



No.SO(T)/IS&TD/3-97/2011  
GOVERNMENT OF SINDH  
INFORMATION SCIENCE & TECHNOLOGY  
DEPARTMENT

Karachi, dated the 26<sup>th</sup> July, 2017

INFORMATION SCIENCE & TECHNOLOGY DEPARTMENT  
GOVERNMENT OF SINDH  
“SUPPORT, MAINTENANCE & CONNECTIVITY FOR THE VIDEO CONFERENCING  
SERVICES”  
TENDER NOTICE  
(On Turn-Key Basis)

Information, Science & Technology Department, Government of Sindh (IS&TD), Intends to invite proposals from companies having required experience in Video Conferencing Services & Connectivity for the scheme titled “Support Maintenance & Connectivity for the Video Conferencing Services”.

Information Science & Technology Department, Government of Sindh, invites Technical and Financial proposals (Separately sealed) for the above work on single stage-two envelopes bidding process, under SPPRA Rules, 2010 (Amended 2017) from all interested companies to implement the project on TURN-KEY basis solution.

Detailed specifications of items are available in the RFP / Tender Documents, which can be purchased from the Information, Science & Technology Department.

ITEM NO.	NAME OF WORK
1.	“Support, Maintenance & Connectivity For The Video Conferencing Services” (On Turn-Key Basis)

1. Interested firms / companies may obtain the Tender Document/RFP for the above tasks from the office of **Section Officer (G)**, situated at 1<sup>st</sup> Floor, Sindh Secretariat No. 6, Karachi (021-99213827) by submitting an application on their letterhead along with demand draft/pay order amounting to **Rs.2,000/- (non-refundable)** in favour of Section officer (G), Information, Science & Technology Department, Government of Sindh from **Date of Publishing to 23<sup>rd</sup> August, 2017 upto 05:00 pm.**
2. Sealed Tenders comprising Technical and Financial proposals in separate sealed envelopes with clear marking of “Technical Proposal” and “Financial Proposal” in duplicate along with 3% earnest money of the quoted amount of the total bid in the form of Pay Order / Demand Draft in favor of Section Officer (G) should be dropped / submitted at the office of the **Section Officer (G)**, 1<sup>st</sup> Floor, Sindh Secretariat No. 6, Karachi (021-99213827) on **24<sup>th</sup> August, 2017 at 01:00 pm.**
3. Technical Proposals of the participating bidders will be opened in the same day i.e. **24<sup>th</sup> August, 2017 at 01:45 pm** in presence of the Procurement Committee of Information Science & Technology Department, Government of Sindh, and intending bidders or their authorized representatives.
4. Financial bids of only technically qualified bidders shall be opened, subsequently in accordance with SPPRA Rules, 2010 (Amended 2017).
5. Interested Firms/ Companies must be registered with Income Tax, Sales Tax and Sindh Revenue Board (SRB) etc.
6. Only bids offered on the prescribed Tender Form issued by the office of the Section Officer (G) of Information, Science & Technology Department shall be accepted. However, additional sheets may be attached, if necessary.
7. Conditional tender / application will not be entertained.
8. The Procurement agency may reject any tender as per provision of SPP Rules 2010 (Amended 2017).



SECTION OFFICER (GENERAL)  
INFORMATION SCIENCE & TECHNOLOGY DEPARTMENT



No.SO(T)/IS&TD/3-97/2011  
GOVERNMENT OF SINDH  
INFORMATION SCIENCE & TECHNOLOGY  
DEPARTMENT

**NOTIFICATION**

No.SO(T)/IS&TD/3-97/2011: In supersession of this department's notification of even number dated 10<sup>th</sup> May, 2017 & 11<sup>th</sup> May, 2017. The Government of Sindh, Information, Science & Technology Department has been pleased to constitute a Procurement Committee for the project "Support, Maintenance & Connectivity For The Video Conferencing Services" as per rules 7 & 8 of SPPRA, 2010 (Amended 2017) with the following composition:-

- |   |   |                  |
|---|---|------------------|
| <br>23/5 | 01. Director General,<br>Information, Science & Technology Department,<br>Govt. of Sindh                        | Chairman         |
| <br>23/5 | 02. Deputy Director(T),<br>Information, Science & Technology Department,<br>Govt. of Sindh                      | Member           |
|   | 03. Deputy Director(I&C),<br>Information, Science & Technology Department,<br>Govt. of Sindh                    | Member           |
|   | 04. Representative of Industries & Commerce Department,<br>Govt. of Sindh                                       | Member           |
|   | 05. Representative of Board of Revenue,<br>Govt. of Sindh   | Member           |
|   | 06. Representative of Sindh Police,<br>Govt. of Sindh   | Member           |
|   | 07. Focal Person(Video Conferencing System),<br>Information, Science & Technology Department,<br>Govt. of Sindh | Member/Secretary |

**Functions and Responsibilities of Procurement Committee** – Procurement Committee shall be responsible for following Functions / Responsibilities as per SPPRA Rules, 2010 (amended 2017):-

- (1) Preparing Bidding Documents.
- (2) Carrying out technical as well as financial evaluation of the bids.
- (3) Preparing evaluation report as provided in SPPRA Rule 45.
- (4) Making recommendations for the award of contract to the competent authority and
- (5) Perform any other function ancillary and incidental to the above.

