



# STANDARD BIDDING DOCUMENTS

*Tender # 7/2020-21*

***LAST DATE OF SUBMISSION OF DOCUMENTS:***

**08-03-2021**

**PROCUREMENT OF:**

**WEB HOSTING SERVICES**

## **ATTACHED DOCUMENTS**

- Instructions to Bidders.
- Technical Evaluation Criteria
- Technical Bid.
- Financial Bid Performa.

### **NOTE:**

The Bidder has to submit the Technical Evaluation Criteria, Sealed Technical Bid and Financial Bid separately. Supply Schedule will be mentioned in the work order.

**Price. Rs.1000/-**

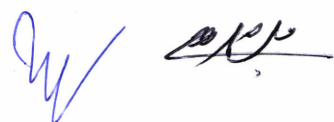
**Note:** Tender Document Fee can be Paid through online but original challan/Deposit slip should be received to this office one day before closing date if deposit receipt not received in time, bids of that firm can be cancelled.

## **INSTRUCTION TO BIDDERS**

1. The Board invites Bids from Firms, authorized dealers for supply as per technical specifications given in the tender document.
2. All firms/suppliers and distributors having minimum 3 years experience in applied category and who fulfill the criteria as per given in advertisement will stand eligible for the Bidding.
3. The Bidder should not have been blacklisted by any government, semi government organization or any autonomous bodies etc.
4. The Bidding Documents should be read in conjunction with any Addenda issued in accordance with the terms and conditions given below.
5. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding document directly from the Purchaser.
6. The Bidder shall submit the Bid on "Financial Bid Form". This form must be completed without any alterations in its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid.
7. Firm will have to submit financial bid including all taxes, imposed by the Government.

## **Terms and Conditions**

1. The invitation for Bids issued by the Purchaser "Board of Intermediate and Secondary Education, Sahiwal (Board) is not part of the Contract Agreement.
2. The technical and financial offers be submitted in separate sealed envelopes as per PPRA rules 2014.
3. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
4. To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may at its discretion, extend the deadline for the submission of Bids.
5. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
6. The Bidder shall submit the **Technical Bid and Financial Bid on prescribed Proforma given by Board in Tender documents**. This form must be completed without any alterations in its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid.
7. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
8. Bid Security @5% of total value of Bid in favour of **Secretary, Board of Intermediate and Secondary Education, Sahiwal** in the shape of Pay Order/ Bank Draft or CDR issued by any branch of scheduled bank should be attached with the Technical Bid.



9. Any Bid not accompanied by a substantially responsive Bid Security will be rejected by the Purchaser.
10. The successful bidder will furnish the performance security within 15 days of the receipt of notification of award from the purchaser.
11. The Bid security of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.
12. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
13. The original and Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
14. Any interlineations, erasures, or overwriting shall be valid only if those are signed or initialed by the person signing the Bid.
15. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected and returned.
16. The Tender Documents will be received up to 08-03-2021 till 01:30 pm in the office of Secretary, Board of Intermediate & Secondary Education, Sahiwal. The same will be opened on the same day at 02:00 pm in the presence of Bidders or their representative who make them available on that date and time in the office of Secretary BISE, Sahiwal.
17. Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
18. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
19. If, after the technical evaluation, the purchaser determines that the Bid is not substantially responsive it shall reject the Bid.
20. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
21. The Chairman, BISE, Sahiwal reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders.
22. The purchaser shall awarded the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.



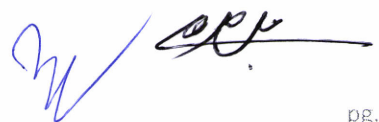
23. At the time, the contract is awarded, the Chairman BISE, Sahiwal reserves the right to increase or decrease the quantity of items to be purchased originally specified in Technical Bid. Schedule of requirement, without any change in the unit prices or other terms and conditions of the Bid and the Bidding documents.
24. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.
25. Purchaser (BISE-Sahiwal) may opt the offer/option of same/equal closest to the specification being a matter of quality.
26. The purchaser shall have the right to impose fine equal to 2% of contract value per month. if the provided services not up to mark and resulting, disturbance or trouble in Board's service.
27. No disruption / interruption in services during peak hours will be acceptable.
28. Rate of services should be mentioned in Pak Rupees.
29. Initial contract with the successful bidder will be of one year that may be extendable further one year with the consent of both parties and on satisfactory performance report from BISE, Sahiwal. In case of unsatisfactory performance, the purchaser will have the right to cancel/terminate the contract with the issuance of one-month notice.

#### **TERM OF PAYMENT**

1. The payment of service will be made after successful delivery of services on quarterly basis for one year.
2. All payment shall be made through cross cheque in Pak Rupees.
3. All Taxes will be deducted at source as per government rules at the time of payment and tax deduction letter will be provided along with each payment cheque
4. Party B submitted the Ten percent (10%), annual contract value, under performance security and payment will be made by party A after successful delivery of services against specified period so, no further/duplicate security will be retained.

#### **The Bid security may be forfeited:**

- a) If a Bidder withdraws its Bid during the period of Bid validity specified in bidding documents.
- b) If the successful Bidder fails to:-
  - i. Sign to the contract in accordance with the above said terms and conditions.
  - ii. Furnish a performance security @ 10% of the total cost of Bid.



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SAHIWAL.****TECHNICAL EVALUATION CRITERIA**

1. Name of Bidder/ Lead Bidder. \_\_\_\_\_
2. Status of Firm/Company/JV/Group \_\_\_\_\_
3. Address \_\_\_\_\_
4. Sales Tax No \_\_\_\_\_
5. Income Tax No. \_\_\_\_\_
6. Sales Tax Registration (If applicable) \_\_\_\_\_
7. Date of Establishment of Business. \_\_\_\_\_
8. **Financial information:**
  - a. Income Tax paid/deducted for previous one year 2019-20.  
(attach evidence)
  - b. Attach Professional Tax paid certificate of current year.
  - c. Cash flow availability.  
(Attach Bank Statement for fiscal year July, 2019 to June,2020)
9. **Ability to supply items.**  
According to Specifications.
10.
  - a. 3 Years Experience
  - b. No Defaulter/Blacklist certificate
  - c. Web Hosting Provider
11. Pay order/CDR/Bank Draft No. \_\_\_\_\_ Amount \_\_\_\_\_ dated \_\_\_\_\_  
 Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_  
 (Attach original Pay order/CDR/Bank Draft)

**CHECK LIST**

| Sr. No. | Name of Documents                           | Yes | No | Page No. |
|---------|---------------------------------------------|-----|----|----------|
| 1       | Income Tax Certificate (Along with NTN No.) |     |    |          |
| 2       | Professional Tax Certificate                |     |    |          |
| 3       | Bank Statement (July 2019 to June 2020)     |     |    |          |
| 4       | Performance Certificate                     |     |    |          |
| 5       | Experience Certificate / Work Order         |     |    |          |
| 6       | No Defaulter / Blacklist Certificate        |     |    |          |
| 7       | Pay Order/CDR/Bank Draft                    |     |    |          |

