

TENDER DOCUMENT

Procurement of Internet Connection

CUI-PS/19(10)/1458



COMSATS University Islamabad
Park Road, Chak Shahzad, Islamabad
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Part A: TENDER NOTICE

1. The COMSATS University Islamabad (CUI), Islamabad intends to purchase internet/bandwidth for its campuses located at various cities of Pakistan on “**Single-Stage-Two-Envelope**”. The proposals are required from the renowned companies having PTA license for provision of internet/bandwidth with verifiable experience in similar domain, i.e supply, installation and support of internet/bandwidth services.
 - 1.1 Separate sealed/ marked **TECHNICAL & FINANCIAL** bids (1 x Original and 1 x duplicate copy) completed in all respects should reach the undersigned by **11:00 AM, Nov 05, 2019 (Tuesday)**. The Financial bid shall be accompanied by **Earnest Money (refundable) of Rs. 400,000/- (Four Hundred Thousand Rupees)** in shape of pay order/ bank draft in favor of CUI Islamabad (FTN/NTN: 9013701-9)
 - 1.2 Technical bids will be opened at **11:30 AM** on the same day in Room No. G-6, Faculty Block-I, CUI, Park Road in presence of representatives of the parties, who wishes to be present.
 - 1.3 Tender Documents is available on PPRA website as well as CUI website, **free of cost.**
 - 1.4 The prices should be quoted in USD (US Dollar) including taxes and delivery/installation charges.
 - 1.5 The firms/companies with ready-stock equipment for internet/bandwidth provision will be given preference.

Senior Program Officer
Treasurer Department
3rd Floor, Faculty Block-II,
COMSATS University Islamabad,
Park Road, Chak Shahzad, Islamabad

Part B: Eligibility Criteria

2.1 Following particulars/documents make merit for assessment of eligible bidders:

S#	Description
a.	Brief Profile of company/Firm (Details of Services, Offices in Pakistan etc)
b.	Proof of legal presence of Firm/Company in Pakistan
c.	Affidavit on legal paper of appropriate value for non-blacklisting of company/firm
d.	Proof of NTN & GST Registration of Firm
e.	Proven business and relevant technical expertise of firm/company
f.	Ability and strength to meet tight/short setup/infrastructure timelines
g.	Proven compliance with relevant national/international standards for bandwidth distribution with setup equipment type/brands.
h.	Proven similar experience of firm with at least 10 years internet/ bandwidth distribution services experience (Provide copies of contracts performed of similar domain)

***Documents/credentials regarding “Eligibility Criteria” should be enclosed with Technical Bids.**

2.2 The proposals from firms/companies being qualified for the above specified Eligibility Criteria will only be considered for further evaluation process.

Part C: Form of bid

3.1 Separate sealed proposals should provide following **essential information/documentation**:
Technical bids:

S#	Description
a.	Description of items with complete specifications/features of equipment and services Bill of Quantity (BOQ)
b.	Compliance with international standards of bandwidth hosting.
c.	Brochures/technical & operating manuals/List of Services
d.	Support /guarantee of deployed equipment (10 years or above)
e.	Quality of the internet/bandwidth services and standard compliance.
g.	Availability of spare parts of quoted equipment in the market.
h.	Credibility/market reputation of the firm/ Clientage list.
i.	Time Line for Setup and Project Implementation Details

***Documents/credentials regarding “Eligibility Criteria” should also be enclosed with Technical Bids.**

Financial bids:

a.	Item-wise and total quoted cost of Services and Setup Equipment Cost Plan Monthly internet/bandwidth charges with support and setup equipment if require quoted in USD etc.
b.	Timeline for Service Setup and monthly internet/bandwidth connections (maximum 10 weeks after issuance of Purchase Order) Minimum will be preferred
c.	Validity period of bid (Minimum 90 days from the date of opening)
d.	Submission of Bid Security (Rs. 400,000/- in shape of DD/Pay order in the name of CUI Islamabad)
e.	Any other relevant information