  
SECRETARY TO GOVT. OF SINDH  
INFORMATION, SCIENCE & TECHNOLOGY  
DEPARTMENT

No.SO(T)/IS&TD/3-97/2011

Karachi dated the 23<sup>rd</sup> May, 2017

Copy is forwarded for information and necessary action;

1. Director (Enforcement-II), SPPRA, Karachi.
2. Member concerned
3. Office record

  
etc  
(SYED NADEEM AHMED JAFRI)  
SECTION OFFICER (GENERAL)  
FOR SECRETARY TO GOVT. OF SINDH



No. SO(T)/IS&TD/3-97/2011  
GOVERNMENT OF SINDH  
INFORMATION, SCIENCE & TECHNOLOGY  
DEPARTMENT

Karachi dated 08<sup>th</sup> June, 2017

**NOTIFICATION**

No. SO(T)/IS&TD/3-97/2011: In order to redress the complaints of firms / bidders during the procurement proceedings of the "Support, Maintenance & Connectivity For The Video Conferencing Services" project, the Complaint Redressal Committee (CRC) is hereby constituted under Rule-31 of Sindh Public Procurement Rules, 2010 (Amended 2017):- The CRC shall have the following composition and terms of reference:-

1.	Secretary, Information, Science & Technology Department, Government of Sindh.	Chairman
2.	Representative of Accountant General Sindh.	Member
3.	An Independent Professional from relevant field to be nominated by the Secretary IST Department.	Member

**Terms of Reference:-**

- 1) To determine whether there exists any inconsistency in the procurement process with SPPRA Rules, 2010 (Amended 2017) and regulations;
- 2) To determine whether any unauthorized act or decision made by the Procurement Committee;
- 3) To reverse any decision of the Procurement Committee or substitute its own decision for such a decision;
- 4) The Complaint Redressal Committee shall announce its decision within seven (07) days w.e.f. date of reference to the committee.

SECRETARY TO GOVT. OF SINDH  
INFORMATION, SCIENCE & TECHNOLOGY  
DEPARTMENT

No. SO(T)/IS&TD/3-97/2011:

Karachi dated the 08<sup>th</sup> June, 2017

Copy is forwarded for information and necessary action;

1. Chairman and Members of the Committee.
2. Accountant General, Sindh is requested to nominate a member in the CRC (Complaint Redressal Committee) as representative of A.G. Sindh under Rule -31 SPPRA, Rules 2010 (Amended 2017).
3. P.S to Secretary, Information, Science & Technology Department Govt. of Sindh, Karachi.
4. Office Order.



SECTION OFFICER (GENERAL)  
FOR SECRETARY TO GOVT. OF SINDH

## ANNUAL PROCUREMENT PLAN (FOR Non-Development Side)

(Information, Science & Technology Department)

Financial Year 2017-18

Sr. No	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (Non - Development)	Proposed procurement method	Timing of procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Support, Maintenance & Connectivity for the Video Conferencing Services for IS&T Department, Government of Sindh	One time services	27.00 million	27.00 million	Yes	yes	Single Stage Two Envelop	6.75 million	6.75 million	6.75 million	6.75 million	The process for procurement has been initiated.



FOCAL PERSON  
(Video Conferencing Services)



**REQUEST FOR PROPOSAL**

**FOR**

**SUPPORT MAINTENANCE & CONNECTIVITY FOR THE**  
**VIDEO CONFERENCING SERVICES**

July, 2017



Note: The bidder is expected to examine the bidding documents, including all instructions, forms, terms, specifications, and charts/drawings. Failure to furnish all information required in the Bidding Document or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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## INVITATION TO BID

Information Science and Technology Department, Government Of Sindh (hereinafter referred as the Purchaser), invites sealed bids from eligible bidders for **“Support, Maintenance & Connectivity for the Video Conferencing Services”** for a period of 1 year renewable/extendable on satisfactory performance for next 3 Years.

Tender Bids in sealed envelopes as per information are required. Proponents applying for bids should submit duplicate Financial Proposal and Technical Proposal in two separate envelopes with clear marking of “Technical Proposal” and “Financial Proposal” as per Single Stage - Two Envelope process of SPPRA RULES, 2010 (AMENDED 2017). The interested bidder must have valid NTN. Only Income Tax, Sales Tax & SECP registered firms are eligible to participate.

1. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, resumes / CV's of the engineering team. Financial bids of Firms not obtaining minimum passing criteria on Technical basis will not be opened.
2. All bids must be accompanied by an earnest money 3% of total bid amount, and must be accompanied with the financial offer. Bid without bid security of required amount and prescribed form shall be rejected.
3. Information Science and Technology Department, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
4. The Bid prices and rates are fixed during currency of contract and under no circumstances shall any contractor be entitled to claim enhanced rates for any item in this contract.
5. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Clause on “Determination of Responsiveness of Bid” regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
6. Information Science and Technology Department, Government of Sindh shall have right of rejecting all or any of the tenders as per provisions of SPPRA RULES, 2010 (AMENDED 2017).
7. All prices quoted must include any Taxes applicable, such as Income Tax, etc. If not specifically mentioned in the quotation, then it will be presumed that the prices include all the taxes.
8. Failure to Complete the Task within the stipulated time will invoke penalty of 0.025% of the total cost per day. In addition to that, Security Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.



## INSTRUCTION TO THE BIDDERS

### GENERAL

1 Scope of Bid & Source of Funds

- 1.1 The procuring agency as defined in the bidding data wishes to receive sealed bids for Support, Maintenance and Connectivity of Video Conferencing System at Information Science and Technology Department, Government Of Sindh.
- 1.2 Information Science and Technology Department, Government Of Sindh has received funds from provincial government in Pak rupee towards the cost of the subject procurement in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.

