

BIDDING DOCUMENTS



PROCUREMENT OF SOFTWARE LICENSES

(IT-02/2020-21)

Quaid-e-Azam Thermal Power (Pvt.) Limited
1st Floor, 7/C-1, Gulberg-III, Lahore
Phone No.: 042-35750936-8 Fax No.: 042-3570939



QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

TENDER DOCUMENTS FOR PROCUREMENT OF “SOFTWARE LICENSES (IT-02/2020-21)” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED (QATPL)

INSTRUCTIONS TO BIDDERS

1. Quaid-e-Azam Thermal Power (Pvt.) Limited (“QATPL”) hereby invites sealed bids from eligible bidders for supplies at its head office in Lahore as detailed below:

Lot #	Description of Item	License Agreement Type	QTY	Estimated Cost in PKR
1	MS Office 365 Business Premium	CSP (One Year Renewal)	50	1,204,088
2	Antivirus with Single Management Console	Three (03) Years Renewal	50	434,543
3	FortiGate 60E Firewall License Subscription (License only)	Three (03) Years Renewal	01	210,000

2. Bidders who are active taxpayers and have NTN & GST certificates shall be eligible to participate in this bidding process. As a proof of being an active taxpayer, copy of Active Taxpayer List (ATL) showing name and details of the bidder must also be furnished.
3. Each bidder shall submit bid security in the form of a Bank Draft / Call Deposit Receipt (CDR) in favor of “Quaid-e-Azam Thermal Power (Pvt.) Limited” against each lot/item as per the following:

Lot #	Description of Item	Amount of Bid Security in PKR (within 5% of estimated cost)
1	MS Office 365 Business Premium	24,082
2	Antivirus with Single Management Console	8,691
3	FortiGate 60E Firewall License Subscription (License only)	4,200

4. Only those Bidders can participate who are working as authorized distributors, reseller or dealer of manufactures for the items prescribed and Bidder must attach relevant documentary proof in this of regard, otherwise, bids will not be entertained.
5. An undertaking on a stamp paper duly attested by the Oath Commissioner of the relevant value that the Bidder has never been blacklisted by any Government Department, PPRA, FBR or any other organization, shall also be submitted with the Bid.
6. The procurement procedure for each Lot shall be **Single Stage Single Envelope** as per Rule 38(1) Punjab Procurement Rules 2014 (PPRA Rules, 2014). A bidder may bid for any or all of the Lots/Items. The Technical Proposal of a bidder who is submitting Bid for two or more Lots may include one complete set of all documents required for technical evaluation of the Bid(s) he is competing for, however, each bidder must provide separate Financial Proposal for each Lot. Envelops are required to be clearly marked accordingly by mentioning the relevant details regarding each Lot along with the name of the bidder.



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7. The bidders must provide all documents/information required under the Bidding Documents including documents mentioned in the Check List given with the Bidding Documents. The Bid Security must be placed in the envelop..
8. The Bidder should have a registered office in Lahore at the date of submission. Sufficient local and relevant resources must also be available in the said office to cater for all the after-sales support and services.
9. The Successful Bidders shall supply the Items/Lots as per the Specifications attached with these TORs within provided timeframe.
10. No downward deviation from the required specifications of items/lots will be acceptable and the company can reject the Items/Lots found deviated downward from the Specification prescribed herein.
11. Rates quoted in Bids must be valid for at least 60 days from the date of submission of Bid.
12. Bids shall be submitted in Pak Rupees only.
13. Bids quoted and submitted shall be inclusive of all applicable taxes and levies.
14. All Bids received late, found incomplete, unsigned, ambiguous, conditional or over-written will not be accepted and shall be rejected without evaluation.
15. Bids shall be evaluated Lot-wise as per the PPRA Rules, 2014. The tender for each Lot shall be awarded to technically responsive bidder(s) who has submitted lowest financial bid for the relevant Lot.
16. The scope of this procurement process shall include the supply of the Lots/items, configuration and installation as specified in Schedule-A.
17. The Lots/items shall be required to be provided at the office of QATPL on immediate basis after the award of Purchase Order without any extra cost including transportation, installation etc. In case of non-delivery of lot/items within forty five (45) days after award of Purchase Order, the Bidder and Company shall resolve any disputes amicably, otherwise the Purchase Order shall be cancelled via written notice of cancellation of Purchase Order and the bid security shall be forfeited. .
18. The successful Bidder will be responsible to supply of the Lots/items, configuration, and installation and complete in all respect as per specifications approved by the Competent Authority.
19. The Company / Competent Authority can accept or reject the Bids without assigning any reason at any stage as per PPRA Rules, 2014.
20. Successful Bidder shall submit valid license certificate for each item/license supplied to the Company. Services/support shall be locally provided by the Company. License certificates must be as per the specifications of items/licenses provided and must be verifiable from the manufacturer's resources.
21. QATPL's representative will inspect the Lots/items within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the Bidder / supplier.
22. Payments shall be made after the clearance by QATPL's representative.
23. Taxes will be deducted as per applicable Government Rules / Policy.