Instructions to the bidders

- 3.2 The bidders are required to submit their proposals in **Single Stage-Two Envelope** bidding format as per following criterion:
- a. Sealing/Submission of Bids**
- 3.3 The proposals should be sealed as per format under head “ **FORM OF BID**” and envelope should be clearly marked in legible letters as “Tender for Internet Connections” with its closing and opening date & time” along with bid security sealed in financial bid not less than Rs. 400,000/- (Four Hundred Thousand Only).
- 3.4 If the envelope is not sealed and marked as mentioned above, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
- 3.5 The bids should be submitted as per given closing date & time. The late bids will not be entertained.
- 3.6 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security (earnest money).
- i). Technical Bid**
- 3.7 Separate sealed technical bid and envelope should be clearly marked in legible letters as “**Technical Proposal**” and no reference/inclusion of price and earnest money be made in the technical bid.
- ii). Financial Bid**
- 3.8 Separate sealed financial bid and envelope should be clearly marked in legible letters as “**Financial Proposal**”. The earnest money should be included in the Financial Proposal.
- b. Opening/Qualification of bids**
- 3.9 At first, technical proposals shall be opened publicly at the tendered date & time in the presence of Central Purchase Committee (CPC) of CUI and Bidders’ representatives who choose to attend. The bidders’ representatives who are present shall sign the Attendance Sheet evidencing their attendance.
- 3.10 Financial bids found having without or deficient in Bid Security (earnest money) will also be rejected.
- 3.11 Partial/incomplete offers will not be considered.
- 3.12 During evaluation of the bids, the CUI may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

- 3.13 If a bid is not substantially responsive to the terms & conditions/particulars of tender documents, it will be rejected by the CUI and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 3.14 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

Note: Firms/companies are directed to submit their bids as per required format (in duplicate) comprising package of 01 original and 01 copy of bid.

Evaluation Criteria

3.15 Technical & Financial proposals will be evaluated in compliance with the following parameters in a transparent and non-discriminatory manner:

Technical bids:

S #	Description	Remarks	Marks
a.	BoQ For Internet/ Bandwidth Services <ul style="list-style-type: none"> • Detailed internet/ bandwidth technical details • Setup/ Infrastructure details of service provider • PTA and other Governing Bodies Authorization • Any other bundle services • Details of wireless backup link (For each site) • Tier 2 or Above Service Partner as per PTA Standards 	Mandatory	50
b.	Presence of Service Provider Near Service Sites <ul style="list-style-type: none"> • Local Support in cities of CUI Campuses • Office location and staff details (Per Service Site) 	Mandatory	20
c.	Warranty/guarantee/ support details of setup equipment (Fiber optic, wireless bridge, routers etc)	Mandatory	10
d.	Implementation timeline/ Setup timeline (Per site)	Mandatory	05
e.	List of Clients and existing services details (Company/firm should be one of leading service provider of Pakistan operating for over 10 years)	Mandatory	10
f.	Presentation by bidder	Mandatory	05
Total Marks:			100

Financial bids:

a.	Lowest financial offer on Item-wise and total quoted cost of equipment/ monthly services on FOR basis in USD inclusive of all applicable taxes/duties/delivery and installation charges etc.	Mandatory
b.	Verification of proof of NTN & GST Registration	Mandatory
c.	Project Timeline (maximum 10 weeks)	Mandatory
d.	Validity period of bid (90 days)	Mandatory
e.	Submission of Bid Security (Rs. 400,000/-)	Mandatory
f.	Any other relevant information to facilitate decision making	Optional

Final Grading Formula: Lowest Bid/The Bid * Weight

Part D: TERMS & CONDITIONS

General Conditions:

- 3.16 No bid/offer will be considered if:-
- a. Received in single envelope.
 - b. Received without earnest money.
 - c. Received later than the date and time fixed for tender submission.
 - d. Received incomplete or without required information/documentation.
 - e. The tender is unsigned/ unstamped.
 - f. The offer is ambiguous.
 - g. The offer is conditional.
 - h. The offer is made by unauthorized agent of firm/company.
 - i. The offer is from a firm which is black-listed, by any Govt. Office
 - j. The offer is received by telephone/telex/fax/telegram.
 - k. Unsigned/ ambiguous having erasing, cutting/overwriting etc.
- 3.17 All prices should be quoted on FOR basis in USD. All admissible taxes/duties imposed by the GOP from time to time along with delivery/installation charges shall be catered for in the quoted rates.
- 3.18 The bids must accompany **Bid Security** in shape of DD/Pay Order in the name of “CUI Islamabad” on account of Earnest Money (refundable).
- 3.19 The bids will be evaluated inline with Evaluation Criteria already specified in this document and firm/company found to be substantially responsive and qualified to the evaluation criteria will be awarded the contract in the form of Work Order/ Services Contract.
- 3.20 Unconditional **PERFORMANCE GUARANTEE @ 2 %** of total yearly contract cost (refundable after one-year satisfactory completion of contract) in shape of **bank guarantee** valid for at least **12 months** will also be submitted by the selected bidder at the time of signing of monthly service contract.
- 3.21 All prices should be valid for at least **90 days** from the date of opening. Withdrawal or any modification of the original offer within the validity period shall entitle CUI Islamabad to forfeit the earnest money and/or imposing a ban on such firm/company from future participation in tenders of the CUI Islamabad.
- 3.22 Time period for completion of contract with delivery, installation and fixture will be **10 weeks** or less from signing of contract between CUI, Islamabad and Service Vender.
- 3.23 The payment will be released Quarterly (after 03 Months) on the basis of service contact in which internet/ bandwidth services acquired from the vender shall be listed. MRTG graph for bandwidth consumption shall be provided by the vendor for each site along with the quarterly invoice.
- 3.24 No advance/interim payments shall be made.