Name of Owner/Representative \_\_\_\_\_

Name of Firm/Bidder \_\_\_\_\_

Signature and Stamp \_\_\_\_\_

CNIC #. \_\_\_\_\_

Cell # \_\_\_\_\_

E-mail: \_\_\_\_\_

Dated \_\_\_\_\_

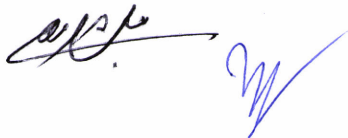



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**

**DEMAND OF WEB HOSTING SERVICES**

**TECHNICAL BID**

| WEB HOSTING SERVICES SPECIFICATION |                                                                                                                                                                                                                                      | Demand |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Processor                          | Intel(R) Xeon(R) CPU E5-2630 v3 @ 2.40GHz<br>32Core & 30MB Cache (Equivalent)                                                                                                                                                        | 1      |
| HARD DRIVE                         | 2 TB (NVMe SSD)                                                                                                                                                                                                                      |        |
| RAM                                | 64 GB (DDR-4)                                                                                                                                                                                                                        |        |
| Operating System                   | Windows Server 2012 R2                                                                                                                                                                                                               |        |
| Bandwidth                          | 1GB/s Bandwidth                                                                                                                                                                                                                      |        |
| Software                           | MySQL, SQL SERVER 2012 STANDARD EDITION WITH LICENSE, NET Framework 4.5, 4.6 & PHP 5.5,5.6,7,7.3.27,8, PHP SQLSRV enabled , Crystal Reports 13 Licensed.                                                                             |        |
| Backup                             | Backups of Code, Databases, Database Backups (Daily Basis), Files(Code, Pictures etc) (Incremental) Back would be kept offsite.                                                                                                      |        |
| Plesk Panel:                       | YES                                                                                                                                                                                                                                  |        |
| Security                           | Paid Web Applications Firewall (Licensed), DDos protection utp 100 Mbps and above Multi user VPN (at least 2 simultanous users) for connecting with plestk, FTP etc, Paid Wild Card SSL certificate with latest security (Licensed). |        |
| Configuration and Maintenance      | DNS Zone Management, 24/7 Support, Configuration and Maintenance (fuly managed) services, all essential security measures must be ensured                                                                                            |        |
| Server Location                    | Pakistan.                                                                                                                                                                                                                            |        |



Authorized Signature & Stamp  
of firm / bidders

**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL**

**DEMAND OF WEB HOSTING SERVICES**

**FINANCIAL BID**

| WB HOSTING SERVICES SPECIFICATION |                                                                                                                                                                                                                                      | Demand | QUOTATION                                         |                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------|--------------------------------------------------|
|                                   |                                                                                                                                                                                                                                      |        | Rate per annum/year including all taxes in figure | Rate per annum/year including all taxes in words |
| Processor                         | Intel(R) Xeon(R) CPU E5-2630 v3 @ 2.40GHz 32Core & 30MB Cache (Equivalent)                                                                                                                                                           | 1      |                                                   |                                                  |
| HARD DRIVE                        | 2 TB (NVMe SSD)                                                                                                                                                                                                                      |        |                                                   |                                                  |
| RAM                               | 64 GB (DDR-4)                                                                                                                                                                                                                        |        |                                                   |                                                  |
| Operating System                  | Windows Server 2012 R2                                                                                                                                                                                                               |        |                                                   |                                                  |
| Bandwidth                         | 1GB/s Bandwidth                                                                                                                                                                                                                      |        |                                                   |                                                  |
| Software                          | MySQL, SQL SERVER 2012 STANDARD EDITION WITH LICENSE, NET Framework 4.5, 4.6 & PHP 5.5,5.6,7,7.3.27,8, PHP SQLSRV enabled , Crystal Reports 13 Licensed.                                                                             |        |                                                   |                                                  |
| Backup                            | Backups of Code, Databases, Database Backups (Daily Basis), Files(Code, Pictures etc) (Incremental) Back would be kept offsite.                                                                                                      |        |                                                   |                                                  |
| Plesk Panel:                      | YES                                                                                                                                                                                                                                  |        |                                                   |                                                  |
| Security                          | Paid Web Applications Firewall (Licensed), DDos protection utp 100 Mbps and above Multi user VPN (at least 2 simultanous users) for connecting with plestk, FTP etc, Paid Wild Card SSL certificate with latest security (Licensed). |        |                                                   |                                                  |
| Configuration and Maintenance     | DNS Zone Management, 24/7 Support, Configuration and Maintenance (fuly managed) services, all essential security measures must be ensured                                                                                            |        |                                                   |                                                  |
| Server Location                   | Pakistan.                                                                                                                                                                                                                            |        |                                                   |                                                  |

Authorized Signature & Stamp  
of firm / bidders