

Government of Pakistan  
Finance Division  
Services-I Section  
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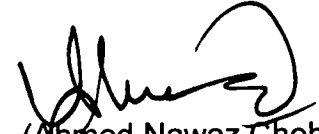
F.No.3(7)S-1/2020-21

Islamabad the 6<sup>th</sup> May, 2021

**OFFICE MEMORANDUM**

Subject: - **PUBLICATION OF TENDER NOTICE FOR RENEWAL OF LICENSE SUBSCRIPTIONS**

The undersigned is directed to refer to the above subject and to enclose herewith a Public Tender Notice for renewal of License subscriptions. The same may be published on 7<sup>th</sup> May, 2021 in two National Newspapers (**one Urdu and one English**) of Rawalpindi/Islamabad.

  
(Ahmed Nawaz Chohan)  
Section Officer (Services)  
Ph: 9208101

Press Information Department (PID),  
Deputy Director (Advertisement)  
Government of Pakistan  
Islamabad.

Copy to:-

1 Assistant Director-III, PPRA, is requested kindly to upload the tender on the website of PPRA, Islamabad

2 ✓ Mr. Fahim Anwar, Assistant Web Master, EA Wing, Finance Division, Islamabad with the request to upload the Tender Notice on their website.

**GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
SERVICES SECTION**

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**TENDER NOTICE**

Finance Division invites sealed bids from income tax/sales tax registered firms for renewal of license subscriptions of following items.

Name of Procuring Agency	Finance Division, Government of Pakistan, Islamabad			
No. of Tender	No. 3(7) S-1/2020-21			
Renewal of License Subscription for Software Equipment	<b>Sr.#</b>	<b>Item</b>	<b>Qty.</b>	<b>License Term</b>
	1.	Firewall Device	1	3 year
	2.	Virtualization Software	2	3 year
	3.	Anti-malware Solution	550	3 year
Method of Procurement	Single Stage- Two Envelope Procedure			
Contact Officer	Section Officer (Services), Room # 506, Floor 5 <sup>th</sup> , Block 'Q', Pak. Sectt., Islamabad, Phone: 9208101			
Closing Date & Time for Receipt of Bid(s)	25-05-2021 by 11:00 AM			
Opening Date & Time of Competitive Bids	25-05-2021 at 11:30 AM			
Earnest Money	Equals to 2% of the total bids.			
Time Period for Performance of Contract	2 weeks for all items			

2. Detail specifications including TORs and quantity can be obtained by submitting request on the company's letter head to the office of undersigned on any working day during office hours before closing date/time (free of cost) .

3. Finance Division reserves right to vary quantities, accept or reject any or all tender(s) in the light of Rule-33 of PPRules-2004.

(Ahmed Nawaz Chohan)  
Section Officer (Services)  
Finance Division  
Islamabad

# **TENDER DOCUMENT FOR SUPPLY OF IT EQUIPMENT FOR FINANCE DIVISION**

(To be printed on letterhead of the bidding firm)

## **TENDER SUPPLY AND INSTALLATION OF IT EQUIPMENT/ INFRASTRUCTURE**

Reference advertisement dated \_\_\_\_\_ printed in leading newspapers as well as uploaded on website of PPRA and Finance Division inviting sealed bids from authorized dealers for the supply of licensed subscriptions as per required specifications, terms & conditions and rates quoted therein separately in Technical and Financial Proposals:-

### **SCOPE OF WORK FOR IT INFRASTRUCTURE**

- i) Product Support Services under subscription period as described in detailed specifications.
- ii) Technical Support services should include resolution of complaints related to equipment.
- iii) All software support and compatibility issues are the responsibility of equipment provider.
- iv) Vender will responsible for all types of subscriptions being delivered.
- v) 24 x 7 availability of hotline.

## **TERMS, CONDITIONS AND INSTRUCTIONS FOR THE BIDDERS**

*(Please Read Carefully)*

Respondent organization is bound to accept all supply orders issued on the offered rates for supply of license subscriptions within prescribed period after receipt of the supply order. A formal agreement will be signed by the qualified bidder with the Finance Division in this regard.

