

**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

BIDDING DOCUMENT

PROCUREMENT OF CONNECTIVITY

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

February 2018

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for supply / delivery / installation of connectivity services as per the given technical specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the mentioned Lot, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply / deliver and install the requisite items as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Lot wise & Item wise quantity required is mentioned in the bidding document. However, the Competent Authority reserves the right to increase / decrease the quantity as per the actual need.
8. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides BLACKLISTING of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
9. Financial Proposal should contain the rate per unit of the quoted item as per the Technical Specifications, provided under clause 2 of this document.
10. Prices shall be quoted in Pak Rupees (PKR).
11. The bidder/supplier must have the experience of delivering / installing the same nature of product directly or through authorized partner anywhere in Pakistan.
12. The bids shall remain valid for 60 days. Moreover, quoted price should valid for at least 120 days, with effective from the opening of Financial Proposals
13. Only Authorized dealers / Manufactures of the mentioned items should apply and also provide the certificates of genuineness and newness from the principal and original import certificate etc.
14. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.

15. The firms are required to submit the Lot wise separate bids (both Technical & Financial).
16. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab. Lot wise bid security is given in following table:

LOT #1.CONNECTIVITY			
S. #	Items	2% bid Security (Rs.)	Total Bid Security(Rs.)
1	Primary Connectivity	21,600/-	43,200/-
2	Secondary Connectivity	21,600/-	

17. Bidders are requested to quote their rates inclusive of all Taxes.
18. Delivery / installation details of items is mentioned in Schedule-A
19. Only GST registered Contractor / Firm should apply.
20. 3 Years on site warranty is required.
21. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied equipment / Items after the expiry of initial warranty period.
22. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
23. The complete application proposal shall be typed or written in indelible ink and signed by the authorized signatory of the applicant who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the application shall be initialed by the person(s) signing the application. The applications must be properly signed by the authorized representative (the "Authorized Representative")
24. Page numbering is must require on complete document with page numbering sequence like Page number 1 of 10. Noncompliance will result into rejection of bid.
25. In case of having contradictory statement the bid will be technically rejected.
26. Bid must be book bind (sewn or stapled in such a way that it cannot be opened, in case of noncompliance bid will be technically rejected.
27. The Primary Contact for all correspondence in relation to this bid is as follows:
 Additional Director General /
 Competent Authority (Procurement)
 Excise, Taxation & Narcotics Control Department,
 Government of the Punjab
 847A, Shadman-I, Lahore
 042-99203567
 Email: adgent@punjab.gov.pk

2. TECHNICAL SPECIFICATIONS

Lot wise and item wise Technical Specifications are given below; all the bidders are required to quote according to given specifications:

LOT # 1 (Item-1)

PRIMARY CONNECTIVITY					
Services		Services from renowned local ISPs			
S. #	ITEM	DESCRIPTION	QTY		
1.	Internet (02 MB) Dedicated CIR	<ul style="list-style-type: none"> Dedicated Internet bandwidth 02Mbps CIR (simultaneous upstream & downstream) 4 live IP Addresses 97.5 % uptime ISP must have reliable internet connection Provision of bandwidth on reliable Fiber optic / wireless / Satellite media NMS provision with onsite Installation of the same at client described premises in Punjab. Last Mile diagram is required. 	9 Sites		
Special Conditions:					
Offered service (Attachments):		Provide Description	Yes	No	Annex
ISPs Upstream Service Provider Names 1:					
ISPs Upstream Service Provider Names 2:					
ISPs setup details					
ISPs node & bandwidth availability at site details					
ISPs qualified engineers details					
Agreed to undergo with a SLA for the provision of the same with 97.5 % uptime & penalties upon non compliance.					
Agreed to provide the requisite service within prescribed time frame.					
One time installation cost will not be paid. Any equipment installed will be vendor responsibility					
Download and Upload should be symmetric.					
Network of ISP must be redundant.					
Online access to MRTG will be provided along with circuits.					
All links will be dedicated CIR.					
Company must provide its own last mile and long-haul and will not use any third party.					
80% connections are required on fiber rest can be delivered on wireless P2P. (Attach Proof)					
Bidder must offer its own network, back-haul and last mile and will not use any Third Party for all connections.					
The bidder must be a ISP license holder (Attach Proof)					
The ISP must have centralized trouble ticketing tool for call logging, monitoring and troubleshooting purpose					
The ISP should be able to provide online usage report through web.					
Service Level Agreement Uptime (SLA) >99%					

(Item-2)

Offered service (Attachments):	Provide Description	Yes	No	Annex
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SECONDARY CONNECTIVITY		
Sr.#	ITEM	QTY
1	Bandwidth Capacity 2 Mbps CIR	9 Sites
Special Conditions:		
1-Download Upload Speed should be symmetric. 97.5 % uptime		
2- Creation for VLANS		

ISPs Upstream Service Provider Names 1:				
ISPs Upstream Service Provider Names 2:				
ISPs setup details				
ISPs node & bandwidth availability at site details				
ISPs qualified engineers details				
Agreed to undergo with a SLA for the provision of the same with 97.5 % uptime & penalties upon non compliance.				
Agreed to provide the requisite service within prescribed time frame.				

3-Links on same fiber not allowed.All links will be dedicated CIR.Network of ISP must be redundant.
4-Primary link should be on redundant fibers having separate paths to the office
5-Minimum uptime for Main office link will be 99.7 %(Primary as well as backup)
6-Online Bandwidth (MRTG) utilization graphs of all links must be provided
7-SLA document should be provided clearly mentioning the uptime and compensation clause in SLA
8-Upload for shared circuits should not be less than 1/4 th of the bandwidth denominations
9-Complaint resolution time will be maximum 3-4 Hours
10-Deployment of services time will be 4 to 6 weeks
11- Main Link from one ISP with auto fail over = Dedicated CIR
13- The bidder must be a ISP license holder (Attach Proof)
14- The ISP should be able to provide online usage report through web.
15- The ISP must have centralized trouble ticketing tool for call logging, monitoring and troubleshooting purpose
16- One time installation cost will not be paid. Any equipment installed will be vendor responsibility
17- Service Level Agreement Uptime (SLA) >99%
18- Company must provide its own last mile and long-haul and will not use any third party.
19-80% connections are required on fiber rest can be delivered on wireless P2P. (Attach Proof)
20- Bidder must offer its own network, back-haul and last mile and will not use any Third Party for all connections.
21-last mile diagram is required. NMS provision with onsite installation of the same at client described premises in Punjab
22-Provision of bandwidth on reliable fiber optic/ wireless/satellite media

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General, Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of _____”
Lot # _____
DO NOT OPEN BEFORE 26th of February 2018.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:

Date: **26th of February 2018.**

Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

- 4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 26th of February 2018** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General /
Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Total Marks / Points = 500

Passing Marks / Points = 70% of the total marks = 350

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
General Sales Tax Registration	Mandatory	
Undertaking on legal stamp paper that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Undertaking in case of JV	Mandatory	
Undertaking of conformance of bidding document	Mandatory	
Valid GST Certificate	Mandatory	
Filled , signed stamped application form	Mandatory	
Special Conditions	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) (<i>The bidder should provide the verified statement showing the Net worth of the Company / Firm</i>)	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20 million	30 Points
	more than 20 up to 30 million	40 Points
	more than 30 up to 40 million	50 Points
	more than 40 up to 50 million	60 Points
	more than 50 up to 60 million	70 Points
	more than 60 up to 70 million	80 Points
	more than 70 up to 80 million	90 Points
more than 80 million	100 Points	

Total No of full time employees available for Support / Maintenance (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i>	4 point for each employee(Max Points 100)	
Backup / Maintenance / Support availability in the Province Punjab (Max Points 100) <i>(Verified document required showing the list of districts)</i>	1 District	5 Points
	above 1 up to 4 District	10 Points
	above 4 up to 8 District	20 Points
	above 8 up to 12 District	30 Points
	above 12 up to 16 District	40 Points
	above 16 up to 20 District	50 Points
	above 20 up to 24 District	60 Points
	above 24 up to 28 District	70 Points
	above 28 up to 32 District	80 Points
	above 32 up to all Districts of the Punjab	100 Points
SLAs of same nature (Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each (40 Max)	
No of Similar nature Projects (1 million or above)((Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	
No of Similar Projects with Government (1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

5. PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

LOT # 1

Sr.#	ITEM	QTY	UNIT PRICE	TOTAL PRICE
1	Primary Connectivity	9 Site		
2	Secondary Connectivity	9 Site		
TOTAL				

6. BID FORM

To:

Additional Director General/
 Competent Authority(Procurement)
 Excise,Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

Sr#	Item Name	QTY	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1	Primary Connectivity			
2	Secondary Connectivity			
	Grand Total			

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2018

BIDDER

Signature -----

Name-----

Title:-----

Address.-----

WITNESS

Signature -----

Name -----

Title-----

Address-----

7. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.

Amount of Performance Guarantee before the issuance of Purchase Order	10% of the offer / total amount
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2. Delivery of services at following sites :

S.No	District	Total Sites
1	Lahore	4
2	Rawalpindi	1
3	Faisalabad	1
4	Multan	1
5	Gujranwala	1
6	Bahawalpur	1

b) Execution / delivery Schedule	Within 4-6 weeks
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3. Warranty Period	Three years warranty
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4. Liquidated damages

a) Liquidated damages for delayed delivery	2% of the PO Price per Month, daily penalty will impose on the same basis
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b) Limit of Liquidated Damages	Not to exceed in the aggregate ten percent (10%) of Contract Price
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8. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2018.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____

9.

APPLICATION FORM

Date:
No:

To

Additional Director General/
Competent Authority Procurement
Excise, Taxation & Narcotics Control Punjab
847-A Shadman-I, Lahore, Tel. No. 042-99203567

Subject: APPLICATION FOR PROCUREMENT OF (ITEM NAME, LOT #)

Sir

Being duly authorized to represent and act on behalf of (“the Applicant”), and having reviewed and fully understood all the information provided, the undersigned hereby apply to be prequalified as a applicant for procurement of (item name).

2. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3. The Client and its authorized representatives may contact the following persons for further information, if needed.

TECHNICAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

FINANCIAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: _____	Signed : _____
Name: _____	Name : _____
Designation: _____	Designation : _____
Stamp: _____	Stamp : _____
For and on behalf of (name of Applicant)	For and on behalf of (name and signature of witness)