2 Eligible Bidders

- 2.1 Bidding is open to all firms and persons meeting the following requirements:
- a) The bidder is duly registered with FBR, SRB and Professional Tax.
- b) The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government.

3 Cost of Bidding

- 3.1 The bidder shall bear all the costs associated with the preparation and submission of its bids and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process (SPP Rules 24 & 25).



## BIDDING DOCUMENTS

### 4 Contents of the Bidding Documents

4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with sub clause 6.1.

a) Instruction to the Bidders

b) Bidding Data Sheet

c) Scope of Work

d) Evaluation Criteria

e) Forms

f) Conditions of the Contract

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### 5 Clarification of the Bidding Document

5.1 Any interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the bidding document. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.



6 Amendments in the Bidding Documents

6.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a interested bidder, modify the bidding documents by issuing addendum.

6.2 Any addendum thus issued shall be a part of the Bidding Document pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Procuring Agency.

6.3 To afford interested bidders reasonable time in which to take addendum into account in preparing their Bids, the Procuring Agency may at its discretion extend the deadline for Submission of bids.

**PREPARATION OF BIDS**

7 Language of Bid

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bidding document. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the bidding document, in which case, for purposes of interpretation of the Bid, the translation shall govern.



8 Documents Comprising the Bid

8.1 The Bid submitted by the bidder shall comprise the following:

- a) Sealed Envelopes
- b) Covering Letter
- c) Schedules
- d) Bid Security furnished in accordance with 13.
- e) Power of attorney in accordance with 14.5.
- f) Documentary evidence in accordance with 2c and 11.
- g) Documentary evidence in accordance with 12.

9 Sufficiency of Bid

9.1 Each bidder shall satisfy himself before bidding as to the correctness and sufficiency of his bid and of the rates and prices quoted in the schedule of prices, which rates and prices shall cover all his obligations under the Contract and all matters and things necessary for proper completion of the works.

9.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

10 Bid Prices, Currency of Bid and Payment

10.1 The bidder shall fill up the schedule of prices indicating the percentage above or below the Composite Schedule of Rates / Unit Rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices / Bill of Quantities shall be quoted entirely in Pak Rupees keeping in view the instructions contained in the Preamble to Schedule of Prices.



10.2 Unless otherwise stipulated in the conditions of the contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the contract and not subject to variation on any account.

10.3 The unit rates and prices in the Schedule of Prices or percentage above or below on the composite schedule of rates shall be quoted by the bidder in the currency as stipulated in the Bidding Data.

10.4 Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

**11 Documents Establishing Bidder's Eligibility and Qualifications**

11.1 Pursuant to ITB Clause 8, the bidder shall furnish, as a part of its bid, documents establishing the bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.

11.2 Bidder must possess and provide evidence of its capability and the experience as stipulated in the Bidding Data and Qualification Criteria mentioned in the Bidding Documents.

**12 Documents Establishing Works' Conformity to Bidding Documents**

12.1 The documentary evidence of the Works' conformity to the bidding documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in the Bidding Data.

12.2 The bidder shall not the standards of Workmanship, material and equipment, and



13 Bid Security

reference to brand names or catalogue numbers, if any, designated by the Procuring Agency in the Technical Provisions are intended to be descriptive only and not restrictive.

- 13.1 Each bidder shall furnish, as a part of his bid, at the option of the bidder, a Bid Security of 3% of Bid Price or in the amount stipulated in the bidding data in Pak Rupees in the form of Bank Draft, Pay Order or Bank Guarantee in favor of the procuring agency valid for a period of 28 days beyond the validity of the bid.
- 13.2 Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Agency as non-responsive.
- 13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidders or on the expiry of validity of Bid Security whichever is earlier.
- 13.4 The bid security of the successful bidders will be returned when the bidder has furnished the required performance security, and signed the Contract of Agreement.
- 13.5 The bid security may be forfeited:
  - a) If the bidder withdraws his bid during the period of bid validity; or
  - b) If a bidder does not accept the correction of his Bid Price, pursuant to Sub Clause 16.4 b hereof; or
  - c) In the case of successful bidder, if he fails within the specified time limit to:
    - a. Furnish the required performance security
    - b. Signing the Contract of Agreement.



14 Validity of Bids, Format, Signing and Submission of Bid.

14.1 Bids shall remain valid for a period of 90 Days after the date of bid opening.

14.2 In exceptional circumstances, Procuring agency may request the bidder to extend the period of validity for additional period but not exceeding 1/3 of the original period. The request and the bidders' responses shall be made in writing. A bidder may refuse the request without forfeiting the Bid Security. A bidder agreeing to the request will be required to extend the validity of Bid Security for the period of Extension, and in compliance with ITB 13 in all aspects.

14.3 All schedules to bid are to be properly completed and signed.

14.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

14.5 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the Document comprising the bid as described in ITB 8 and clearly mark them Original and Copy as appropriate. In the event of discrepancy between them, the original shall prevail.

14.6 The Original and Copies of the bid shall be typed or written in edible ink and shall be signed by a person or persons duly authorize to sign. This shall be indicated by submitting a written power of attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be





initialed and official seal be affixed by the person signing the bid.

- 14.7 The bid shall be delivered in person or sent by registered mail at the address to the Procuring Agency as given in the Bidding Data.

