



Government of Pakistan  
Ministry of Information Technology & Telecommunications  
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)  
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**NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)**  
Ministry of Information Technology & Telecommunications

**INVITATION FOR BIDS**  
for  
**RUCKUS CONTROLLERS HARDWARE SUPPORT RENEWAL**

Tender No. NITB-PMO-4(15)/2019/2021-1

**August, 2021**

[www.nitb.gov.pk](http://www.nitb.gov.pk)



Plot no 24-B, Street No 6, Sector H-9/1, Islamabad

## EXECUTIVE SUMMARY

National Information Technology Board (NITB) is an attached department of Ministry of IT & Telecom and is mandated to undertake and coordinate e-government initiatives at federal ministries/divisions and departments, provide consulting and advisory services in acquiring and implementing IT solutions as well as IT capacity building of staff of these organizations.

## General Terms & Conditions

### 1. Scope of Work, Timeframe

- 1.1 Supply and Installation of IT and other equipment for Prime Minister Office's IT managed services through NITB, Islamabad
- 1.2 Detailed specifications are attached as Annexure-II.
- 1.3 NITB may increase or decrease quantities of one or more items or Lots

S.No.	SCHEDULE OF REQUIREMENTS		Warranty Period Required	TIMEFRAME / PERIOD OF SUPPLY/DELIVERY from the date of issuance of purchase order.
	IT HARDWARE / SOFTWARE/ SERVICES ITEMS	QUANTITY		
<b>Lot# 1. Ruckus Zone Director 1200 Hardware Support and Maintenance Renewal</b>				
1	Ruckus Controller Hardware Support and Maintenance Renewal	02 Nos.	03 years	Four (04) to Six (06) Week
2.	Up-gradation of Firmware and Health check. In Case of Fault replacement of existing controller and re-configuration of controller			

### 2. About responding organizations-ROs

- 2.1. The Responding Organization-RO must be registered with Sales Tax Registration Department, must be in possession of valid NTN number and must be on Active Tax Payer List. Copies of the certificates must be provided with the bid document.
- 2.2. The RO must provide on letter head, Name of organization, details of offices across Pakistan and location of Head office, size of company (number of employees), number of years of being incorporated (at least last **03 years in existence**). List of certified and dedicated service Engineers/technicians should be provided.
- 2.3. The RO to provide information as per template available at Annexure I, II and III.
- 2.4. The RO may not propose any kind of refurbished, Used, End of Life, and Near End of Life equipment /components in their proposals.
- 2.5. The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the GOP during the currency of the project. The bided price MUST be inclusive of all taxes. The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government.
- 2.6. The RO shall be certified Direct Partner / Authorized Dealer of the Original Manufacturer for **past 03 years at least**



- 2.7. Onsite installation & relevant services to be provided by the vendor.
- 2.8. Financial capability and yearly growth rate (business revenue) in past 03 years.
- 2.9. RO must provide value, size and nature of projects done in past three (03) years at least with respect to quoted products.
- 2.10. RO must be in IT business for last three (03) years at least.
- 2.11. RO should have successfully completed three (03) similar projects in size, nature & value of the quoting items.

### Preparation of Bids

- 2.12. The Bid Bond to be enclosed in a separate envelope, labelled as "Bid Bond", and which should be sealed. **It must be ensured that bid bond should not be in the same envelope as the financial proposal. In the technical bid, RO must confirm on company's letter head that the Bid Bond is being submitted as required by NITB.**
- 2.13. Envelope for financial proposals should clearly mark: "Financial Proposal". Two hard copies of Technical Proposal and Financial proposal are required. **Soft copies of both Technical proposal and financial proposal must be provided along with bid envelopes in inerasable format.**
- 2.14. Main Envelope for Technical proposal should clearly mark "Technical Proposal". Main envelope for technical proposal should contain 02 hard copies and 02 soft copies of the technical proposal (each being physically separated, bound, sealed and labelled as "Technical Proposal"). Each envelope should contain similar supporting documents.
- 2.15. **Detail of technical specifications is attached at Annex-II. Initial evaluation/screening will be done as per Annex I; whereas, technical evaluation as per Annex III. Responding Organizations should provide all details in required templates provided under:**
  - 2.15.1. **Annexure-I for Initial Screening**
  - 2.15.2. **Annex-III for technical evaluation (technical proposal envelope)**
  - 2.15.3. **Annex- IV for financial evaluation (in the financial proposal envelope).**
- 2.16. Responding Organizations should duly fill in and submit the **Bid Forms** (01, 02, 03, 04, 05)
- 2.17. Responding Organizations must submit **Price Reasonability Certificate (for Goods only)** to certify that the price quoted for the goods are not more than the price charged from any agency (Government or Private) in Pakistan. Certificate to be attached on Stamp paper.
- 2.18. Responding Organizations must quote all items in **Lot (Turnkey)** or bid for all lots and items.
- 2.19. A bid bond, in the shape of a Bank Draft/Pay Order in the name of **Deputy Director (Admin), National Information Technology Board**, equivalent to 2% (exact 2%) of the total cost of bid should be submitted along with the tender.
- 2.20. RO shall submit an affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.
- 2.21. RO must provide at least three (03) successfully delivery from the previous customers.
- 2.22. All proposal and price shall remain valid for a period of **120 days** from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- 2.23. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- 2.24. The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to **ten percent (10%)** of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in



- Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
- 2.25. Hardware equipment should have three (03) years local warranty or as mentioned in technical specifications, including parts and Labour with onsite support.
  - 2.26. The end user licenses, end user warranties and end user contracting support services will be in the name of Customer, for all the equipment and Software loaded on the equipment delivered during the course of the project.
  - 2.27. All equipment should be supplied through verifiable distribution channels.
  - 2.28. RO should clearly indicate the duration of delivery (MUST be in requested timeframe) of equipment after the award of contract.

### Pre-Bid Meeting:

- 2.29. A Bidders' meeting will be held in the premises of National Information Technology Board, on below mentioned address on **Dated 8<sup>th</sup> September, 2021 at 11:00 AM**. All queries relating to RFQ should be faxed or e-mailed to [shahid.jadoon@nitb.gov.pk](mailto:shahid.jadoon@nitb.gov.pk) at least 02 days before the bidders' conference. Answer to the submitted queries shall be given on priority basis in the conference.

### Submission of Bids

- 2.30. Proposals shall be delivered by hand or courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.
- 2.31. **Deputy Director (Admin)**, National Information Technology Board, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051- 9265063,051- 9204218, 051-9008267 **Fax 051-9265376**
- 2.32. Bids may be submitted to Deputy Director (Admn), NITB in a SEALED CONFIDENTIAL COVER at the address given above latest by dated **16<sup>th</sup> September, 2021 at 1030hrs**. Technical bids will be opened on the same date and venue at **11:00hrs** in front of bidders.
- 2.33. Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b) in general and PPRA Rule: 36-b(viii) in particular.

### 3. Award of Contract

- 3.1. **Acceptance of Bid and Award Criteria**

The bidder after qualifying through given criteria in Annexure I will be called in for financial opening. In financial opening the lowest bidder will be selected as per PPRA rules, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity
- 3.2. **Procuring Agency's Right over quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements (Annexure-I) without any change in unit price or other terms and conditions. Payment will be made for the items actually delivered as per rate per unit provided by the bidder.
- 3.3. **Notification of Award**



- 3.3.1.** Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.
  - 3.3.2.** The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
  - 3.3.3.** The enforcement of the Contract shall be governed by Rule 44 of the PPRA-
- 3.4. Signing of Contract**
- 3.4.1.** After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document/Purchase Order
  - 3.4.2.** The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document
  - 3.4.3.** If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de- barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

#### **4. Performance Guarantee**

- 4.1.** On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency
- 4.2.** The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.
- 4.3.** Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid



### Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Supply, Installation, configuration and testing of Equipment (Hardware/Software)	Six (04) to Six (06) Weeks from the date of signing of contract / issuance of purchase order.	100%