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24. License period will be commenced from the date of acceptance of the relevant service(s) or license(s) to the Procurement Agency.
25. Successful Bidder will be allowed a maximum of 04 hours' downtime for all support services and support services shall continue for the term as described in the Technical Specification.



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SCHEDULE - A SPECIFICATIONS OF SOFTWARE LICENSES

Sr #	Product Name	Product ID	License Agreement Type	QTY
1	MS Office 365 Business Premium	031c9e47-4802-4248-838e-778fb1d2cc05	CSP One Year Renewal	50 Nos.
2	Kaspersky Endpoint Security for Business		Three (03) Years Renewal	50 Nos.
3	FortiGate 60E Firewall License Subscription (License only)	FC-10-0060E-950-02-36	Three (03) Years Renewal	01 Nos.



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TECNICAL PROPOSAL

Specifications Required (by the procuring agency)			Specifications Offered (by the Bidder)		
Lot #	Stores	Specifications	Lot #	Stores	Specifications
1	MS Office 365 Business Premium	Mentioned above at Page # 5	1	MS Office 365 Business Premium	
2	Antivirus with Single Management Console		2	Antivirus with Single Management Console	
3	FortiGate 60E Firewall License Subscription (License only)		3	FortiGate 60E Firewall License Subscription (License only)	

It is certified that the stores to be supplied shall be in conformity with the above-mentioned specifications.

Signature:

Name:

Firm:

Stamp:



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FINANCIAL PROPOSAL FOR LOT # 1

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
MS Office 365 Business Premium	50 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



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FINANCIAL PROPOSAL FOR LOT # 2

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
Antivirus with Single Management Console	50 Nos.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



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FINANCIAL PROPOSAL FOR LOT # 3

Name of Firm:

Address:

GST. #

Income Tax #

Name of Firm Owner/ Representative:

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Description of Item	Quantity	Unit Price without GST PKR	GST PKR	Unit Price including GST etc. PKR
FortiGate 60E Firewall License Subscription (License only)	01 No.			

Note:

Financial Proposal will be submitted for each lot/item in separate envelope because the Financial Proposal will be returned un-opened for the lots/items for which the bidder doesn't qualify in technical proposal evaluation.

Signature:

Name:

Stamp:

Date:



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CHECK LIST

- | | |
|--|-----|
| 1. NIC Card (Copy) | Y/N |
| 2. Receipt of purchase of bidding document | Y/N |
| 3. Bid Security as per Bid/ CDR/Bank Draft (Original and photocopy)
(placed inside envelope for Technical Proposal) | Y/N |
| 4. Blacklist certificate on a stamp paper duly attested by the Oath Commissioner | Y/N |
| 5. Income Tax Certificate | Y/N |
| 6. Sales Tax Certificate | Y/N |
| 7. Manufacture/Supplier/Reseller/Importers/Exporters certificate in favor of the Bidder | Y/N |
| 8. Bidding Documents attested by the authorized representative of the Firm /Bid | Y/N |
| 9. Application/Technical & Financial Bid on the Letter Pad with Address, Contact No. etc | Y/N |
| 10. Stamp papers certified by Oath Commissioner | Y/N |
| 11. Authorization of personal on behalf of the bidding Co. /Firm | Y/N |

Signature:

Firm:

(Stamp):

Address:

Witness:
Name:

Signature:

Address: