

BIDDING DOCUMENT

Framework Contract for Internet
Bandwidth Services

For

**ABDUS SALAM SCHOOL OF
MATHEMATICAL SCIENCES (ASSMS),
GC UNIVERSITY, LAHORE**

1. INVITATION TO THE BID

- 1.1.** Bids/Tenders are invited for **Internet Bandwidth Services** from Sales Tax and Income Tax Registered firms.

2. INSTRUCTIONS TO THE BIDDERS

- 2.1.** Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
- 2.2.** It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- 2.3.** Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Bids and no request for submission of missing documents will be entertained after opening of the Bids.
- 2.4.** Bids without supporting documents, valid documentary evidence, and bids not conforming to terms and conditions given in the Tender Document will be liable for rejection. Bids received after due time and date and bids without Bid Security in shape of Call Deposit Receipt (CDR) or CDR less than required amount or Bid Security in shape of Cheque or Cross Cheque shall be rejected.
- 2.5. Mode of Advertisement:**
As per Rule 12(1) the advertisement is being placed on the website of PPRA Punjab (www.ppra.punjab.gov.pk)
- 2.6. Type of Open Competitive Bidding**
As per Rule No. 38(1), **Single stage Two Envelopes bidding procedure** shall be used for the Internet Bandwidth Services.
- 2.7.** According to the **PPRA Rule # 36A**, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
- 2.8.** The supplier/service provider shall not be allowed to sublet the job and award subcontracts under this document.

BIDDER'S SIGNATURE AND STAMP

2.9. BID DATA SHEET (Information for the Bidders)

| | | |
|----|--|---|
| 1 | Procuring Agency | Abdus Salam School of Mathematical Sciences, GCU, Lahore (ASSMS), 68-B, New Muslim Town, Lahore. |
| 2 | Name of Tender | FRAMEWORK CONTRACT FOR INTERNET BANDWIDTH SERVICES |
| 3 | Tender Document available place | Abdus Salam School of Mathematical Sciences, GCU, Lahore (ASSMS), 68-B, New Muslim Town, Lahore. |
| 4 | Cost of Tender Document | Rs.500/- in the form of Pay Order/Demand Draft in favor of the Director General, ASSMS, Lahore. |
| 5 | Bid Security | Not exceeding 5% of Estimated Price in the shape of CDR in favor of "Director General, ASSMS, Lahore" (Detail is given below in this Tender Document) |
| 6 | Performance Guarantee | 10 % of Contract Value in the form of CDR favoring Director General, ASSMS, Lahore after issuance of Letter of Acceptance. |
| 7 | Tender Addressed to | Director General, Abdus Salam School of Mathematical Sciences, 68-B, New Muslim Town, Lahore. |
| 8 | Contact Number | Ph. 042-99231319, 042-99231189 Fax: 042-35864946 |
| 09 | Due Date, Time and place of submission of Bid. | 25-02-2019 till 10:00 a.m. Admin Section, ASSMS, 68-B, New Muslim Town, Lahore. |
| 10 | Date, Time and Place of Bid Opening | 25-02-2019 at 10:30 a.m. Committee Room of ASSMS, 68-B, New Muslim Town, Lahore. |

3. EXAMINATION OF THE BIDDING DOCUMENT

The bidder/Tenderer is expected to examine the Bidding Document, including all terms and conditions.

4. AMENDMENT OF THE BIDDING DOCUMENT

4.1. The Purchase Committee of ASSMS, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

4.2. The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers/Bidders.

5. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

6. VALIDITY PERIOD OF THE BID

6.1. Validity period of the bids shall be 120 days.

6.2. In exceptional circumstances, the Purchase Committee of ASSMS may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will neither be required nor permitted to modify its tender.

7. BID SECURITY

7.1. In accordance with the PPRA Rule No. 27, the Bidder will submit Bid Security drawn in the name of Director General, ASSMS, Lahore not exceeding 5% of Estimated Price in the shape of CDR.

7.2. Cheque or Cross Cheque shall not be accepted at all.

7.3. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.

7.4. The Bid Security of Successful Bidder(s) may be converted as part of the Performance Guarantee for successful execution of the work.

BIDDER'S SIGNATURE AND STAMP

- 7.5. Subject to the award of contract, the Bid Security in form of CDR shall be returned to successful bidder against submission of Performance Guarantee.
- 7.6. If the Bid Security is found less than the required amount then the bid will be rejected irrespective of the rates and the stage of the bid process.
- 7.7. The Bid Security may be forfeited if a Bidder:
- a) Refuses to accept Letter of Acceptance of the Bid; or
 - b) Fails to furnish Performance Security.