#### SUBMISSION OF BID

- 15 Deadline for Submission, Modification & Withdrawals of Bid.

15.1 Bids must be received by the procuring agency at the address provided in the Bidding Data not later than the time and date stipulated therein.

15.2 The envelopes shall :

- a) Be addressed to the Procuring Agency at the address provided in the bidding data.
- b) Bear the name and identification number of the contract as defined in the bidding and contract data; and
- c) Provide a warning not to open before specified time and date for Bid Opening as defined in the Bidding Data; and
- d) In addition to the identification required in 15.2, the inner envelopes shall indicate the name and address of the bidder to enable the Bid to be returned unopened in case it is declared late.
- e) If the outer envelope is not sealed and marked as above, the Procuring Agency will assume no responsibility for the misplacement or premature



opening of the Bid.

- 15.3 Bids submitted through any other means shall not be accepted.
- 15.4 Any bid received by the procuring agency after the deadline for submission prescribed in the Bidding Data will be returned unopened to such bidder.
- 15.5 Any bidder can withdraw his bid after bid submission provided that the written notice of withdrawal is received by the Procuring Agency prior to the deadline for submission of Bids.
- 15.6 Withdrawal of bid during the interval between deadline for submission of bids and the expiration period of the validity specified in the Form of Bid may result in forfeiture if the Bid Security pursuant to ITB Clause 13.5.

#### **BID OPENING AND EVALUATION**

#### **16 Bid Opening, Evaluation and Clarifications**

- 16.1 The procuring agency will open the bids, in presence of the bidder's representatives who choose to attend, at the time, date and in place specified in the Bidding Data.
- 16.2 The bidder's name, Bid Prices, any discount, the presence and absence of Bid Security, and such other details as the Procuring Agency at its discretion may consider appropriate, will be announced by the Procuring Agency at the Bid Opening. The Procuring Agency will record the minutes of the bid Opening.



Representatives of the bidders who choose to attend shall sign the attendance sheet.

16.3 To assist in the examination, evaluation and comparison of Bids the Procuring Agency 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.

16.4 a) Prior to the detailed evaluation, pursuant to IB.16.7 to 16.9, the Procuring Agency will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these instructions, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include determining the requirements listed in Bidding Data.

b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-



Summary, the amount stated in the Form of Bid will be corrected by the Procuring Agency in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

- 16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation (major deviation) may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

**Major Deviations Include:**

- a) has been not properly signed;
- b) is not accompanied by the bid security of required amount and manner;
- c) stipulating price adjustment when fixed price bids were called for;
- d) failing to respond to specifications;
- e) failing to comply with Milestones/Critical dates provided in Bidding Documents;
- f) sub-contracting contrary to the Conditions of Contract specified in Bidding Documents;
- g) refusing to bear important



responsibilities and liabilities allocated in the Bidding Documents, such as performance guarantees and insurance coverage;

- h) taking exception to critical provisions such as applicable law, taxes and duties and dispute resolution procedures;
- i) a material deviation or reservation is one :
  - a. which affect in any substantial way the scope, quality or performance of the works;
  - b. Adoption / rectification whereof would affect unfairly the competitive position of other bidders present substantially responsive bids.

Minor Deviations:

Bids that offer deviations acceptable to the Procuring Agency and which can be assigned a monetary value may be considered substantially responsive at least as to the issue of fairness. This value would however be added as an adjustment for evaluation purposes only during the detailed evaluation process.

16.7 The Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive pursuant to IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to IB.16.8 herein below.



*[Handwritten signature]*

### **Technical Evaluation:**

It will be examined in detail whether the works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B to Bid will be compared with technical features/criteria of the works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

#### 16.8 Evaluated Bid Price:

In evaluating the bids, the Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- a) making any correction for arithmetic errors pursuant to IB.16.4 hereof
- b) Discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.
- c) excluding provisional sums and the provisions for contingencies in the Bill of Quantities if any, but including Day work, where priced competitively

#### 17 Confidentiality

17.1 Subject to IB.16.3 heretofore, no bidder shall contact Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Agency. The evaluation result shall be announced at least seven (07) days prior to award of Contract (SPP Rule 45). The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price



adjustments made, final evaluated prices and recommendations against all the bids evaluated

17.2 Any effort by a bidder to influence Procuring Agency in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas any bidder feeling aggrieved, may lodge a written complaint to Complaint Redress Committee as per terms and conditions mentioned in SPP Rules 31 & 32. However, mere fact of lodging a complaint shall not warrant suspension of procurement process.

17.3 Bidders may be excluded if involved in "Corrupt and Fraudulent Practices" means either one or any combination of the practices given below SPP Rule2(q):

- a) "Coercive Practice" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- b) "Collusive Practice" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- c) "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for



wrongful gain;

- d) “Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- e) “Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

## AWARD OF CONTRACT

### 18 Post Qualifications

- 18.1 The Procuring Agency, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in contractor's capacities, may require the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:





Provided, that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

18.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under ITB.11, as well as such other information required in the Bidding Documents.

19 Award Criteria & Procuring Agency's Rights

19.1 Subject to IB.19.2, the Procuring Agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of the IB.18.

19.2 Notwithstanding IB.19.1, the Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders (SPP Rule 25).



20 Notification of Award & Signing of Contract

20.1 Prior to expiration of the period of bid validity prescribed by the Procuring Agency, the Procuring Agency will notify the successful bidder in writing (Letter of Acceptance) that his bid has been accepted (SPP Rule 49).