## Annexure-I

### Evaluation Criteria

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

General terms and conditions compliance	Clause	Yes/No
1) The Responding Organization-RO must be registered with Sales Tax Registration Department, must be in possession of valid NTN number and must of Active Tax Payer List. Copies of the certificates must be provided with the bid document.	2.1	
2) The RO shall be certified direct partner of the Original Manufacturer for <b>past 03 years at least.</b> Manufacturer Authorization Letter Must be provided for this tender.	2.6	
3) RO must be in IT business for at least last three (03)years.	2.10	
4) RO should have successfully completed three (03) similar projects in size, nature & value of the quoting items. Purchase order must be provided	2.11	
5) Responding Organizations must submit <b>Price Reasonability Certificate</b>	2.17	
6) A bid bond, in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% (exact 2%) of the total cost of bid should be submitted along with the tender.	2.19	
7) RO shall submit and affidavit that it is not blacklisted by any Federal, Provincial or Public sector organization	2.20	
The product must be compliant to the technical specifications mentioned in Annexure-II		

**Evaluation Committee** will verify the compliance with specifications mentioned in Annexure-II



**Annexure-II**

**Technical Specification**

<b>Hardware Items</b>		
<b>S.#</b>	<b>Items</b>	<b>Qty</b>
<b>LOT # 1</b>	<b>Ruckus Zone Director 1200 Hardware Support and Maintenance Renewal</b>	
1	Partner Support Renewal ZD 1 Lic. Upgrade (3 Year Only)	60
2.	Redundant ZD1200 Support Renewal (3 Year Only)	1
3.	Partner WD Support Renewal ZD 1205 (3 Year Only)	1





**Annexure-III**

**Comparative Statement of Technical Specification of the Quoted Items**

S#.	ITEMS SPECIFICATIONS	Bidder-1		Bidder-2....	
		Complied	Non-complied	Complied	Non-Complied
	As per Annexure-II				



**Annexure IV**

**Format for Financial Proposal**

**Provision of Hardware and Licensed Software:**

Lot #	Items	Quantity	Specification of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
				Unit Price (PKR)	Total Price (PKR)
			Same as per Annexure-II		



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**BID FORM-01**

BidRefNo. \_\_\_\_\_  
Date of the Opening of Technical Bid

Letter of Intent

Name of the Tender :{ \_\_\_\_\_ }

To: [Deputy Director (Admin), National Information Technology Board, Islamabad]

Dear Sir

Having examined the bidding documents, we offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated this [insert:number] day of [insert: month],[insert:year].

Signed:

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]



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**BID FORM-02**

Name of the Firm

Bid Reference No: \_\_\_\_\_

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column-1.

Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid
NTN Certificate			
GST Certificate			
On Active Tax Payers List of FBR			
Registration/Incorporation/Business Certificate			
Complete Company profile			
Operational Office in Islamabad and Rawalpindi			
Evidence of Firm's Last 3-Years Performance (Projects of similar nature)			
Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization.			
OEM's authorization letter.			
Bid Validity period of 120 days			
Compliance with schedule of requirements			
Submission of required amount of bid security with Financial Bid			
Compliance with Tech Specifications			
OEM warranty: 03-year & onsite support			
Technical brochures/data sheets			
Original Bidding Documents duly signed/stamped			



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**BID FORM-03**

**MANUFACTURER'S AUTHORIZATION\***

To: [Deputy Director (Admin), National Information Technology Board, Islamabad]

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No. \_\_\_\_\_ for the goods manufactured by us.

We here by extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----

Designation: -----

Official Stamp: -----

\*This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.



**BID FORM-04**

**Firm's Past Performance.**

Name of the Firm: \_\_\_\_\_

Bid Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Name of the Client/Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Work Completion Certificate by client

Bidders may use additional Sheets if required.  
All certificates are to be attached with this form.



**Performance Guarantee**

To: [Deputy Director (Admin), National Information Technology Board, Islamabad]

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods] (hereinafter called "the Contract"). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier to be in default under the Contract and without cavil or argument, any sum or sums 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 the \_\_\_\_\_ day of\_ \_\_\_\_\_, 2021/2022

Signature and Seal of the Guarantors/ Bank

Address:

Date: