

# Tender Document

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## Punjab Forensic Science Agency (PFSA)

### Service Level Agreement (SLA) for “Maintenance of Data Center / Networking / IT Equipment ”

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**FSA-327**



## Punjab Forensic Science Agency (PFSA)

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## **1- Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of the Bidding Document at the later stages during tender process.

### **Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project

## **2- Invitation to Bid**

### **2.1 PPRA Rules to be followed**

Punjab Procurement Rules 2014 will be strictly followed. These may be obtained from PPRA's website:

<http://ppra.punjab.gov.pk/PublicPages/prorules1.aspx>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2014.

### **2.2 Mode of Advertisement(s)**

As per Rule 12(1), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

All prospective bidders are required to enclose photo copy of DD/P.O. of Rs. 2000/- in favor of **“Director General, Punjab Forensic Science Agency”** with the bids, OR Original Receipt of Tender Purchased, **else wise the bid will stand rejected.**

### **2.3 Type of Open Competitive Bidding**

As per Rule 38, 2(a), Single Stage - Two Envelope Procedure shall be followed. This is as follows:

- i. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- v. The Purchaser shall evaluate the technical proposal in a manner prescribed in Section 7, 13 and Annexure-A of this document, without reference to the price and reject any proposal which does not conform to the specified requirements as listed in said Sections.
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals of technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted and qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

In accordance with these rules, interested companies (hereinafter referred to as “Bidders”) applying for bids should submit two separate **bids/envelopes for Financial Proposal and Technical Proposal**.

#### **2.4 Bidding Details (Instruction to Bidders)**

All bids must be accompanied by a call deposit equivalent PKR (CDR) of **02% of estimated price (Rs. 9,089,760/-) in favor of “Director General, Punjab Forensic Science Agency, Lahore”**. The bids along with the CDR, Tender Forms, Affidavits, etc., must be delivered into the Tender Box, placed at reception of Punjab Forensic Science Agency, Lahore on or **before 1100 hrs no later than 19-08-2020**. The Technical bids will be publicly opened in the Punjab Forensic Science Agency, Head Office: PFSA Thokar Niaz Baig, Multan Road, Lahore, **at 11:30 hours** on the last date of submission of bids. Queries of the Bidders (if any) for seeking clarifications regarding the specifications must be received in writing to the Purchaser within five working days from the date of Tender advertisement. Any query received after five working days shall not be entertained. All queries shall be responded to within due time. PFSA may host a Q&A session, if required, at PFSA premises (Punjab Forensic Science Agency, Head Office: PFSA Thokar Niaz Baig, Multan Road, Lahore). All Bidders shall be informed of the date and time in advance.

The bidder must submit bids on the basis of complete Tender. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document. 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 Document.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

##### **Primary Contact**

Assistant Director (I.T),  
Punjab Forensic Science Agency  
Lahore

##### **Secondary Contact**

Deputy Director (Finance),  
Punjab Forensic Science Agency  
Lahore

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. As authority competent to accept the tender, the Purchaser reserves the right to cancel the tender, accept or reject one or all bids without assigning any reason thereof.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Call Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

## **TERMS AND CONDITIONS OF THE TENDER**

### **1. Definitions**

- 1.1 In this document, unless there is anything repugnant in the subject or context:
- 1.2 “Client/Procuring Agency/Purchaser” means the Punjab Forensic Science Agency (PFSA) or any other person/entity for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purpose of the contract.
- 1.3 “Confirmation” means confirmation in writing.
- 1.4 “Contractor/Bidder/Tenderer” means an entity/company/organization that is a registered bidder with the Purchaser and has submitted its bid as per the criteria/specifications listed.
- 1.5 “Contractor” means any entity or person that may provide or provides the services to any of the public sector organization under the contract.
- 1.6 “Contract” means the contract proposed to be entered into between the procuring entity and the Bidder, including all attachments, appendices, and all documents incorporated by reference therein.
- 1.7 “Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 1.8 “Day” means a standard business working day.
- 1.9 “Fraudulent and Corrupt practices” will have the same bearing and meaning as are defined in the Punjab Public Procurement Consultancy Services Rules 2012.
- 1.10 “Government” means the Government of Punjab.
- 1.11 “In writing” means communicated in written form e.g., by mail, e-mail or fax, delivered with proof of receipt.
- 1.12 “Person” individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 1.13 “Personnel” means professionals and support staff provided by the bidder that are assigned to perform the Services or any part thereof.
- 1.14 "Pre-Bid Conference" means the meeting conducted by the procuring entity prior to actual date of bid opening.
- 1.15 “Procurement Methods” means any one of the procurement modes / methods as provided in the Punjab Procurement Rules 2014 published by the Punjab Procurement Regulatory Authority (PPRA), Government of Punjab.
- 1.16 “Proposal” means the Technical Proposal and the Financial Proposal for the provision of the Services submitted by a bidder in response to RFP.
- 1.17 “RFP” means Request for Proposals, including any amendments that may be made by the procuring entity for the selection of bidder.
- 1.18 “SBD” means Standard Bidding Documents.
- 1.19 “Services” means the tasks to be performed by the bidder pursuant to the Contract as listed
- 1.20 "Works" means work to be done by the Contractor under the Contract.
- 1.21 Contract Price “ monthly amount of the required services inclusive of taxes