### **1- Documents Attached**

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Active Sales Tax Registration Certificate of the firm.
- iv. Earnest money equals to 2% of quoted price in the shape of Bank Draft/Pay Order bearing No. ...., Date ..... & Rs. ....
- v. Name & address of schedules Bank for Rs.....
- vi. Compliance sheet must be attached for offered product.
- vii. Official Authorized partnership Certificate from sole manufacture along with Product Broachers.
- viii. Proof of Financial capability and experience certificate.
- ix. Proof of after sale Service Centre located in Islamabad / Rawalpindi.

### **2- Opening of Competitive Bids**

- i. A method of Single Stage- Two Envelope will be followed. Earnest money must be enclosed.
- ii. Technical evaluation process examines the strict compliance for the offered product with the required specifications, terms and conditions. Financial proposal of the firm will not be considered if product not compliant.
- iii. Schedule for Opening of Bids.

<b>List of Items</b>	<b>Date/ Time</b>	<b>Venue</b>
Sr. # 1-3	25-05-2021 at 11:30 AM	Room # 501, Floor 5 <sup>th</sup> , Block 'Q', Finance Division, Pak Sectt., Islamabad.

### **3- Rejection of the Bid**

- i. Any offer not compliant with the terms & conditions of the tender enquiry is liable to be rejected under provision of PP Rules-2004.
- ii. Any offer will not be entertained if:
  - Firm/bidder is black listed/suspended by any Government department.
  - Firm is not official partner from principal manufacturer.
  - Offer with shorter price/delivery validity than required in the tender enquiry.
  - Not compliant with the required specifications, terms & conditions.
  - Bid offering less items as defined.
  - Bid submission after the time and date fixed for its receipt.
  - Received without earnest money.
  - Tender is received by telegram.
  - Tender/offer is un-signed.
  - Offer is ambiguous.
  - Offer is conditional.
  - Finance Division, Islamabad further reserves the right to accept or reject any or all tender(s) without assigning any reason.

#### **4- Performance Guarantee**

- i. The qualified bidder/firm will be required to furnish 2% performance guarantee of the total amount of supply order in the shape of CDR/Bank Guarantee and released after satisfactory completion of the warranty/guarantee period. In addition, earnest money can also be retained as a performance guarantee, if vendor desires.
- ii. The Bank Guarantee must be issued by a scheduled bank.
- iii. In case, if supplier/contractor fails to complete the given assignment within specified timeframe, the performance guarantee/security deposit will be forfeited in favour of Finance Division.

#### **5- Warranty/ Guarantee**

- i. The successful bidder shall provide warranty/guarantee as specified in detailed specifications against each item.
- ii. All licensed subscriptions should have warranties for license terms against defects/bugs as well as update patches without any cost to be borne by the purchaser.
- iii. The qualified bidder must warrant the license subscription and ensure availability of technical support services as informed through electronic & non-electronic means. Each and every complaint should be completely responded by the competent resource of the firm and visit on-site within 24 hours of its notification.
- iv. If any bidder fails to rectify the problem in the provided equipment during validity of license period due to any reason, Finance Division will be authorised to repair or fix issue(s) thereof and forfeit the Bank Guarantee/retained value.
- v. The security deposit for warranty and guarantee will be released after expiry of the contract period.

#### **6- Taxes**

- i. The rates should be quoted inclusive of all applicable taxes.
- ii. The bidder should provide the Income Tax and Sales Tax Registration Certificates.
- iii. The authorities will deduct the taxes at source as per prevailing rules/regulations of the Government.
- iv. In case the supplies or part thereof are exempt from levy of any tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

#### **7- Bidding**

##### **General**

- i. Rate quoted for license subscriptions must be in Pak Rupees.
- ii. Tender documents must be filled in, stamped and signed by authorized representative of the firm.
- iii. Any bid with erasing/cutting/crossing etc. must be properly signed by the authorised person signing the tender. Moreover, all pages of the tender must also be properly signed. Offers with any over writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.
- iv. The participated firm must be an authorized partner for OEM.

