



## **Tender Document**

### **Trade Development Authority of Pakistan**

#### **Request for Proposal**

### **ESTABLISHMENT OF WAN CONNECTIVITY ON TURNKEY BASIS**

#### **Information Technology Department - TDAP**

Block-A, Finance & Trade Centre,  
03<sup>rd</sup> Floor, Main Sharah-e-Faisal Rd.  
Karachi

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

E- MAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

## 1. INVITATION FOR BIDS (IFB)

- 1.1 This Invitation for Bids (IFB) is being issued for the TDAP's project, "Installation and Setup of Satellite based WAN solution on rental basis at Trade Development Authority of Pakistan". TDAP's current objectives are to attract foreign buyers and disseminate as much helpful information to boost trade and commerce.
- 1.2 The use of latest ICT technology as a powerful marketing tool is becoming important in the given competitive environment. Quick decision making is imperative for performance and growth that can only be achieved if lines of communication are improved by TDAP within its own organizational structure.
- 1.3 The Trade Development Authority of Pakistan (TDAP) invites sealed bids from eligible Bidders for the supply and installation of satellite based WAN solution on turnkey basis.
- 1.4 Interested eligible Bidders may obtain further information from IT department of TDAP at the address given below.
- 1.5 **Bids must be delivered to the address below before 10:30 hours, on Saturday November 24, 2007. All bids must be accompanied by a bid bond, in the shape of a Demand Draft/Pay Order, of not less than two (02) percent of the bid price (Annual Charges) in favor of Accounts Officer, TDAP. Late bids will be rejected.**
- 1.6 The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all hardware & software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which is, among other remedies, punishable by potential blacklisting from participation in future procurements.

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Trade Development Authority of Pakistan  
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Website: <http://www.tdap.gov.pk>

## 2. DESCRIPTION OF WORK

Trade Development Authority of Pakistan intends to setup satellite based nation-wide connectivity between TDAP Karachi & its regional offices located in all the four provinces including Islamabad (As per attached diagram at Annexure-A).

Apart from connectivity, it is imperative to make the whole network secure as much as possible, by opting latest technology of international standards

## 3. SCOPE OF WORK & RESPONSIBILITIES OF WAN OPERATOR

- 3.1 Design, Supply, Installation, Testing, Commissioning, System Integration, Documentation etc of the necessary hardware, software, bandwidth, etc. at all locations as specified in diagram attached at annexure-A.
- 3.2 WAN Network Operation, Maintenance and Management Services for a period of one year after successful deployment and sign-off.
- 3.3 **WAN** OPERATOR shall prepare the detailed implementation plan/schedule for carrying out activities and submit the same to TDAP within 15 days of receiving the purchase order. This schedule shall conform to overall time frame of the project. Project documentation, which should include Network diagrams with connectivity details.
- 3.4 **WAN** OPERATOR shall be required to integrate existing LAN Network at Karachi, Lahore, Islamabad, Peshawar & Quetta using VSAT connectivity.
- 3.5 **WAN** OPERATOR shall design an IP addressing scheme covering all the existing networks. The TDAP shall review the IP scheme and if required, **WAN** OPERATOR would have to change IP addressing of the existing nodes wherever required.
- 3.6 **WAN** OPERATOR shall prepare detailed security architecture, deployment and policies document for network security. The TDAP shall review the above-mentioned documents and if required **WAN** OPERATOR would have to suitably amend it as per the requirement of the TDAP.
- 3.7 **WAN** OPERATOR shall do all necessary arrangement to procure all required transmission/connecting media as per the network design. **WAN** OPERATOR will do all the liaison **work** on behalf of TDAP with any third party operator, if any.
- 3.8 It will be the responsibility of the **WAN** OPERATOR to provide all necessary equipments, H/w, S/w etc. to establish interoperability among different products. If the **WAN** OPERATOR will not be able to

provide the interoperability within the time schedule specified for installation, commissioning etc., then he will have to replace all the equipment's with the equipment's providing interoperability without any additional cost to TDAP.