Special Conditions:

- 3.25 The selected bidder will be bound to deliver the equipment within delivery timeline specified in the Purchase Order/Supply Order or contract/agreement. Items being ordered should be brand new and unused and should comply with the laid down specification standard. Brochures and product details must be attached. The firm/company should provide normal warranty/guarantee of the equipment not less than **01 year**. This will include free of cost after sale service, technical support and replacement of defective parts at the premises of COMSATS University Islamabad, Park Road, Chak Shahzad, Islamabad for the given warranty/guarantee period.
- 3.26 If any item is against the specification, CUI may reject the same, and the supplier shall either replace the rejected one or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected item etc. must be completed within **15 days** from the date of communication of decision to the manufacturer/supplier by the CUI. This opportunity will be provided only once. In case, after replacement, the item again declared as against the required specifications, the stock will not be returned to the supplier and the firm will be imposed financial penalty in shape of forfeiture of their performance guarantee (2% of yearly contact value).
- 3.28. Third party services, if required, will be the responsibility of the bidder. CUI will not be a party to any such agreement between the bidder and any of its suppliers, sub-contractor, if so.
- 3.29 It is the sole responsibility of the bidder to comply with the applicable laws, national or international.
- 3.30 In case of any dispute, decision of the Rector, CUI will be final and binding upon all the parties.
- 3.31 CUI reserves the right to accept or reject part or whole of the tender or cancel bidding process any time as per PPRA rules.

Declaration Form

(Mandatory)

(This form is to be provided with the Technical Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

1. I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
2. All the information furnished by me/us here-in is correct to the best of my knowledge and belief.
3. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
4. I / We agree that the decision of committee in selection will be final and binding to me / us.
5. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting through PPRA.

Tender Reference	No. CUI-PS/19(10)/1458
Name of Firm/ Company	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Bill of Quantity

List of Services Required	Locations (CUI Islamabad Campuses)	Quote (Per MB Rate) (Per Month)	Approx. (Bandwidth Required) /Per Month
Dedicated Internet/ Bandwidth <ul style="list-style-type: none"> • Fiber Optic Cable (At each Locations) • Installation/ Edge Router at each site • Wireless Point to Point back up link (At each site) • Dedicated bandwidth Per Location 	<u>Location 1:</u> Islamabad Campus, Park Road Islamabad		650 MB
	<u>Location 2:</u> Lahore Campus 1.5 KM Defence Road, Off Raiwind Road Lahore		650 MB
	<u>Location 3:</u> Abbottabad Campus University Road, Abbottabad		400 MB
	<u>Location 4:</u> Wah Campus GT Road, Wah Cantt		300 MB
	<u>Location 5:</u> Attock Campus Near Officers colony, Kamra Road, Attock		200 MB
	<u>Location 6:</u> Sahiwal Campus COMSATS Road, Off GT Road, Sahiwal		300 MB
	<u>Location 7:</u> Vehari Campus Mailsi Road, Off Multan Road, Vehari		200 MB

Note:

- a) The above-mentioned internet/ bandwidth requirement may increase or decrease however an estimate is shared which cumulates to around 2.7 Gbps for all campuses.
- b) Per MB bandwidth charges should be quoted in USD per location.
- c) Setup cost for (Primary Connection on fiber optic and Secondary/ Back-up link on P2P wireless) should be established by service vender and the setup cost payment plan must be quoted in the financial bid.