



The Bank of Khyber

Bidding Document

Procurement of Microsoft Items under Enterprise agreement (TRUEUP)

Last Date for Submission:	2nd September, 2019 at 3:30 P.M.
Tender Opening Date:	2nd September, 2019 at 4:00 P.M.

Description of Work

SCOPE OF WORK

The Bank of Khyber require licenses, Security Tools for below mentioned products under Enterprise Agreement (EA) for remaining period of agreement whereas Premier Support Services is required for 1-year contract.

Item	Description	Quantity
Exchange Online ATP	Advance threat protection for the purpose of External Email Spam filtering for incoming emails.	200
TFS	Team Foundation Server for Centralize storage of Development code	01
TFS Cal	Client Access license for accessing Team Foundation Server.	02
Visual Studio Enterprise	Enterprise Development tool for Software Development team.	01
Visual Studio Professional	Professional Development tool for Software Development team	02
Premier Support Services	Microsoft will provide on call Support for different Microsoft products in case of services failure or any other issue in Production Environment	30 hours

1. Proposal Response Format

Bidder is required to submit sealed proposal as per **Single Stage single Envelope Procedure**. Proposal shall be submitted in the following format:

2.1 Format of Proposal

Bidder should provide its proposal in accordance with the Scope of Work mentioned above and following **Mandatory Requirements**. Failing to which the proposal will not be considered.

2.1.2 Technical Evaluation Criteria is as follows: -

#	Mandatory Requirements	Vendor Response
1	Bidder's company/firm should be authorized License Solution Partner (LSP) and provide its certificate of the Microsoft having legal presence in Pakistan for the provision of Licenses.	
2	Bidder must provide evidence of company's registration / incorporation certificate with Government relevant authority and company's name NTN / FBR Registration Certificate.	
3	The company/firm should be active tax payer and registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and must submit its certificate.	
4	The bidder/company/firm should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan and must provide Undertaking on stamp papers duly registered with Notary Public that it is not being blacklisted. Also must provide List of	

	arbitration/legal suits/unsettled disputes with organizations/clients (if any) in last five years	
5	The company/firm Annual Audited Report for the last 03 Financial years. Company should be audited by chartered accountant firm and copies of the same should be attested by CEO of the company.	
6	Company/Firm must provide 3 Purchase Orders and 3 Agreements of similar Scope of Work mentioned above with relevant client references and valid proof.	
7	The company/firm must have legal presence in Pakistan and should submit list of Offices across Pakistan.	
8	The Company/Firm must accept this complete bidding document and affix sign and stamp of the company.	
9	Undertaking on stamp paper dully attested from Notary Public must be attached with Technical Proposal confirmation of 2% Call Deposits of total bid amount attached with Financial Proposal. Amount of total bid shall not be mentioned in Undertaking attached with Technical proposal.	

Note: Only the Bidders complying with above Scope of Work, mandatory requirement will be considered for financial consideration.

2.2 Format of Financial Proposal

Bidder must submit its proposal in accordance with the following format: -

SNO	Required Technical Specifications	Quantity	Unit Price	GST	Total Amount
1	Exchange Online ATP (Advance threat protection for the purpose of External Email Spam filtering for incoming emails).	200			
2	TFS (Team Foundation Server for Centralize storage of Development code).	01			
3	TFS Cal (Client Access license for accessing Team Foundation Server).	02			
4	Visual Studio Enterprise (Enterprise Development tool for Software Development team).	01			
5	Visual Studio Professional (Professional Development tool for Software Development team).	02			
6	Premier Support Services(Microsoft will provide on call Support for different Microsoft products in case of services failure or any other issue in Production Environment).	30 hours			
Total Amount					

2. Tender Acceptance Criteria

The bidder quoting Lowest Price among bidders that must meet Scope of Work and Mandatory requirement for award of Contract/Purchase Order.

TERMS & CONDITIONS

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Single Envelope Procedure**.
2. Bidders are required to submit sealed proposal to the office of the **Incharge Procurement Department, The Bank of Khyber** on or before **2nd September, 2019 at 3:30PM**. Tender Opening Date is **2nd September, 2019 and Time is 4:00 PM** at The Bank of Khyber, Head Office.
3. **Any bid submitted after due date and time will not be entertained.**
4. Company seal / stamp must be fixed on Proposal with CEO or Authorized signatory sign. Each page of the proposal must be properly numbered.
5. Company/firms applied for the Tender must provide documents in line with the Scope of Work, Mandatory requirements and Terms & Conditions of this bid document.
6. Call Deposit of two percent (2%) of the total bid amount must be attached with proposal in separate sealed envelope in favor of The Bank of Khyber.
7. All prices must be quoted in PKR inclusive of all Taxes applicable, such as GST, Income Tax, etc. Prices quoted in foreign currency shall be converted into single currency i.e. PKR according to KPPRA rule 39 (2), afterward no dollar against PKR fluctuation shall be allowed during period contract i.e one year.
8. The prices quoted shall remain valid for 120 days, after the date of opening the tender.
9. Delivery of all items must be made within 4 – 6 weeks of issuance of purchase order.
10. Failure to supply items within specified time period will invoke and cancellation of PO. In addition to that, two percent (2%) Call Deposit (CDR) amount will be forfeited.
11. The Bank of Khyber will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
12. No conditional bid will be acceptable.
13. The Bid document Scope of Work, Mandatory Requirements and Terms & Conditions shall prevail over company/firm own standard Terms and Conditions.
14. Agreement/award of contract should be in line with this bid document and mutually agreed terms and conditions.
15. Payment will be made according to Enterprise Agreement for remaining Enterprise agreement period and 1 year contract for Premier Support services
16. **No negotiations and revised bids will be allowed.**

In-charge Procurement, Head office,
The Bank of Khyber, State Life Building, Peshawar.
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