- 3.9 Passive components need to be of the same make across the entire Network to ensure standardization and ease of Certification from the OEM.
- 3.10 **WAN** OPERATOR shall be responsible for end-to-end Implementation and shall quote and provide/supply any items not included in the bill of materials but required for commissioning of the network. TDAP shall not pay for any such items, which have not been quoted by the **WAN** OPERATOR in the bid but are required for successful Completion of the project.
- 3.11 **WAN** OPERATOR shall supply all the installation material/ accessories/consumables (e.g. screws, clamps, fasteners, ties anchors, supports, grounding strips, wires, fiber termination kits, Fuel for generators etc.) necessary for the installation of the systems.
- 3.12 The **WAN** OPERATOR shall install and commission the network equipment as per approved deployment design within the specified time period.
- 3.13 It shall be the responsibility of the **WAN** OPERATOR to bring all the installation equipments and tools required for the installation and commissioning of the system. No extra charges would be paid by TDAP towards these equipments if not quoted.
- 3.14 **WAN** OPERATOR shall be required to provide & test required electrical ground at each existing power point before connecting networking devices/systems.
- 3.15 Civil works, if any, required for installation of Mast for antennas for wireless connectivity and passive-cabling systems will be the responsibility of the **WAN** OPERATOR.
- 3.16 All the **work** shall be done in a conscientious manner as per the OEM guidelines and best industry practices. The system shall be subjected to inspection at various stages. Local regulation/ codes shall be followed at all times. The **WAN** OPERATOR shall follow all Safety Regulations and practices.
- 3.17 The **WAN** OPERATOR shall not cause any damage to Government buildings/other premises and property and will perform restoration if any damage occurs.
- 3.18 Trenches, path-cutting etc. will be back-filled and restored to the original condition immediately after laying of the conduit/cable. The

- WAN** OPERATOR shall plug conduits and entrance holes where the cabling has been installed with suitable sealing material.
- 3.19 The **WAN** OPERATOR shall configure quality of service parameters on network switching and routing devices for end-to-end QoS for data, and voice and other critical traffic over the network.
- 3.20 The **WAN** OPERATOR shall be responsible for integration of security components in the network to ensure a secured network access for users.
- 3.21 The **WAN** OPERATOR shall be responsible for integration of all existing/ operational LANs and **WAN** links, if any to provide enterprise wide access to resources and services. It shall be responsibility of the **WAN** OPERATOR to configure the systems to take care of all IP addressing or similar issues arising at the time of integration and should also ensure that all the existing applications run smoothly.
- 3.22 The **WAN** OPERATOR shall prepare detailed acceptance testing plan (ATP) for all the components of the TDAP Network. ATP shall be carried out for 15 days for all the components of the TDAP Network.
- 3.23 After installation, the cabling system shall be tested as per the Standard Testing procedure laid out by the certification agencies / OEM. The **WAN** OPERATOR shall bring to site all the test equipment as required under the procedure to carry out link testing. Node-wise test reports shall be submitted to the TDAP.
- 3.24 The **WAN** OPERATOR shall ensure that the cabling and crimping/termination is done in accordance with the EIA/ TIA standards and supported by the Original Equipment Manufacturer (OEM) fully tested and certified for operations for a minimum period of 1 year.
- 3.25 The **WAN** OPERATOR shall depute a team comprising of one Project Manager and one engineer for on-site management of the project within 15 days of placement of **work** order till the period of contract. This person should be qualified and experienced for the installation of the Systems and be authorized to take decisions for smooth and early completion of **work**. This person will act as a focal point for WAN operator.
- 3.26 The **WAN** OPERATOR shall be responsible for obtaining approvals for any Statutory & Regulatory requirements from any of the authorities. Further, the **WAN** OPERATOR shall be responsible to get required documentation completed for obtaining such approvals from time to time. Such approvals shall include but not limited to obtaining the services including the necessary backhaul from third party service provider. The **WAN** OPERATOR shall undertake to do all such acts and deeds as required to ensure that the approvals are obtained.