20.2 Within seven (07) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Procuring Agency will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.

21 Performance Security

21.1 The successful bidder shall furnish to the Procuring Agency a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance (SPP 39).

21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

21.3 Publication of Award of Contract: within seven days of the award of contract, the procuring shall publish on the website of the authority and on its own website, if such a website exists, the results of the bidding process, identifying the bid through procurement identifying Number if any and the following information:

a) Evaluation Report



- b) Form of Contract and Letter of Award
- c) Bill of Quantities

22 Integrity Pact

22.1 The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Sindh Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non responsive (SPP Rule 89).



BIDDING DATA SHEET

Sr. No.	Categories	Details
01	Name of Procuring Agency	Information, Science and Technology Department, Government Of Sindh Department, Government of Sindh
02	Cost of the Bidding Document	Rs. 2,000
03	Bid Currency	Bids shall be quoted entirely in Pak Rupees.
04	Bid Security	A bid security amounting to 3% of the Bid Prices shall be paid in favor of the Information Science and Technology Department, Government of Sindh in the form of Bank Draft, Pay Order or Bank Guarantee.
05	Bid Validity	The bid shall be valid for 90 days after the bid opening date.
06	No. of Copies to be submitted	One Original plus one Copy of technical and Financial Bid
07	Address for Submission of Bids	Section Officer (G), situated at 1 <sup>st</sup> Floor, Sindh Secretariat No. 6, Karachi (021-99213827)
08	Last date for collection of Bidding Documents	23 <sup>rd</sup> August, 2017 during office hours
09	Last Date for submission of Bids	24 <sup>th</sup> August , 2017 at 1.00 pm
10	Opening Date of the Bid	24 <sup>th</sup> August, 2017 at 1.45 pm
11	Venue & Time for Bid Opening	Committee Room, Information, Science & Technology Department, 1 <sup>st</sup> Floor Sindh Secretariat Building No. 6, Sindh Secretariat Sindh.
12	Performance Security	10% of the Bid Price



## SCOPE OF WORK

Under this RFP, Information Science and Technology Department, Government of Sindh Department invites the proposal from bidders for Maintenance, Support and Connectivity of Video Conferencing System, under which the successful bidder have to perform the following tasks:

1. Local support, maintenance, and connectivity of Existing Video Conferencing Equipment at 85 Sites deployed across Sindh Province on turnkey basis.
2. Support and maintenance includes the following:
  - a. Support and Maintenance of Video conferencing Endpoints As per Annexure-A
  - b. Support and Maintenance Video conferencing Infrastructure i.e. MCU's, Recording Server as per Annexure-A
  - c. Support and Maintenance of Router & Switches as per Annexure-A
  - d. Support and Maintenance of LED Screens as per Annexure-A
  - e. Maintenance of UPS and batteries (With Yearly battery Replacement) as per Annexure-A
3. 3 Resident Engineers.
4. On-Site visit to resolve critical issues within 24 hours.
5. Software updates/upgrades whenever required.
6. Daily status check of each equipment and report to IS&T Department about status of connectivity and equipments at sites.
7. Faulty hardware replacement in 24 Hours.
8. Original Equipment manufacturer warranty for hardware for 1 year.
9. Updates/ Upgrades of Video Conference Server/Software for Mobile.
10. Training of IS&T Department Staff on All VC systems.
11. Training of End users at IST Department, Karachi (As and when required).



### Equipment Details with Locations

<b>Equipment Details with Locations</b>			
<b>S. No</b>	<b>Point A</b>	<b>Point B</b>	<b>Equipment</b>
1	CM house Board Room	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
2	Governor House	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
3	Karachi Commissioner Officer	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
4	Hyderabad Commissioner	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
5	DC Dadu	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
6	DC Jamshoro	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
7	DC Thatta	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
8	DC Badin	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
9	DC Matiyari	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
10	DC T.A Yar	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
11	DC T.M Khan	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
12	Commissioner MirpurKhas	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
13	DC Umer Kot	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
14	DC Tharparkar @ Mithi	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
15	DC Sanghar	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
16	Commissioner Sukkur	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
17	DC Khairpur	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
18	DC Ghotki	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
19	Commissioner S.B.A	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
20	DC N. Feroze	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
21	Commissioner Larkana	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
22	DC Shikarpur	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP



23	DC Jacobabad	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
24	DC Kashmore	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence Edge95MXP
25	DC Sujawal	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
26	DCO Korangi	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
27	DCO Malir	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
28	DC South Karachi	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
29	DCO Central	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
30	DCO East	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
31	DCO West	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
32	Government Office (Video Phone),	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence E20
33	Government Office Board Room	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
34	Government Office (Video Phone)	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence E20
35	CM House (Video Phone)	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence E20
36	Home Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
37	Agriculture Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
38	Irrigation Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
39	Education & literacy Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
40	Mines and mineral Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
41	Additional Chief Secretary P&D	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
42	Excise & Taxation Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
43	Industries & Commerce Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
44	Labor & Human Resource Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
45	Transports Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
46	CM I.T	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
47	Social welfare Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20





48	Enquiries & Anticorruption Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
49	Woman development department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
50	Inter Provincial Coordination	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
51	Special Education Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
52	Sindh IST & Department secretary	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
53	Finance Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
54	Work & Services Deptt.	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
55	Health Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
56	Food Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
57	C.M Cabinet	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
58	Chief Secretary Office	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
59	SPPRA	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
60	Auqaf, Religious Affairs Zakat & Usher Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
61	Forest Environment and Wildlife Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
62	Co- Operation Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
63	Minority affairs Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
64	Live Stock & Fisheries Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
65	Information & Archives Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
66	Sports & Youth Affairs Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
67	Local Government Department.	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
68	Public Health Engineering & RD	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
69	Provincial Ombudsman (Mohatsib)	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
70	Judge / Presiding Office Tribunal Anti-Encroachment	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20





