



The Bank of Khyber

Bidding Document

Renewal and Maintenance Support of Kaspersky Endpoint Security for Business-Advance

Last Date for Submission:	13-05-2019 at 3:30PM
Tender Opening Date:	13-05-2019 at 4:00PM

Description of Work

1. SCOPE OF WORK

The Bank of Khyber intends to engage reputable firms for Renewal and Maintenance Support of **Kaspersky Endpoint Security for Business-Advance**.

S.No.	Annual Maintenance Renewal	Qty
1	Kaspersky Endpoint Security for Business-Advance	2000
2	Upgrade of current AV Security Center to latest AV version and OS version with DR setup	1
3	In house training of 2 BoK resources	1

2. Proposal Response Format

Bidder is required to submit two separate sealed proposals i.e. Technical and Financial as per **Single Stage Two Envelope Procedure**. Both the proposals shall be submitted in the following format:

2.1 Format of Technical Proposal

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

#	Mandatory Requirements	Vendor Response
1	Bidder should be authorized License Solution Partner of the Manufacturer of the required items and must provide its certificate	
2	Bidder must provide evidence of company's registration / incorporation certificate and its NTN / FBR Registration Certificate	
3	The bidder 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 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	
4	The bidder must submit Annual Audited Report for the last 03 Financial years	
5	Bidder must provide Purchase Orders/Agreements of at least 03 deployments/delivery/renewal of similar items with relevant client references and valid proof	
6	The bidder must have legal presence in Pakistan and should submit list of Offices across Pakistan	
7	The bidder should be active tax payer and registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and must submit its certificate	

2.1.2 Technical Evaluation Criteria is as follows: -

Technical Evaluation Criteria is as follows:-

1. Bidder must submit relevant documents against each of the above Mandatory Requirements.
2. Quoted licenses must comply with the required minimum Technical Specifications as mentioned in Scope of Work along-with its support.

Note: Only the Bidders complying with above criteria will be considered for financial bid opening.

2.1.3 Contract Period

The bidder shall give (3) Three years support and subscription services for the renewal of the licenses and of the licenses starting after delivery of required licenses specific under company strategy, certifying that the goods/services supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for the warranty period from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost.

2.2 Format of Financial Proposal

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

S.No.	Annual Maintenance Renewal	Qty	Unit Price	Total Amount
1	Kaspersky Endpoint Security for Business-Advance	2000		
2	Upgrade of current AV Security Center to latest AV version and OS version with DR setup	1		
3	In house training of 2 Bank of Khyber resources	1		
<u>Grand Total</u>				

Note: License quantity may be increased or decreased over the period of contract. Costing will be carried out by the unit price of the Quoted license cost. Unit Price will be locked for the duration of the contract.

3. Tender Acceptance Criteria

The bidder quoting Lowest Price among Technically Qualified bidders will be selected for the 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 Two Envelope Procedure**.
2. The Bank of Khyber invites two separate sealed envelopes, one for Technical Proposal and One for Financial proposal from Authorized License Solution Partner of the Manufacturer for the required items and having legal presence in Pakistan.
3. Bidders are required to submit both sealed proposals to the office of the **Head Procurement Division, The Bank of Khyber** on or before Monday, **13thMay, 2019 at 3:30PM**. Tender Opening Date is Monday, **13thMay, 2019 and Time is 4:00 PM** at The Bank of Khyber, Head Office.
4. Company should sign and stamp BoK bidding document and must attach with its technical bid.
5. Company seal / stamp must be fixed on both Technical Proposal and Financial Proposal.
6. All the firms applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the Technical Evaluation Criteria. **If any firm fails to qualify the Technical Evaluation Criteria, then Financial Proposal of the same will not be opened.**
7. **Any bid submitted after due date and time will not be entertained.**
8. Bids not complying with all the given clauses in this tender document are liable to be rejected.
9. Call Deposit of two percent (2%) of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of Head Procurement Division, The Bank of Khyber.
10. All prices quoted must be inclusive of all Taxes applicable, such as GST, Income Tax, etc.
11. The prices quoted shall remain valid for 120 days, after the date of opening the tender.
12. Delivery of Licenses must be made within 2 – 6 weeks of issuance of purchase order.
13. Failure to supply items within specified time will invoke. In addition to that, two percent (2%) Call Deposit (CDR) amount will be forfeited.
14. 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.
15. **No negotiations and revised bids will be allowed.**

Head Procurement, Head office,
The Bank of Khyber, 29 A, The Mall, Peshawar Cantt.
Phone: 091-5261117, 091-5275352.