### **2. Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

### **3. Notice**

- 3.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:
  - 3.1.1 in writing;
  - 3.1.2 issued within reasonable time;
  - 3.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
  - 3.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

### **4. Tender Scope**

Punjab Forensic Science Agency (PFSA), (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for supply of services as outlined in this section and elsewhere in the RFP.

### **5. Tender Eligibility**

- 5.1 Eligible Tenderer is a Tenderer who is an authorized service provider by the principal.
- 5.2 has a registered office in Pakistan;
- 5.3 has required relevant experience
- 5.4 is manufacture of Goods / provider of Services or authorized dealer / agent of original manufacturer of Goods / provider of Services.
- 5.5 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
- 5.6 Goods and Services can only be supplied / sources / routed from "origin" in "eligible" member countries.
  - a. "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
  - b. "origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

### **6. Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

### **7. Joint Venture / Consortium:**

Joint venture or partnership firms are **ALLOWED / eligible (Maximum of TWO Companies)** for this tender. Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate.

Bids submitted by a consortium of two companies or partners (maximum) shall comply with the following requirements:

- I. Consortium/Local partner shall have credibility and shall provide references in financial strengths.
- II. The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners.

- III. One of the partners shall be authorized to be lead partner; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- IV. The partner Lead Partner shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the consortium.
- V. A copy of the agreement entered into by the consortium partners shall be submitted with the Bid

## **8. Examination of the Tender Document**

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

## **9. Clarification of the Tender Document**

The Tenderer may require further information or clarification of the Tender Document, within 05 working days of issuance of tender in writing.

## **10. Amendment of the Tender Document**

- 10.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 10.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers.
- 10.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **11. Preparation / Submission of Tender**

- 11.1 The Tenderer is allowed to bid for all the services in the same tender and not part of the services.
- 11.2 The Tenderer is not allowed to bid for partial procurement of services.
- 11.3 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- 11.4 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, photocopies may be submitted.
- 11.5 The Tender shall be in two parts i.e the technical proposal and the financial proposal. Each proposal shall be in two sets i.e the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.
- 11.6 The Technical Proposal shall comprise the following, **without quoting the price:**
  - 11.7 Technical Proposal Form
    - 11.7.1 Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted)
    - 11.7.2 Covering letter duly signed and stamped by authorized representative.
    - 11.7.3 Authorized Certificate / document from the principle / manufacturer.
    - 11.7.4 Evidence of eligibility of the Tenderer and the Services
    - 11.7.5 Evidence of conformity of the Services to the Tender Document



- 11.7.6 Technical Brochures / Literature
- 11.7.7 The statement must be signed by the authorized representative of the Bidder
- 11.7.8 Financial Capacity
- 11.7.9 Valid Registration Certificate for Income Tax, Sales Tax, NBIA and / or other allied agencies / organizations / regulatory authorities.
- 11.7.10 Income Tax & Sales Tax Returns for the last three tax years
- 11.7.11 Power of Attorney, if an authorized representative is appointed
  
- 11.8 The Financial Proposal shall comprise the following:
  - 11.8.1 Financial Proposal Form
  - 11.8.2 Price Schedule
  - 11.8.3 Tender Security (**02% of the estimated amount in shape of CDR**)
  
- 11.9 The Tenderer shall seal the Original Technical Proposal in an envelope duly marked as under:
  - Original Technical Tender for
  - Tender Name. [Number of Tender]
  - Category No:
  - [Name of the Purchaser]
  - [Address of the Purchaser]
  - [Name of the Tenderer]
  - [Address of the Tenderer]
  - [Phone No. of the Tenderer]
  
- 11.10 The Tenderer shall seal the Duplicate Technical Tender in an envelope duly marked as under:
  - Duplicate Technical Proposal for
  - Tender Name. [Name of Tender]
  - Category No:
  - [Name of the Purchaser]
  - [Address of the Purchaser]
  - [Name of the Tenderer]
  - [Address of the Tenderer]
  - [Phone No. of the Tenderer]
  