- 3.27 The **WAN** OPERATOR shall develop and provide all the relevant procedures for call management/fault registration, change management etc and submit the same to the TDAP and shall enforce adherence of the same as per SLA. (SLA to be developed on mutual consent of TDAP & WAN operator)
- 3.28 The **WAN** OPERATOR shall execute a non-disclosure agreement with TDAP and would ensure compliance of the same. Any failure with regard to this would lead to termination of Network operation & Management Contract.
- 3.29 The **WAN** OPERATOR shall ensure that adequate spares are retained at all times to meet SLA requirements defined in the SLA. The **WAN** OPERATOR shall also undertake to provide spare support for entire duration of the contract after the commissioning of the equipment.
- 3.30 The **WAN** OPERATOR is required to provide uptime on quarterly basis for TDAP Network.
- 3.31 Any solution proposed through micro wave should operate in licensed frequency band, should be scalable and compatible to latest industrial standard
- 3.32 Preference will be given to those vendors whose solution requires less infrastructure, in terms of Space, time and permissions (NOC) required for Towers, cable and deployment time
- 3.33 It is also desirable to have the solution from a vendor who owns the network in the capacity of VSAT/Radio network, Metropolitan and Inter-cities Optical fiber. This is essential for vendors to provide SLA (Service Level Agreement) in its true sense
- 3.34 Bidders may conduct site survey at their own cost. TDAP will facilitate bidders by allowing them to visit office. A prior appointment is mandatory before starting the site survey.
- 3.35 The bidder should be licensed from Pakistan Telecom Authority for Data Network Operations and should have an LDI license
- 3.36 The bidder should be licensed from Pakistan Telecom Authority for satellite Services operations.
- 3.37 Short listed Service provider would be required to demonstrate the said offered satellite VSAT services at no-cost basis between any two sites
- 3.38 VSAT Services should be single hop based and the end to end delay should be minimum and under acceptable range.

#### 4. TERMS & CONDITIONS for BIDDING

- 4.1 The lead bidder should be a company/firm having legal presence in Pakistan.
- 4.2 A bidder can submit only one bid with one proposed solution as multiple bids and offers of multiple alternative solutions shall not be considered.
- 4.3 Bidders shall provide such evidence of their continued eligibility satisfactory to the TDAP, as the TDAP shall reasonably request.
- 4.4 By submission of documentary evidence in its bid, the Bidder must establish to the TDAP's satisfaction:
- that it is a Pakistani firm/company incorporated in Pakistan
  - that it has been in business for the last three (3) years;
  - that it has an average annual turnover of Rs. thirty (30) millions for last three (3) years
- 4.5 By submission of documentary evidence in its bid, the Bidder must establish to the TDAP's satisfaction:
- that it has at least twenty fulltime relevant technical resources for last one year.
- 4.6 The TDAP bid opening committee reserves the right to accept/reject any or all bids without assigning any reason, at any stage of the tender process.
- 4.7 A 2% bid bond as earnest money of the tender value in the shape of Bank Draft/Pay Order in favor of Accounts Officer, TDAP, Karachi SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL.
- 4.8 The amount deposited as earnest money will be refunded to the successful bidder after providing deliverables and its acceptance from the competent authorities. While earnest money of unsuccessful bidders can be collected from the DG HR and FA office with in thirty days of final award of contract.
- 4.9 The successful bidder shall co-ordinate with the concerned person appointed by TDAP.
- 4.10 The successful bidder will undertake to provide the agreed services approved by the TDAP within the approved time frame from the date of signing the agreement. In case of delay TDAP reserves the rights to impose a penalty not exceeding 5% of the total amount of the contract for each day of delays.
- 4.11 If the quality of work done is not made to the satisfaction of TDAP, the TDAP has the right to cancel the entire work and may allot to other company subject to the

condition that if the first party has to pay any amount in excess of the agreement amount the difference will be recovered from the second party.

- 4.12 The Government taxes will be deducted from the Contractor as per rules.
- 4.13 Proposals sent to TDAP by fax or email will not be accepted.
- 4.14 Proposals submitted after due date and time will be rejected.
- 4.15 An effort by any firm(s) to influence TDAP, "directly or indirectly through unfair means", in TDAP proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any TDAP official unless desired by the TDAP may result in the rejection of bidder's proposal.
- 4.16 All participating recipients of this RFP will be notified in writing by the TDAP, regarding any changes made to this RFP for the purposes of clarification.
- 4.17 All responses to this RFP shall become the property of TDAP.
- 4.18 TDAP will not bear any expense incurred in the preparation of proposals in response to this RFP.
- 4.19 Bids not conforming to the terms, conditions and specifications stipulated in this RFP will be rejected.
- 4.20 TDAP has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
- 4.21 The bidder may wish to visit and examine the site or sites and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the Contract. The costs of visiting the site or sites shall be at the Bidder's own expense.
- 4.22 The TDAP will arrange for the Bidder and any of its personnel or agents to gain access to the relevant site or sites, provided that the Bidder gives the TDAP adequate notice of a proposed visit of at least seven (7) days. Alternatively, the TDAP may organize a site visit or visits concurrently with the pre-bid meeting. Failure of a Bidder to make a site visit will not be a cause for its disqualification.
- 4.23 No site visits shall be arranged or scheduled after the deadline for the submission of the Bids and prior to the award of Contract.