71	Land utilization Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
72	Board of Revenue	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
73	Board of Revenue RS & EP	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
74	Rehabilitation Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
75	Thar coal energy Department.	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
76	Board of Investment Chairman.	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
77	Special Initiative Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
78	Chief Secretary House	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
79	Secretary Katchi Abadi	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
80	Population welfare Department	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
81	Board of Revenue (Gothabad Shireen Jinnah Colony)	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
82	Senior Member Board of Revenue	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
83	Secretary Provincial Assembly	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
84	Secretary Law	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20
85	Principal Secretary, Governor's Secretariat.	Information Science and Technology Department, Government Of Sindh	Cisco Telepresence SX20



### Infra Structure

Infra Structure			
1	Cisco Telepresence MCU 4200	Information Science and Technology Department, Government Of Sindh	
2	Cisco Telepresence IP VCR 2100	Information Science and Technology Department, Government Of Sindh	
3	Cisco Router 3800 series	Information Science and Technology Department, Government Of Sindh	
4	Cisco Telepresence Content server	Information Science and Technology Department, Government Of Sindh	
5	Cisco MCU 5300 series	Information Science and Technology Department, Government Of Sindh	
6	UPS 3 KVA	Information Science and Technology Department, Government Of Sindh	
7	Video Conference Server/Software for Mobile	Information Science and Technology Department, Government Of Sindh	
8	Cisco 2900 series 48 port switch	Information Science and Technology Department, Government Of Sindh	



*[Handwritten signature]*

### Connectivity Requirement

Connectivity Requirement				
S.No	Point A	Point B	Bandwidth	Connectivity Type
1	CM house Board Room	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
2	Governor House	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
3	Karachi Commissioner Officer	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
4	Hyderabad Commissioner	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
5	DC Dadu	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
6	DC Jamshoro	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
7	DC Thatta	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
8	DC Badin	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
9	DC Matiyari	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
10	DC T.A Yar	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
11	DC T.M Khan	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
12	Commissioner Mirpur Khas	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
13	DC Umer Kot	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
14	DC Tharparkar @ Mithi	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
15	DC Sanghar	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
16	Commissioner Sukkur	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
17	DC Khairpur	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
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21	Commissioner Larkana	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
22	DC Shikarpur	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
23	DC Jacobabad	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite



24	DC Kashmore	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
25	DC Sujawal	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
26	DCO Korangi	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
27	DCO Malir	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Satellite
28	DC South Karachi	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
29	DCO Cantaral	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
30	DCO East	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
31	DCO West	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
32	Government Office (Video Phone),	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
33	Government Office (Board Room )	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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37	Agriculture Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
38	Irrigation Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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40	Mines and mineral Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
41	Additional Chief Secretary P&D	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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45	Transports Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
46	CM I.T Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
47	Social welfare Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber



48	Enquiries & Anticorruption Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
49	Woman development department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
50	Inter Provincial Coordination Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
51	Special Education Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
52	Sindh IST & Department secretary	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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54	Work & Services Deptt.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
55	Heath Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
56	Food Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
57	C.M Cabinet	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
58	Chief Secretary Office 1	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
59	SPPRA	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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62	Co- Operation Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
63	Minority affairs Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
64	Livestock & Fisheries Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
65	Information & Archives Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
66	Sports & Youth Affairs Department.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
67	Local Government Department.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
68	Public Health Engineering Department.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
69	Provincial Ombudsman (Mohatsib)	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
70	Judge / Presiding Office Tribunal Anti Encroachment	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
71	Land utilization Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
72	Board of Revenue	Information Science and Technology	2Mbps	Data Connectivity over





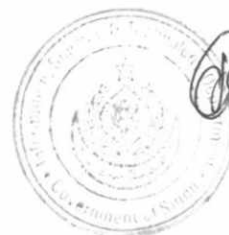
		Department, Government Of Sindh		Fiber
73	Board of Revenue RS & EP	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
74	Rehabilitation Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
75	Tharcoal energy Deptt	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
76	Board of Investment Chairman.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
77	Special Initiative Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
78	Chief Secretary House	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
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80	Population welfare Department	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
81	Board of Revenue (Gothabad Shireen Jinnah Colony)	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
82	Senior Member Board of Revenue	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
83	Secretary Provincial Assembly	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
84	Secretary Law	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber
85	Principal Secretary, Governor's Secretariat.	Information Science and Technology Department, Government Of Sindh	2Mbps	Data Connectivity over Fiber



## EVALUATION CRITERIA

### Mandatory Requirements:

Mandatory qualifying Requirements	Failing to qualify/submission any mandatory requirement will be disqualification in entire evaluation		
	01	Registration of National Tax Number (NTN) of the Company with Federal Board of Revenue (FBR)	Valid Certificate from concerned regulator / authority required
	02	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR)	
	03	Affidavit That firm is not Blacklisted and involved in any active litigation in Pakistan	
	04	Registration with Sindh Revenue Board (SRB)	
	05	Authorization Letter from Manufacturer(CISCO) for CISCO equipments	



*[Handwritten Signature]*

## EVALUATION OF TECHNICAL & FINANCIAL BIDS

Bidders who have been qualified in the mandatory evaluation shall be eligible for a detailed evaluation. The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive in accordance with the SPPRA Rules 2010 (Amended 2017). The bidder with the lowest evaluated cost shall be awarded the SLA contract, within the original or extended period of bid validity.