8. BID PREPARATION AND SUBMISSION

8.1. The Tender shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative. The single stage one envelope bidding procedure shall be used for the said procurement.

8.2. Mode of Submission of Bids

8.2.1. The Bid should be addressed to "Director General, ASSMS, 68-B, New Muslim Town, Lahore".

8.2.2. The Bids received after Due Date and Time or Unsealed or incomplete or submitted by Fax or Email will be summarily rejected.

9. BID OPENING

9.1. The bid will be opened by the Purchase Committee of ASSMS on the date and time as specified in the Tender Notice /Bid Data Sheet. The bids will be opened in the presence of the bidders who choose to be present. A maximum of two representatives for each bidder would be allowed to attend the Bid Opening.

9.2. Suppression of facts and misleading information

9.2.1. During the bid evaluation, if any suppression or misrepresentation of information is brought to the notice of the Purchase Committee, the Committee shall have the right to reject the Bid and if it happens so after selection of the Bidder, the Purchase Committee may terminate the Contract or award of the Contract or further processing of the Bid as the case may be and that will be without any compensation to the Bidder and the Bid

BIDDER'S SIGNATURE AND STAMP

Security/Performance Guarantee, as the case may be, shall be forfeited.

10. PRELIMINARY EXAMINATION

The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required documents have been furnished and properly signed, and whether the bids are generally in order.

11. EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions from the Bidders without adequate capabilities for supply of services will be rejected.

Under **PPRA Rules # 31**, Bids will be evaluated on the basis of following criteria:

| Evaluation Criteria | Requirement |
|--|--------------------|
| Valid Sales Tax Registration | Mandatory |
| Valid Income Tax Registration | Mandatory |
| Valid Professional Tax Certificate | Mandatory |
| Undertaking on legal stamped paper of Rs. 100/- claiming that the firm is not Govt defaulter, Black listed or disqualified | Mandatory |
| Required specification of items | Mandatory |
| Authorization Certificate | Mandatory |
| Bid Security in favor of Director General, ASSMS | Mandatory |
| At least five relevant Supply Orders/Contracts received in the last three years. | Mandatory |

The bidder must provide Verifiable documentary proof against all the mandatory requirement along with the Proposal and no document will be received or considered after opening of the bid.

12. FINANCIAL PROPOSAL EVALUATION

Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all taxes and expenses etc.

BIDDER'S SIGNATURE AND STAMP

13. REJECTION OF THE TENDER/BID

- 13.1.** Under PPRA Rule No. 35, the procuring agency may reject all bids at any time prior to the acceptance of a bid.
- 13.2.** The procuring agency 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.
- 13.3.** The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of required internet bandwidth service, under PPRA Rules 2014 without any change in unit prices or other terms and conditions of the bidding document.
- 13.4. The Tender / bid shall be rejected if:**
 - 13.4.1.** It is substantially non-responsive; or
 - 13.4.2.** The bidder does not meet any of the mandatory criteria mentioned in Clause No. 11; or
 - 13.4.3.** It does not contain the documentary proof against any of the mandatory criteria mentioned in Clause No. 11; or
 - 13.4.4.** The bid is incomplete, partial, conditional, alternative, late; or
 - 13.4.5.** the bidder does not attach Bid Security in Shape of CDR; or
 - 13.4.6.** the bid security is not attached or it is less than the required amount; or
 - 13.4.7.** the Bidder submits more than one Bids against one Tender; or
 - 13.4.8.** the Bidder tries to influence the Tender evaluation / Contract award; or
 - 13.4.9.** there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid; or
 - 13.4.10.** the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

14. ANNOUNCEMENT OF EVALUATION REPORT

The Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Framework Contract under **PPRA Rule No. 37**.

BIDDER'S SIGNATURE AND STAMP

15. AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder, if not in conflict with any other terms and conditions of the bidding document.

16. LETTER OF ACCEPTANCE (LOA)

After acceptance of the Bids by the Purchase Committee, Letter of Acceptance (LOA) will be issued only to the Successful Bidder.

17. PAYMENT OF PERFORMANCE GUARANTEE (PG)

17.1. The Successful Bidder will be required to remit the Performance Guarantee equivalent to **10 %** of the value of the contract price. The PG should be paid by way of Call Deposit Receipt (CDR) drawn in favor of “Director General, ASSMS”,

17.2. The PG should be submitted within **ten days** of receipt Letter of Acceptance, to the Purchase Committee.

17.3. The Performance Guarantee will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Document.

18. REFUND OF BID SECURITY (BS)

The Bid Security (BS) of the Successful Bidder may be adjusted towards Performance Guarantee payable by the firm. If the successful Bidder submits Performance Guarantee for the stipulated value in full by way of Call Deposit Receipt, the BS will be refunded. The BS of the unsuccessful Bidder will be refunded on the written request of the Bidder. The Bid Security of the successful bidder shall be released upon his request provided the bidder submits Ten Percent (10 %) Performance Guarantee in the shape of CDR.

19. ISSUANCE OF SUPPLY ORDER

The Purchase Committee shall issue Supply Order to the Successful bidder who has submitted the Performance Guarantee.

BIDDER’S SIGNATURE AND STAMP

GENERAL CONDITIONS OF CONTRACT

20. DELIVERY OF SERVICES

- 20.1.** The Supplier will be responsible for **delivery and installation** of Internet Bandwidth Services at ASSMS, 68-B, New Muslim Town, Lahore as mentioned at Clause No. 26 of this Bidding Document.
- 20.2.** The supplier will bear all costs associated with the preparation, delivery and installation of the Internet Bandwidth Services and the Purchaser will in no case be responsible or liable for those costs.

21. INSPECTION AND TESTS

- 21.1.** The Purchase Committee of ASSMS shall inspect and test the Services provided, under the Contract/Supply Order, to verify their conformity to the required Technical Specifications.
- 21.2.** After the inspection or test if the Purchase Committee is of the opinion that services do not conform to the specification and the criteria mentioned above, the Purchase Committee may reject them, and the supplier shall make all necessary arrangements to meet the requirements of the specifications.

22. RELEASE OF PERFORMANCE GUARANTEE (PG)

The Performance Guarantee will be refunded to the Successful Bidder after three months of completion of delivery/installation of internet bandwidth services.

23. FORFEITURE OF PERFORMANCE SECURITY

- 23.1.** If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.
- 23.2.** In case of failure to supply required services within the specified time period, the Performance Security amount will be forfeited.

BIDDER'S SIGNATURE AND STAMP

SPECIAL CONDITIONS OF CONTRACT

24. PAYMENT

24.1. Payment will be made by ASSMS on monthly basis (postpaid equal monthly payments of contract price) to the Supplier/Successful Bidder after delivery and installation of required services and on receipt of the following documents:

- i. Monthly Bill
- ii. Satisfactory report

25. Services Support

25.1. Response time for any service request will be three (03) hours.

25.2. The Purchase Committee shall notify the supplier in writing of any claim arising under this contract. Upon receipt of such notice, the supplier shall repair or replace the defective hardware parts, if any, within **ten days** without any additional cost upon ASSMS.

26. REQUIRED SPECIFICATIONS /BID PERFORMA

- Dedicated **20-Mbps** CIR for both Upstream and Downstream (upgrade-able & downgrade-able via email/voice call without month, day or hour constraints)
- IP Pool: 64-Public IPs
- International IP Connectivity
- Dual Route Optical Medium(Primary and Backup Links)
- Auto Fail-over
- Major Authorized Bandwidth Distributor
- VoIP and VPN Enabled
- Broadcasting Enabled
- Blocked Ports: None
- 24/7 Support
- Response Time: Within three(3) hours
- Monitoring panel
- Payment Terms: Based on Contract
- OTC Included

BID FORM

A) Profile of the Bidder:

| S# | Particulars | BIDDER |
|-----------|-----------------------------------|---------------|
| 1 | Name of the Firm/Company | |
| 2 | Year of Incorporation | |
| 3 | Registered Office | |
| | Address | |
| | Office Telephone Number | |
| | Fax Number | |
| 4 | Contact Person | |
| | Name of Authorized Representative | |
| | Personal Telephone Number | |
| | Email Address | |
| 5 | Registration Detail | |
| | NTN Registration Number | |
| | GST Registration Number | |

B) Bid Security

| S# | Particulars | Please Furnish Details |
|-----------|---------------------|-------------------------------|
| 1 | Name of the Bank | |
| 2 | CDR Number and Date | |
| 3 | CDR Amount | |

BIDDER'S SIGNATURE AND STAMP

Price Schedule

(Please quote rates on this page or on the Letter Head of the Firm duly signed and stamped)

| Required Specifications | Total Price including all taxes |
|---|---------------------------------|
| <ul style="list-style-type: none">• Dedicated 20-Mbps CIR for both Upstream and Downstream (upgrade-able & downgrade-able via email/voice call without month, day or hour constraints)• IP Pool: 64-Public IPs• International IP Connectivity• Dual Route Optical Medium(Primary and Backup Links)• Auto Fail-over• Major Authorized Bandwidth Distributor• VoIP and VPN Enabled• Broadcasting Enabled• Blocked Ports: None• 24/7 Support• Response Time: Within three(3) hours• Monitoring panel• Payment Terms: Based on Contract• OTC Included | |

**** Taxes on above-mentioned services would be applied as per Govt Rules.**