistan and Azad Kashmir.

## 2. Project Details

### 2.1. Scope of Work:

- a. Installation and configuration of Tape Library
- b. The successful bidder will be responsible for supply, installation and configuration, commissioning of Tape Library and must provide 4 years maintenance support (with parts).
- c. Bidder will provide Technical Support and assistance.
- d. Bidder will periodically test and validate the agreed setup, configuration and health of the equipment and must submit its reports.
- e. Bidders should provide faulty part replacement support 24x7x4 throughout the maintenance period, including public and Gazette holidays.
- f. Bidder must be capable of doing data migration from Old tape to LTO7 tape solution.
- g. Design Document of Backup Solution Infrastructure
- h. Installation, configuration of System Center Data Protection Manager with integration with Tape Library
- i. Design & Implement complete Backup Policies as per BoK business requirement
- j. Complete configuration of Backup Clients (All OS which are operational in BoK)
- k. Instructor Led Professional Training of 2 resources
- l. Bidder must provide at-least three months of technical support (after implementation / post Go-Live).

Software Annual License Renewal cost, if applicable



## 2.2. Deliverables

- a. The bidder must provide a “Low Level Design Document” before implementation of the proposed Solution
- b. The solution must be compatible with VERITAS Backup solution.
- c. The solution must be compatible with Microsoft System Center Data Protection Manager.
- d. The Bidder must propose at-least two certified technical resources (assigned to BoK Project (as primary and backup technical resource) with expertise and certification in proposed solution.
- e. Bidder must ensure that proposed resources will be assigned to this project until successful completion. In case, a change in technical resource is required, it must be approved in writing.
- f. The bidder should have the expertise to design/propose a future proof highly available backup solution to BoK.
- g. Tape Library – (Quantity - 1)
  - o One Tape Library min LTO7, 2 x FC drives with 30-tape data cartridges and labeled (LTO 7 tapes with barcode)
  - o 4 x cleaning cartridges, 4 x Fiber cables (5m), 48 data cartridges slots
  - o Tape Library must be scale-able can go up to 4FC drives.
- h. Tape Library should have Dual power supply, Rack mounted kits, fully compatible with proposed backup solution.
- i. Timelines for the implementation
- j. Support Services Methodology and Response Time

All the required Software must be included with the Hardware to make it operational.

## 2.3. Technical Requirements / Specifications

SNo	Components	Hardware Description
1	Tape Library	Quantity = 01, min LTO7
2	FC Drives	Quantity = 02
3	Tape drives	<b>30</b> x LTO 7 FC Hot-swappable Tape drive
4	Slots	48 or more slot cartridge capacity
5	Cleaning Cartridges	Quantity = 4
6	Fiber Cables (5m)	Quantity = 4
7	Tape Library must be scalable up to 4 FC drives	
8	Backup Applications Support	Ability to integrate with backup and archival applications (e.g. NetBackup, Veeam)
9	Power Supply	Redundant hot-swappable power supplies with redundant fans
10	Accessories	Power Cords, Server railings, and other standard accessories
11	Supported OS	Windows, Solaris and Red Hat Linux
12	Warranty	4 Years



### 3. Technical Proposal Response Format

Bidder is required to submit its Proposal in accordance with the following Mandatory requirements. Failing to which the proposal will not be considered.

#	Mandatory Requirements	Proof to be submitted for fulfilling Eligibility Criteria
1	The bidder should be Tier – 1 / Gold Partner of the Manufacturer and must provide its certificate.	Manufacture's Registration / Incorporation Tier-1 / Gold Partner Certificate should be provided.
2	The bidder should have at-least 5 years' experience for the installation/deployment of similar software and must be registered with FBR	The bidder should provide its <b>FBR</b> registration certificate (NTN) and Registration of Incorporation under the laws of Pakistan. Bidder must also provide details of last Five Years projects/services delivered in Financial Institutions
3	The bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan	<b>Undertaking</b> on stamp papers should be submitted by the bidder that it is not being blacklisted. And must provide List of arbitration/legal suits/unsettled disputes with the financial sector clients (if any) in last five years
4	The bidder must submit <b>Annual Audited Report</b> 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	The bidder must have legal presence in Pakistan. Firm having <b>Offices in Peshawar/Karachi will be preferred</b>	List of Offices across Pakistan must be submitted
6	The Bidder must provide Purchase Orders / SLA / Completion Certificate of at-least <b>03</b> deployments of similar equipment / product with valid reference / contact information for any Organization / Financial Institutions / Banking sector	Valid documentary evidence must be submitted of at least <b>03</b> Completed Projects of the same nature (Preference will be given to Purchase Order / SLA / Completion Certificate issued by any Financial Institution)
7	Bidder shall provide Clientage List of the Company	Valid documentary evidence must be submitted
8	The bidder should have <b>02</b> Certified Technical Engineers at its end to complete the project within stipulated time	List of Staff (HR) and <b>02</b> Certified Technical Engineers of the Company Team Profiles, Structure and Number of Team Members (especially Technical and Support Team)
9	Firm should be an active tax payer and must be registered with KPRA	KPRA (Khyber Pakhtunkhwa Revenue Authority) Registration certificate should be provided

#### 3.1 Project Implementation/Management Plan

The bidder shall provide a detailed implementation plan and project management plan. Bidder should provide the timelines. Responding Organization should cover tasks assigned to the employees and resource allocation of responding organization during the course of the project. This should not be in generic terms but should be specific to the project. Project plans in tabular form, mentioning names of tasks, sub tasks, start date, finish date, resources and milestones will also be appreciated. In the training category, bidder is required to provide detailed training schedules along with the names of resources.



### 3.2 Warranty Period

The bidder shall give (4) Four years comprehensive after completion warranty for Hardware specific under company strategy, certifying that the goods/services 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 warranty 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.

### 3.3 Training Capabilities

Bidder must arrange interactive sessions to provide Instructor Led Professional Training of 02 resources. Bidder must provide at-least three months of technical support (after implementation / post Go-Live).

### 3.4 Technical Evaluation Criteria is as follows: -

The Bidders complying with the Mandatory Requirements and required scope or work/Technical Requirement specifications will be considered Qualified and will be considered for financial bid opening.

While the firms will be disqualified and will not be considered for further Evaluation if: -

- a. The firm fails to submit the valid relevant evidence of the required Mandatory Requirements, or
- b. The firm fails to Comply with Technical requirements.

## 4. Financial Proposal Response

Bidder must submit its financial proposal in accordance with the following format: -

SNo	Description	Amount in PKR	GST	Total Amount in PKR
1	Provision, Installation, Commissioning, Deployment of Tape Library			

### 4.1 Currency

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

### 4.2 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.



#### **4.3 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.

#### **5. 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. Bidder must technically comply with mentioned Mandatory Requirements and Technical Requirement specifications as per Technical Evaluation Criteria mentioned in 3.4.
2. Bidder must comply with all the Terms & Conditioned mentioned in the bidding document.
3. Bidder quoted the lowest price among the qualified bidders.



## **Terms and 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 from Tier – 1 Partner of the Manufacturer of Tape Library having legal presence in Pakistan for delivery, deployment, configuration, commissioning and support of the required equipment.
3. Bidder is required to submit both sealed proposals to the office of the Head Procurement Division, The Bank of Khyber on or before **Monday 27<sup>th</sup> August, 2018 at 3:00Pm. Tender Opening date is Monday 27<sup>th</sup> August, 2018 and Time is 3:30Pm at The Bank of Khyber, Head Office.**
4. The Technical bid should clearly mention Make, Model and Brand, (Specification of bid) without quoting the price and must mention the warranty period.
5. Company should sign and Stamp BOK RFP and must attached with their Technical proposal.
6. Company seal / stamp must be fixed on both Technical Proposal and Financial Proposal.
7. 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.**
8. Any bid submitted Late and after due date and time or bid not complying with all required clauses in this bidding document are liable to be rejected.
9. Call Deposit of two percent (2%) of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of Head Procurement Division, 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. Delivery of all items must be made within (3 – 4) weeks of issuance of purchase order.
13. Failure to supply items within specified time period will invoke. In addition to that, two percent (2%) Call Deposit (CDR) amount will be forfeited.
14. In case of consortium, the bidder must submit:
  - The details of the consortium with roles and responsibilities of each partner.
  - The original stamped consortium agreement shall be attached along-with the Bid Document.
  - The same should be endorsed by an authorized representative of the prime bidder. The Prime bidder will be the single point of contact with the Bank for the project undertaking.
  - No change in the constitution of the consortium (prime bidder/members of consortium / stakes of any member etc.) will be allowed without explicit approval of the Client.
15. 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.
16. No negotiations and revised bids will be allowed.

**Head Procurement, General Administration Department  
24, The Mall, Peshawar, Head Office, The Bank of Khyber**

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