



No. 416/Store

Date: 24-01-2023

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

Standard Bidding Documents

Last Date of Submission of Documents:

16-02-2023

PROCUREMENT OF:

WEB HOSTING SERVICES

ATTACHED DOCUMENTS

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

NOTE:

- i. The Bidder has to submit the Form of Technical Evaluation Criteria duly completed & signed, Sealed “**TECHNICAL BID**” and “**FINANCIAL BID**” separately. Supply Schedule will be mentioned in the work order.

Rs. 3,100/-

INSTRUCTION TO BIDDERS

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

TERMS AND CONDITIONS:

1. The invitation for Bids issued by the Purchaser "Board of Intermediate and Secondary Education, Sahiwal (Board)" is not part of the Contract Agreement.
2. The technical and financial offers be submitted in separate sealed envelopes as per PPRA rules 2014.
3. At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addenda.
4. To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may at its discretion, extend the deadline for the submission of Bids.
5. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
6. The Bidder shall submit the **Technical Bid and Financial Bid on prescribed Proforma given by Board in Tender documents**. This form must be completed without any alterations in its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested as per specifications given in Technical Bid.
7. Unless otherwise indicated in the Bidding Documents (BDs), alternative Bids shall not be considered.
8. Bid Security @5% of total value of Bid in favour of **Secretary, Board of Intermediate and Secondary Education, Sahiwal** in the shape of Pay Order/ Bank Draft or CDR issued by any branch of scheduled bank should be attached with the Technical Bid.
9. Any Bid not accompanied by a substantially responsive Bid Security will be rejected by the Purchaser.
10. The successful bidder will furnish the performance security within 15 days of the receipt of notification of award from the purchaser.
11. The Bid security of the successful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security/Bank Guarantee @ 10% of the total cost before the signing of contract/agreement that will be made on stamp paper value of 0.25% of contract value.

12. Bids shall remain valid for the period of specified in the BDs after the Bid submission deadline date i.e. 90 days from the opening of Technical Bid. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
13. The original and Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
14. Any interlineations, erasures, or overwriting shall be valid only if those are signed or initialed by the person signing the Bid.
15. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected and returned.
16. The Tender Documents will be received up to **16-02-2023** till **01:00PM** in the office of Secretary, Board of Intermediate & Secondary Education, Sahiwal. The same will be opened on the same day at **02:00PM** in the presence of Bidders or their representative who make them available on that date and time in the office of Secretary BISE, Sahiwal.
17. Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
18. Any effort by a Bidder to influence the purchaser in the examination, evaluation, comparison and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.
19. If, after the technical evaluation, the purchaser determines that the Bid is not substantially responsive it shall reject the Bid.
20. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission.
21. The Chairman, BISE, Sahiwal reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders.
22. The purchaser shall awarded the Contract to Bidder whose offer has been determined to be technically sound and financially lowest evaluated and is substantially responsive to the Bidding documents, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
23. At the time, the contract is awarded, the Chairman BISE, Sahiwal reserves the right to increase or decrease the quantity of items to be purchased originally specified in Technical Bid. Schedule of requirement, without any change in the unit prices or other terms and conditions of the Bid and the Bidding documents.
24. Prior to the expiration of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing that its Bid has been accepted.
25. Purchaser (BISE-Sahawal) may opt the offer/option of same/equal closest to the specification being a matter of quality services.
26. The purchaser shall have the right to impose fine as per agreement, if the provided services not up to mark and resulting, disturbance or trouble in Board's service.
27. No disruption / interruption in services during peak hours will be acceptable.
28. Rate of services should be mentioned in Pak Rupees.
29. Initial contract with the successful bidder will be of two years that may be extendable further one year with the consent of both parties and on satisfactory performance report from BISE, Sahiwal. In case of unsatisfactory performance, the purchaser will have the right to cancel/terminate the contract with the issuance of one-month notice.

TERM OF PAYMENT:

1. The payment of service will be made after successful delivery of services on quarterly basis.
2. All payment shall be made through cross cheque in Pak Rupees.
3. All Taxes will be deducted at source as per government rules at the time of payment and tax deduction letter will be provided along with each payment cheque
4. Party B submitted the Ten percent (10%), contract value, under performance security/Bank Guarantee and payment will be made by party A after successful delivery of services against specified period as per agreement.

The Bid security may be forfeited:

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

**Authorized Signature & Stamp
of Firm / Bidder**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION SAHIWAL.

TECHNICAL EVALUATION CRITERIA

- 1. Name of Bidder/ Lead Bidder. _____
(In Capital Words)
- 2. Status of Firm/Company/JV/Group _____
- 3. Address _____
- 4. Cell No. _____ E-mail: _____
- 5. Income Tax No. _____
- 6. Sales Tax Registration (If applicable) _____
- 7. Date of Establishment of Business _____
- 8. **Financial information:**
 - a. Income Tax paid/deducted for previous one year 2021-22.
(Attach evidence)
 - b. Attach Professional Tax paid certificate of current year.
 - c. Cash flow availability.
(Attach Bank Statement for fiscal year July, 2021 to June,2022)
- 9. **Ability to supply items.**
According to Specifications.
 - a. 3 Years Experience
 - b. No Defaulter/Blacklist certificate
 - c. Web Hosting Provider
- 11. Pay order/CDR/Bank Draft No. _____ Amount _____ dated _____