The Purchaser'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:

Evaluation Criteria		Documentary Evidence Attached	Marks
<b>Section 1</b> Company Profile			
1	Years of Establishment of firm duly registered with the SECP or company ordinance 1984.	Company Profile/documentary evidence / proof should be attached in the Technical bid for verification	Max Marks = 100 05 & Above Years = 100 04 & Above Years = 75 03 & Above Years = 50 02 & Above Years = 25
1.2	The vendor should be a partner by Principle (since last 03 years)	Provide Partnership Certificate of CISCO.	200 Marks
1.3	ISO 9001:2008 Certified	Provide Certification	Yes = 25 Marks No = 0
<b>Section 2</b> Financial Capability			
2	Average annual turnover of the firm for the last 3 years	Provide Audited Financial Reports	Max Marks = 75  500 Million or More = 75 300 Million or More = 50 100 Million or More = 25 Less than 100 Million=10



*[Handwritten Signature]*



<b>Section 3</b>			
Specialization/Core Expertise in Video Conferencing			
3.1	No. of Video Conferencing Project with Connectivity or on Turnkey Basis in Government/Private sector  (Minimum Rs. 30 Million worth each or above)	Purchase Orders of Video conferencing Project with Connectivity or on Turnkey Basis in Government / Private sector	Max Marks = 150  3 or More = 150 2 Projects = 100 1 Projects = 50
3.2	<b>Active</b> Service Level Agreement (SLA) of Video conferencing in Private/ Public Sector.	Documentary evidence Must attach PO/Agreement (Active).	100 Marks  10 or above =100 7-9=75 5-6=50 Less than 5=25
3.3	The Vendor should have experience of deployment of Video Conferencing projects entire Sindh Province.	Completion Certificate of VC Projects in entire Sindh Province.	Max Marks = 100  05 & Above Projects = 100 04 Projects = 80 03 Projects = 60 02 Projects = 40 01 Projects = 20
3.4	Number of Certified Engineer from Original Equipment Manufacturer.	CCNA (Voice), CCVP (Voice), CCIE, Tandberg Certifications Relevant To Voice And Video Conferencing.	Max marks 100 5 Certification & above=100 4 Certification =80 3 Certification =60 2 Certification =40 1 Certification =20
3.5	The number of installations of Video Conferencing endpoints in Pakistan.	List of endpoints deployed in Pakistan with customer Details.	150 Marks  300 & Above = 150 200 & Above = 100 100 & Above = 50
		<b><u>TOTAL MARKS</u></b>	<b>1000</b>
<b><u>NOTE: Qualifying marks 80%</u></b>			



SAMPLE FORMS  
BID FORM  
(LETTER OF OFFER)

To:  
Information Science and Technology Department, Government of Sindh.  
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 10% 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 -----2017

**WITNESS**

Signature -----

Name-----

Title:-----

Address.-----

-----  
**BIDDER**

Signature -----

Name -----

Title-----

Address-----



*[Handwritten Signature]*

## BID SECURITY FORM

**WHEREAS**----- (hereinafter called "**the Bidder**") has submitted its bid dated ----- for the "**Support, Maintenance & Connectivity for the Video Conferencing Services**", (hereinafter called "**the Bid**").

**KNOW ALL MEN** by these presents that We -----(Name of Bank) of ----  
----- (Name of Country) having our registered office at -----(address of Bank) hereinafter called "the Bank") are bound into the Information Science and Technology Department, Government Of Sindh Department Government of Sindh Government of Sindh, Home Department, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2017

**THE CONDITIONS** of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----2017, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By-----

(Title)

Authorized Representative



PERFORMANCE SECURITY FORM

To,

Information Science and Technology Department, Government of Sindh  
Karachi-Pakistan

**WHEREAS** (Name of the Contractor)

----- Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "**Support, Maintenance & Connectivity for the Video Conferencing Services**", dated \_\_\_\_\_ 2017, (hereinafter called "the Contract").

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of \_\_\_\_\_ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until \_\_\_\_\_ day of \_\_\_\_\_, 2017, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

**[NAME OF GUARANTOR]**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_



## FINANCIAL PROPOSAL

### SECTION 1

#### VIDEO CONFERENCING EQUIPMENT SUPPORT

S.NO.	DESCRIPTION	Qty	Unit Cost	Total Cost
1	Support and Maintenance of Video Conferencing Cisco Endpoint	85		
2	Support and Maintenance Cisco MCU 4240	1		
3	Support and Maintenance Cisco MCU 5320	2		
4	Support and Maintenance Cisco IPVCR 2210	1		
5	Support and Maintenance of Cisco Telepresence Content Server	1		
6	Updates/ upgrades Video Conference Server/Software for Mobile	1		
7	Support and Maintenance of 55"LED Screens	85		
8	Support and Maintenance UPS 1KVA with 1 Hour backup (Yearly Battery replacement)	85		
9	Support and Maintenance LED 3KVA with 1 Hour backup (Yearly Battery replacement)	1		
10	Support and Maintenance Core Router 3800 Series	1		
11	Support and Maintenance Core Router 2900 Series Switch 48 port	1		
12	Support and maintenance of Local Fiber Optics deployed across Sindh Secretariat, 3000 Meters Approx	1		
13	Resident Engineers for 1 Year	3		
	<b>TOTAL Section 1</b>		<b>Sub-Total(1 Year)</b>	