## **5. INSTRUCTIONS FOR SUBMISSION OF THE BIDDING DOCUMENTS**

### **Content of Bidding Documents**

- 5.1.1 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the RFP. Failure to furnish all information required by the RFP or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.



- 5.1.2 At any time prior to the deadline for submission of bids, the TDAP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the RFP.
- 5.1.3 Amendments will be provided in the form of Addenda to the RFP and will be sent in writing, cable, facsimile, or electronic mail to all prospective Bidders that have received the RFP and will be binding on them. Bidders are required to immediately acknowledge receipt of any such Addenda, and it will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.

## **5.2 Preparation of Bids**

### **Language of Bid**

5.2.1 The language of all correspondence and documents related to the bid is English.

### **Documents Comprising the Bid**

5.2.2 The bid submitted by the Bidder shall comprise the following:

#### **Documents required with Technical Proposal**

- Financial information of the bidder
- Documents establishing firms eligibility and qualification, such as year of incorporation, list of partners/directors, statement of experience, key personnel, details of relevant projects etc
- Response to the technical requirements as given in the appendices relevant to the bid
- a duly notarized, written power of attorney;
- a list of all deviations and justifications for the deviation to the required technical features specified in the Technical Requirements
- An undertaking that the Bidder, or in case of a joint bid any of the partners, has not been blacklisted by any government or public sector organization
- Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
- Copy of the license from Pakistan Telecom Authority for Data Network Operations.
- Copy of the license from Pakistan Telecom Authority (PTA) for Satellite Services Operations
- Details of the experience in satellite services and connectivity (WAN), along with name of the organizations, details of circuits and technical persons.
- Drawings, operational manuals and brochures of the products and services offered.
- Complete schedule of supply, installation, testing and commissioning is to be provided.
- Ability to provide after sales support.
- List of the branch offices in Pakistan.

## **Documents required with Financial Proposal**

- All Price quotes & Schedules duly completed in accordance with this RFP and signed by a person or persons duly authorized to bind the Bidder to the Contract;
- Bid bond in the shape of Bank Draft/Pay Order should be submitted.
- Copy of valid NTN
- Bank certificate confirming the soundness to undertake such projects
- Copy of Income tax return for the last two years
- a Bid Form duly completed and signed by a person or persons duly authorized to bind the Bidder to the Contract; (attached at Annexure-C)

5.2.3 Bidders are reminded that their bids may be considered as non-responsive if material deviations are taken.

### **5.3 Bid Prices & Currency**

5.4.1. Bidders may be required to provide a breakdown of any composite or lump-sum items included in the price.

5.4.2. These prices must include all incidental costs associated with the provision of the service, such as travel, subsistence, office support, communications, printing of materials, etc., and all taxes, levies, duties and fees imposed on the Bidder, its subcontractors, or employees on account of such services in the TDAP's country or in any other country.

5.4.3. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected.

5.4.4. All prices shall be quoted in Pak Rupees.

### **5.5. Bid Validity and Security**

5.5.1. A bid security will be required. The amount of bid security required is two (02) percent of the Total Bid Price. This bid security has to be submitted in a shape of Demand Draft or Pay Order.

5.5.2. The bid validity period shall be One hundred twenty (120) days after the deadline for bid submission.

5.5.3. Bid security must be valid twenty-eight (28) days after the end of the bid validity period. Accordingly, a bid with a bid security that expires before twenty-eight (28) days after the end of the bid validity period shall be rejected as non-responsive.

### **5.6. Format and Signing of Bid**

5.6.1. The Bidder shall prepare separately Technical Bid & Financial Bid. Clearly marking each one as "FINANCIAL BID" and "TECHNICAL BID".

5.6.2. The original bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.

5.6.3. The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

## **5.7. Sealing and Marking of Bids**

5.7.1 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Clearly marking the envelopes as "TECHNICAL BID" & "FINANCIAL BID".

5.7.2 The inner and outer envelopes shall be addressed to the TDAP at the address given in the RFP, bear the Contract name, and the statement "**DO NOT OPEN BEFORE 1100 hours**".