#### **8- Bid Evaluation**

- i. Bids shall be evaluated in accordance with advertised specifications of equipment, supply time, terms & conditions.
- ii. Rates offered by the firms.

- iii. Supply time, and maintenance of subscription period.
- iv. Compliance with required specifications.
- v. Willingness of the firm to enter into contract agreement with the Finance Division for supply of equipment on the rates tendered by the firm/bidder in its financial bid.

**9- Supply of Stores**

- i. The items mentioned in the list are required to be delivered at Finance Division within time period mentioned in the tender notice.
- ii. The stores are required by the consignee within stipulated date. However, the tender is required to indicate their own guarantee earliest date.

**10- Finance Division's Rights Within Provision Of PP Rules-2004**

- i. Finance Division reserves the right to:
  - Award contract to more than one bidder.
  - Accept or reject any or all tenders.
  - Increase the quantity of license subscriptions or may order partial supplies or cancel any or all items.
  - Purchase full or part of the store or ignore/scrap/cancel the tender.
  - Claim compensation for the loss caused by the delay in the delivery or any other damage pointed out at time of delivery or commissioning or installation or during warranty period.

**11- Price Reasonability Certificate.**

- i. The bidder shall certify that the offered prices are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy the bidder thereby undertakes to refund the excess amount being over-charged.
- ii. The renderers / bidders must certify that:-
  - Item quoted is of latest and current production model.
  - Item quoted is bearing the manufacturing batch/serial/code No. for verification, if any.

**12- Payment**

- i. The invoice is complete, accurate and to the entire satisfaction of the procuring agency/client.
- ii. Supplies are delivered/ activated according to the instructions of the Division.
- iii. Vendor must produce satisfactory inspection with the invoice issued by the Finance Division that authenticates the quality conformance, quantity of products delivered and amount of work done successfully.
- iv. 2% performance guarantee is provided with the invoice having validity up to the date of Warranty period starting from the date of activation of license subscriptions respectively.
- v. The payment against a supply order shall be made after activation of licenses subscriptions successfully.
- vi. In any case, no advance payment shall be made.
- vii. All payments shall be made through proper channel in the Pak rupees.

### **13- Arbitration**

Any disputed situation/condition between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Grievance Redressal Committee of Finance Division. The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceeding. Reference to arbitration shall be a condition precedent for any other action at law.

### **14- Penalty**

For failure to comply with the supply/work order and the liquidated damages will be levied as under:-

- i. 1% of the cost of that items mentioned in the supply order that remain un-delivered/un-finished for each day of non-supply up to maximum of twenty (20) days exceeding the job completion/delivery period.
- ii. If the material is not supplied even after payment of penalty for 20 consecutive days, Finance Division reserves the right to cancel the contract and get the full or remaining assignment completed from the other competitive bidders on the equivalent price/amount that will be deducted from the securities deposited by the default firm/supplier.

**15-** Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods / services to Government departments.

**16-** The payment to the registered persons may be linked with the active taxpayer status of the suppliers as per FBR database. If any registered supplier is not in ATL his payment should be stopped till he files his mandatory returns and appears on ATL of FBR.

## **17- Undertaking**

We undertake and declare that

- i. The prices quoted including of all taxes, transportation and cost of installation/activation etc. The quantity of above items can be increased.
- ii. All products are covered under warranty issued by manufacturer/principal starting from the date of activation of licenses subscriptions and in case of any defect and malfunctioning we shall be responsible for repair/replacement as per guarantee/warranty.
- iii. The supplier is responsible to arrange replacement/technical support during warranty/guarantee period.

We understand that:-

Finance Division reserves the right to accept or reject our bid and we undertake not to question the decision in this regard.

The earnest money amounting Rs. .... submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above

**Signature & Stamp**  
**Of Authorized Agent**