Name of Bank _____ Branch _____
***(Attach original Pay order/CDR/Bank Draft with Technical Bid)**

CHECK LIST

Sr. No.	Name of Documents	Yes	No	Page No.
1	Income Tax Certificate (Along with NTN No.)			
2	Professional Tax Certificate (2022-23)			
3	Bank Statement (July 2021 to June 2022)			
4	Performance Certificate			
5	Experience Certificate / Work Order			
6	No Defaulter / Blacklist Certificate			
7	Pay Order/CDR/Bank Draft			
8	ISO Certificate			
9	Active client list with contact and email for service verification. i. Public Sector Clients ii. Education Service Provider Clients iii. Clients with huge data			

**Authorized Signature & Stamp
of Firm / Bidder**

TECHNICAL BID
WEB HOSTING SERVICES

Sr. No.	Specification		Duration	Quoted Firm Specification (if any)
1	Processor	Intel(R) Xeon(R) 28-32 Core & 30MB Cache (Equivalent)	02 Years	
	Hard Drive	1TB SSD (RAID LEVEL 1) for operating systems. 3TB SAS drive: Additional for data storage: De-attachable for DB and Raw files (domain and subdomain content)		
	RAM	128 GB (DDR-4)		
	Operating System	Windows Server 2019 Standard Edition		
	Bandwidth	1GB/s Bandwidth (Minimum), Service provider will ensure the availability of service without bandwidth restrictions especially in peak hours		
	Software	MySQL, MSSQL SERVER 2019 STANDARD EDITION WITH LICENSE, .NET Framework 4.5, 4.6 & PHP 5.5,5.6,7,7.3.27,8, PHP SQLSRV enabled, Crystal Reports 13 Licensed		
	Backup	Backups of Code, Databases, Database Backups (Daily Basis), Files(Code, Pictures etc) (Incremental) daily. Backups would be Kept offsite in Pakistan		
	Plesk Panel:	YES		
	Security	Paid Web Applications Firewall (Licensed), DDos protection upto 100 Mbps and above Multi user VPN (at least 2 simultaneous users) for connecting with Plesk, FTP, SQL Server remotely etc, Paid Wild Card SSL certificate with latest security(Licensed)		
	Configuration and Maintenance	DNS Zone Management,24/7 Support, Configuration and Maintenance (fully managed) services, all essential security measures must be ensured.		
	Disaster Recovery Mechanism	Must provide disaster recovery mechanism. In case any hardware failure or software failure or both, backup system must be available to restore the services in minimum time without data loss i.e. DR of above system on international cloud with all the latest data (able to be up and running upon any disaster without any data loss)		

SR. #	ESTIMATED PRICE	AMOUNT OF CDR @5%
1	25,00,000/- (Twenty-Five Lac Rupees)	1,25,000/- (One Lac Twenty-Five Thousand Rupees)

Authorized Signature & Stamp
of Firm / Bidder

FINANCIAL BID

WEB HOSTING SERVICES

Sr. No.	Specification		Duration	Rate Per Month including all taxes (PKR)	Rate Per Year including all taxes (PKR)
1	Processor	Intel(R) Xeon(R) 28-32 Core & 30MB Cache (Equivalent)	02 Years		
	Hard Drive	1TB SSD (RAID LEVEL 1) for operating systems. 3TB SAS drive: Additional for data storage: De-attachable for DB and Raw files (domain and subdomain content)			
	RAM	128 GB (DDR-4)			
	Operating System	Windows Server 2019 Standard Edition			
	Bandwidth	1GB/s Bandwidth (Minimum), Service provider will ensure the availability of service without bandwidth restrictions especially in peak hours			
	Software	MySQL, MSSQL SERVER 2019 STANDARD EDITION WITH LICENSE, .NET Framework 4.5, 4.6 & PHP 5.5,5.6,7,7.3.27,8, PHP SQLSRV enabled, Crystal Reports 13 Licensed			
	Backup	Backups of Code, Databases, Database Backups (Daily Basis), Files(Code, Pictures etc) (Incremental) daily. Backups would be Kept offsite in Pakistan			
	Plesk Panel:	YES			
	Security	Paid Web Applications Firewall (Licensed), DDos protection upto 100 Mbps and above Multi user VPN (at least 2 simultaneous users) for connecting with Plesk, FTP, SQL Server remotely etc, Paid Wild Card SSL certificate with latest security(Licensed)			
	Configuration and Maintenance	DNS Zone Management,24/7 Support, Configuration and Maintenance (fully managed) services, all essential security measures must be ensured.			
	Disaster Recovery Mechanism	Must provide disaster recovery mechanism. In case any hardware failure or software failure or both, backup system must be available to restore the services in minimum time without data loss i.e. DR of above system on international cloud with all the latest data (able to be up and running upon any disaster without any data loss)			

Authorized Signature & Stamp

of Firm / Bidder