5.7.3 The outer envelopes shall not have any marking to indicate the identity of the bidder.

5.7.4 The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared "late."

5.7.5 The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft (Bid Bond)", and which should be sealed. Please ensure that Bid Bond should not be in envelop of financial proposal, it should be in a separate envelop.

## **5.8. Deadline for Submission of Bids**

5.8.1 Bids must be received by the TDAP at the address specified in the RFP within fifteen days after the date of advertisement by 10:30 hours.

5.8.2 The TDAP may, at its discretion, extend this deadline for submission of bids by amending the RFP, in which case all rights and obligations of the TDAP and Bidders will thereafter be subject to the deadline as extended.

## **5.9 Late Bids**

5.9.1 Any bid received by the TDAP after the bid submission deadline prescribed by the TDAP will be rejected and returned unopened to the Bidder.

## **5.10 Modification and Withdrawal of Bids**

5.10.1 Modifications to the submitted bid will not be accepted.

5.10.2 The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by the TDAP prior to the deadline prescribed for bid submission.

5.10.3 A Bidder wishing to withdraw its bid shall notify the TDAP in writing prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic mail or facsimile, but it must be followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids. The notice of withdrawal shall be addressed to the TDAP at the address stated for bid submission. Bid withdrawal notices received after the bid submission deadline will be ignored, and the submitted bid will be deemed to be a validly submitted bid.

5.10.4 No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's bid security.

## **5.11 Evaluation of Bids by TDAP**

Evaluation of bids will be done as per below mention procedure

### Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the TDAP without being opened;
- (v) the TDAP shall evaluate the technical proposal, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) After the evaluation and approval of the technical proposal the TDAP shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (viii) Detailed technical evaluation of the firms will be done on the basis of information provided by bidders annexed at annexure-B.

The TDAP's evaluation of responsive bids will take into account technical factors, in addition to cost factors. The following weights will be used in the evaluation of bids:

<b>Description</b>	<b>Points</b>	<b>Weights</b>
Technical Evaluation	700	70%
Financial Evaluation	300	30%

## 5.12 Clarification of Bids

During the bid evaluation, the TDAP may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

## 5.13 Preliminary Examination of Financial Bids

5.13.1 The TDAP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

5.13.2 Arithmetical errors shall be subject to rectification by the TDAP. If a Bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

5.13.3 The TDAP may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

5.13.4 Prior to the detailed evaluation, the TDAP will determine whether each bid is of acceptable quality, is complete, and is substantially responsive. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications without material deviations, exceptions, objections, conditionalities, or reservations. A material deviation, exception, objection, conditionality, or reservation is one:

- that limits in any substantial way the scope, quality, or performance of the Information System; or
- that limits, in any substantial way that is inconsistent with the RFP, the TDAP's rights or the successful Bidder's obligations under the Contract; and
- that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

5.13.5 If a bid is not substantially responsive, it will be rejected by the TDAP and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The TDAP's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

#### **5.14 Valuation and Comparison of Financial Bids**

5.14.1 Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a detailed evaluation.

5.14.2 The TDAP will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Highest Evaluated Bidder.

#### **5.15 Contacting the TDAP**

5.15.1 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the TDAP on any matter related to the bid, it should do so in writing.

5.15.2 If a Bidder tries to directly influence the TDAP or otherwise interfere in the bid evaluation process and the Contract award decision, its bid will be rejected.

#### **5.16 Post Qualification and Award of Contract**

##### **Post qualification**

5.16.1 The TDAP will determine at its own cost and to its satisfaction whether the Bidder that is selected as having submitted the Highest Evaluated Bid is qualified to perform the Contract satisfactorily.

5.16.2 The TDAP will evaluate the Bidder's financial, technical, design, integration, customization, production, management, and support capabilities and an examination of the documentary evidence of the Bidder's qualifications, as well as other information the TDAP deems necessary and appropriate. This may include visits or interviews with the Bidder's clients referenced in its bids, site inspections, and any other measures.

5.16.3 An affirmative post-qualification determination will be a prerequisite for award of the Contract to the evaluated Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the TDAP will proceed to the next highest evaluated Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

##### **Award Criteria**

5.16.4 The TDAP will evaluate and award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Highest Evaluated Bid, provided

further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**5.17 TDAP's Right to Accept Any Bid and to Reject Any or All Bids**

5.17.1 The TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

**5.18 Notification of Award**

5.18.1 Prior to the expiration of the period of bid validity, the TDAP will notify the successful Bidder in writing by registered letter that its bid has been accepted.