**SECTION 2**

**CONNECTIVITY (FIBER OPTICS/ SATELLITE as per Feasibility)**

S.NO.	One Time Charges	Qty	Unit Cost	Total Cost
1	One Time Charges(OTC Charges) Remote	85		
2	One Time Charges(OTC Charges) Central/Aggregation	1		
			<b>Sub-Total-A</b>	
S.NO.	Monthly Recurring Charges	Qty	Unit Cost(12 Month)	Total Cost
1	Monthly Recurring Charges(MRC) 2Mbps	85		
2	Monthly Recurring Charges(MRC) 170Mbps at Central/Aggregation	1		
			<b>Sub-Total(1 Year)-B</b>	
	<b>TOTAL Section B</b>			
	<b>Grand TOTAL Section A + Section B</b>			



**INTEGRITY PACT**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY CONTRACTORS (FOR CONTRACTS WORTH RS. 10.00 MILLION OR MORE)**

Contract No \_\_\_\_\_

Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[Name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

\_\_\_\_\_  
[Procuring Agency]

\_\_\_\_\_  
[Contractor]



GENERAL INFORMATION OF THE COMPANY

1	Name of Bidder	
2	No. of Years in business in Pakistan	
3	No. of Offices locations in Pakistan	
4	Annual Turnover (Million Rs.)	
5	Value of projects in hand (details may be given)	
6	Year of Incorporation (Start of Operation)	
7	Status of the Bidder	
	Sole Proprietor	
	Partnership	
	Private Limited	
	Public Limited	
	Entity registered/incorporated outside Pakistan (if yes, give detail)	
	Other (please specify)	
8	Names of Owner / Partners / Chief Executive / Directors	
9	Details of Registered Head Office (address, phone, fax, email & website information)	



*[Handwritten signature]*



## CONDITIONS OF THE CONTRACT

### GENERAL CONDITIONS OF THE CONTRACT

#### 1 Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a. "Purchaser" means the Information Science and Technology Department, Government of Sindh of the Sindh, Karachi – Pakistan.
- b. "Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- c. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- d. "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- e. "Contractor Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- f. "Contractor Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportioned able to the Software or Goods in question.
- g. "Services" means services, such as tracking/monitoring of vehicles and other such obligations of the Contractor covered under the scope of



*[Handwritten Signature]*

work.

- h. "Works" means all items to be provided and work to be done by the Contractor under the Contract.
- i. "RO" means Responding Organization/ Bidder Firm.
- j. "RFP" means Request for Proposal.

2 Bid Security

2.1 A bid bond, and bid security *in the shape of a* Pay Order / Bank Draft in favor of Section Officer (General), Information, Science & Technology Department, Government of Sindh, equivalent to 3% of the total cost of bid should be submitted along with the tender.

3 Validity of Proposal

3.1 All proposal and price shall remain valid for 90 DAYS after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

4 Currency

4.1 All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

5 Withholding tax, sales tax and other taxes

5.1 The responding organization/bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for goods rendered by any responding organization who signs a contract with the Information Science and Technology Department, Government Of Sindh Department Government of Sindh department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.



6 Stamp Duty

6.1 The Applicable Stamp duty according to Government Rules shall be borne by responding organization/bidder at the time of signing of contract.

7 Compliance to Quality Service

7.1 The Responding Organization (RO) to provide information as required in the RFP. RO shall submit complete details of the proposed solution/device information, software capabilities and other item in their technical proposals.

8 Financial Capabilities

8.1 The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

9 Earnest Money

9.1 The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive bidders, on request after opening of financial bids or when award / placement of purchase order is finalized.

10 Performance Security

10.1 The successful bidder will have to deposit 10% bank Guarantee/security of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of INFORMATION SCIENCE AND TECHNOLOGY DEPARTMENT, GOVERNMENT OF SINDH. The same will be returned on due completion of the contract and warranty period.

11 Conditional Tenders

11.1 Conditional tenders/bids will not be acceptable.



12 Scope of Work

12.1 Information Science and Technology Department, Government of Sindh Department reserves the rights to increase or decrease the scope of work/number of units/items without assigning any reason.

13 Force Majeure

13.1 The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

13.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes

13.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

14 Termination of Insolvency

14.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes Bankrupt or otherwise insolvent. In this event,



termination will be without compensation to the Supplier, if such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

15 Resolution of Disputes

15.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

**SPECIAL CONDITIONS OF THE CONTRACT**

01 Procuring Agency

Information Science and Technology Department,  
Government of Sindh

02 Country of Origin

Pakistan

03 Performance Security

The Successful Bidder will provide the respective Performance Security in the sum equivalent to 10% of the Bid Price at the time of signing of agreement.

04 Payment

The Payment terms and conditions should clearly be mentioned in the financial proposal at the time of submission with the bid. The terms and conditions will be finalized as per mutual agreement / consent at the time of signing of contract.

05 Prices

Price quoted by the bidder shall be fixed during the Bidder's Performance and not subject to variation on any account, unless otherwise specified in the bidding document

06 Resolution of Dispute

In case of a dispute between Procuring Agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

07 Governing Language

The Governing Language Shall be English

08 Notices

All notices shall be address at:

INFORMATION SCIENCE AND TECHNOLOGY  
DEPARMTENT, GOVERONMENT OF SINDH.