5.18.2 The notification of award will constitute the formation of the Contract.

5.18.3 Upon the successful Bidder's furnishing of the signed Contract Form and a performance security, the TDAP will promptly notify each unsuccessful Bidder and will discharge its bid security.

**5.19 Signing of Contract**

5.19.1 At the same time as the TDAP notifies the successful Bidder that its bid has been accepted, the TDAP will send the Bidder the Contract Form, incorporating all agreements between the parties.

5.19.2 As soon as practically possible, but no more than fourteen (14) days following receipt of the Contract Form, the successful Bidder shall sign and date the Contract Form and return it to the TDAP.

5.19.3 The TDAP and successful Bidder may also agree to meet to finalize the Contract Agreement.

**5.20 Payment Terms**

The payment terms shall be as follows:

<b>Description</b>	<b>Payment</b>
Mobilization Advance	30%
After Successful Installation of Two sites	20%
After Successful Installation of all sites	40%
UAT, Successful Operation & Sign-off	10%
<b>Total</b>	<b>100%</b>

**5.21 Withholding Tax**

The Bidders are hereby informed that the TDAP shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any Bidder who signs a contract with the TDAP.

## **5.22 Support and Warranties**

- 5.22.1 The Bidders should mention the warranties they propose for products and services to be rendered.
- 5.22.2 After the final deployment these applications at TDAP's site, the Bidder as part of the Bid should provide on call support for twelve (12) months.
- 5.22.3 This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and the value for the outstanding deliverables of the contract will remain valid until the final and formal termination of Contract by TDAP (this includes the warranty period).
- 5.22.4 The Government shall forfeit the Performance Bond if the responding organization breaches any of its obligations under the contract, including slippages in the committed schedules.

## **5.23 Acceptance of Proposals**

- 5.23.1 The TDAP reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

## **6. IMPLEMENTATION PLAN & SUPPORT**

The Bidder shall consider the following in the Implementation:

- 6.1.1 Appropriateness of the Plan-Time Frame
- 6.1.2 The Plan should focus on achieving the implementation targets with time frames to be indicated for the Trade Development Authority Offices:
- 6.1.3 Implementation Plan must clearly show the following:
- Activities
  - Duration of each activity
  - Stages
  - Milestones
  - Deliverables
  - Reports & meetings



- 6.1.4 The implementation team would play a pivotal role in the implementation of the systems and be responsible for harmonizing the business and other technology requirements.

### **Operational Acceptance Testing**

- 6.1.5 Bidders are required to provide a framework, including but not limited to time frame and methodologies, for successful achievement of Operational Testing.
- Operational Acceptance (OA) Testing will be carried out to ensure whether the System conforms to the Technical Requirements and meets the standard of performance quoted in the Suppliers Bid.

### **7. Contract Award Time Frame**

- a. Signing of contract Two Weeks from Issuance of LOI
- b. Supply of Equipment Three – Four weeks from date of signing of contract
- c. Installation and Configuration of Equipment One week from Supply of Equipment
- d. Successful testing and acceptance (Issuance of Performance Guarantee by Vendor). The performance guarantee shall be valid for one year from the date of acceptance.

### **8. PENALTY CLAUSE**

- It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of Trade Development Authority of Pakistan.
- An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
- An affidavit that the firm has never been blacklisted by any Government Department.
- Liquidated damages of 0.25% of the contract price per day will be deducted for delayed delivery of Software, Hardware and Services.

### **9. JOINT VENTURES**

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;
- b) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

- c) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and  
A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

## **10. ASSURANCE**

The successful bidder will be required to give satisfactory assurance of its ability and intention to supply the Software, Hardware and Services pursuant to the Contract, within the time set forth therein.

## **11. ERRORS / OMISSIONS / DISCREPANCIES**

In the event of a discrepancy in the unit bid price and the price quoted in words; the price quoted in words will be taken as the final price and the bidder shall not be allowed to take the advantage of errors, omissions or any discrepancy in the specifications.

## **12. MINIMUM CRITERION**

The specifications provided in this Request for proposal are the minimum requirements for the TDAP WAN setup. Vendors must meet or exceed with these specifications.

## **13. OTHER CONDITIONS**

It is ensured that only original products matching the generic specification specified in Tender Document may be considered. Sub standard clone product will not be considered.

## **14. INSPECTION AND TESTS**

The TDAP shall have the right to inspect the work being carried out under this Contract and to test the Hardware/Software/Network to confirm their conformity to the Specifications. The Special Conditions of Contract or the Specifications or both shall specify what inspections and tests the TDAP requires and where they are to be conducted. The TDAP shall notify the Contractor in writing of the identity of any representative retained for these purposes.

The inspections and tests may be conducted on the premises of the Contractor or its subcontractor(s), at point of delivery and at the Software, Hardware & Network final destination. Where conducted on the premises of the Contractor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the TDAP.

The TDAP's right to inspect, test and, where necessary, reject the Hardware , Network and Software after the arrival of equipments at the site of installation shall in no way be limited or waived by reason of the Software having previously been inspected, tested and passed by the TDAP prior to delivery of the Software, Hardware & Network

**CERTIFICATE**

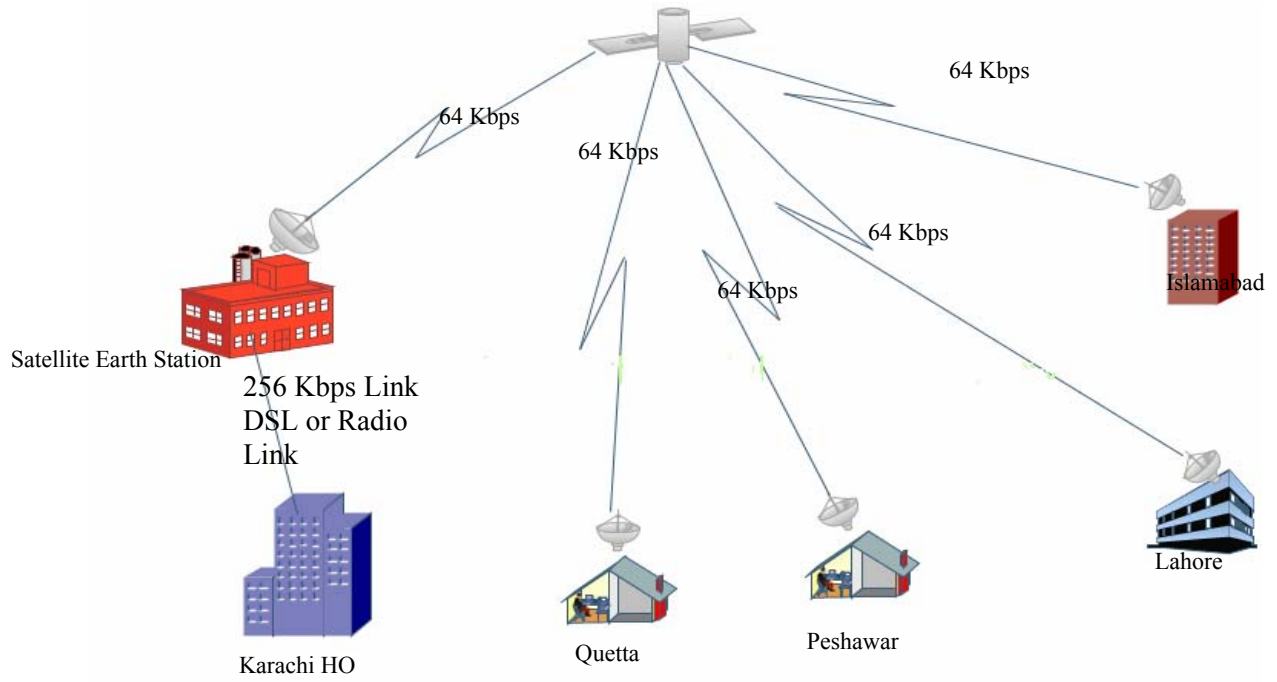
- We guarantee to supply the stores exactly in accordance with the requirements / specifications in the invitation to this tender.
- We accept the terms and conditions of the contract as well as general provisions applicable to Government contracts.

**SEAL OF FIRM**

**Signature of Bidder** \_\_\_\_\_

Name	:-	_____
C.N.I.C	:-	_____
Designation	:-	_____
Company Name	:-	_____
Address	:-	_____

# TDAP WAN Connectivity



## BASIS OF EVALUATION & COMPARISON OF BID

The Technical and Financial Bids shall be evaluated on the basis of whole of the Equipments, Installations and Services referred in the Price Schedule and following parameters.

Evaluation Parameter	Total Marks	Questionnaire
<b>Company profile</b>		All companies registered with Income Tax & Sales Tax Department, will be allowed to participate. For their company profile and financial strength and general standing in the business market, etc., they would have already been judged on merit. Hence the weightage for each parameter may be fixed by the IT Department as per requirement.
<b>1. Technical Proposal</b> (Qualification 560/700)	<b>700</b>	Disqualification in any two parts will result in disqualification from all.
<b>a. Team</b> (Qualification 120/150)	<b>150</b>	Proposed Organizational Structure
i. Roles	30	Pass/Fail Criterion for short listing:  Have all roles of development team been shown? Have adequate number of resources been allocated for each role? Criteria – at least 75% Do the resources fulfill/possess requisite experience and skill set?
ii. Resumes	30	
iii. Skill Matrix	30	
iv. Education	30	
v. Experience	30	
<b>Design methodology.</b> (Qualification 160/200)	<b>200</b>	(Write-up 100 marks and presentation 100 marks) Proposed Model with connectivity as required in bidding document. Full solution.
<b>No. of Government/ Public Sector Customers</b>	<b>100</b>	Attach list along with contact person detail for verification.
<b>Project Plan</b> (Qualification 80/100)	<b>100</b>	Work Breakdown Structure/ Risk assessment and management and project plan
<b>No. of Data/Network Centers</b> (Qualification 120/150)	<b>75</b>	No. of Independent Network Centers in Pakistan No. of Co-located Network Centers in Pakistan
<b>Total Bandwidth</b>	<b>75</b>	Status of total bandwidth capacity & Bandwidth available
<b>2. Financial Proposal</b>	<b>300</b>	Formula for calculating marks: M = Minimum Bid  B =The Bid Score = (M / B) x Total Financial Marks

## **TEAM AND STAFFING**

While selecting a staff member following should be considered and stated for each member:

- Relevant experience
- Role against relevant experience
- Over all contribution to the Implementation
- Experience with Public Sector / Government Organizations
- Qualifications
- Total Experience

The implementation team would play a pivotal role in the implementation of the systems and be responsible for harmonizing the business and other technology requirements.

## **INFORMATION REQUIRED**

### **A. General**

- 1 Name of Bidder
- 2 No of Years in business in Pakistan
- 3 No of Data Centers/Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company
  - Public Limited Company
  - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)
10. Licensing status i.e. DNOP, ISP, LDI etc  
(Provide Detail i.e. License No., Commencement Date, etc)

### **B. Detail of total staff employed**

- 1 No of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Total No of certified professionals in Technical Domain

**C. Experience of Implementation of proposed systems**

- 1 No. of similar projects that have been completed successfully
- 2 No of similar projects completed in government sector
- 3 No of non-government project completed

**D. Training**

- 1 Years in Business in Training field
- 2 No of Staff employed (Specifically hired for training or capable of providing Training):
- 3 Cumulative Training Experience (in years)
- 4 Expertise/Skills of Trainers.
- 5 List of Customers of “Training” along with contact details.

**E. Support Capabilities**

- 1 Years in Business in Support area
- 2 No. of Staff employed: (Capable of providing Support)
- 3 Cumulative Experience (in years)
- 5 List of Customers of “Support” along with contact details

**F. National & International Bandwidth status**

PTCL		Other than PTCL			Satellite Detail			Other		
Type	Capacity	Type	Capacity	Supplier	Type	Capacity	Supplier	Type	Capacity	Supplier

**BID FORM**

**Annexure-C**

To:

Secretary to Trade Development Authority of Pakistan,  
Information Technology Department,  
Karachi

Sir:

Having examined the bidding documents , the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures \_\_\_\_\_ in words \_\_\_\_\_ )

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule provided in the Schedule – A, Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 2.5% per cent of the Contract Price in case of Registered Firms and 12.5% in case of un-registered firms, for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2007

**WITNESS**

**BIDDER**

Signature -----

Signature -----

Name-----

Name -----

Title:-----

Title-----

Address.-----

Address-----