- 11.11 The Tenderer shall follow the same process for the Financial Tender.
- 11.12 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:
  - Original Tender for
  - Tender Name. [Name of Tender]
  - Category No:
  - Strictly Confidential
  - Open on [Last Date of submission of the Tender]
  - [Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

- 11.13 The Tenderer shall again seal the sealed envelopes of Duplicate Technical Proposal and the Duplicate Financial Proposal in an outer envelope, duly marking the envelope as under:

Duplicate Tender for

Tender Name. [Name of Tender]

Category No:

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

- 11.14 The Tenderer shall enclose soft copies of the Technical Proposal and the Financial Proposals, including all Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.
- 11.15 The Tender shall be mailed to reach and dropped in the Tender Box placed at the Reception of the Purchaser's office, during office hours, up to due date and time.
- 11.16 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer. Noncompliance with the same will cause the rejection of bid at the time of opening.

## **12. Tender Price**

- 12.1 The quoted price shall be:
- 12.1.1 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 12.1.2 on FOR basis including all charges up to the delivery point at various Punjab Government Offices in Punjab (if required);
- 12.1.3 in Pak Rupees;
- 12.1.4 inclusive of all taxes, duties, levies, insurance, freight, etc.
- 12.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 12.3 Where no prices are entered against any item(s), the price of that item shall be deemed to have been distributed among the prices of other items, and no separate payment shall be made for that item(s).
- 12.4 Each cost should be identified as installation (one time) or monthly/quarterly/yearly (recurring) support of operation services thereof.

- 12.5 The price hereby quoted by the Bidders would include all travelling, accommodation, lodging, insurance, U.S. per diem, other expenses to be borne by the Instructors / Trainers / Mentors.

### **13. Tender Security**

- 13.1 The Tenderer shall furnish the Tender Security as under:
- 13.2 As part of financial bid envelope, failing which will cause rejection of bid.
- 13.2.1 In the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser;
- 13.2.2 for a sum equivalent to 2% of the Total estimated Price;
- 13.2.3 denominated in Pak Rupees;
- 13.2.4 Have a minimum validity period of ninety days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 13.3 The proceeds of the Tender Security shall be payable to the Purchaser, on the occurrence of any / all of the following conditions:
- 13.3.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 13.3.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
- 13.3.3 If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 13.4 The Tender security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the tender security only. The Tender Security shall be returned to the successful Tenderer on furnishing the Performance Security.

### **14. Tender Validity**

The Tender shall have a minimum validity period of ninety days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Tender security.

### **15. Modification / Withdrawal of the Tender**

- 15.1 The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 15.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Tender Security.

### **16. Opening of the Tender**

- 16.1 Tenders shall be opened, at the given place, time and date, in the presence of the Tenderer(s) for which they shall ensure their presence without further invitation.
- 16.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 16.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

## **17. Clarification of the Tender**

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sold discretion of the purchaser

## **18. Determination of Responsiveness of the Bid (Tender)**

18.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

18.1.1 meets the eligibility criteria for the Tenderer for the Services;

18.1.2 meets the Technical Specifications for the Services;

18.1.3 meets the delivery period / point for the Services;

18.1.4 meets the rate and limit of liquidated damages;

18.1.5 offers fixed price quotations for the the Services;

18.1.6 is accompanied by the required Tender Security as part of financial bid envelope;

18.1.7 The original receipt of tender fee submitted, attached with technical bid envelope;

18.1.8 is otherwise complete and generally in order;

18.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

18.2 A material deviation or reservation is one which affects the scope, quality or performance of the Services or limits the Purchaser's rights or the Tenderer's obligations under the Contract.

18.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

## **19. Correction of errors / Amendment of Tender**

19.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

19.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

19.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.

19.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

19.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

19.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

19.4 The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the terms and conditions of the Contract / Technical Specifications, shall be added to the corrected Tender Price for comparison purposes only. No credit shall be given for offering

delivery period earlier than the specified period.

- 19.5 The Tenderer shall state the Tender Price for the payment terms outlined in the Conditions of Contract which will be considered for the evaluation of the Tender. The Tenderer may state alternate payment terms and indicate the reduction in the Tender price offered for such alternative payment terms. The Purchaser may consider the alternative payment terms offered by the Tenderer.
- 19.6 The Tenderers may offer discounts for items which shall be taken into account in the evaluation of the Tenders so as to determine the Tender offering the lowest evaluated cost for the Purchaser in deciding award(s) for whole tender.

## **20. Rejection / Acceptance of the Tender**

- 20.1 The Purchaser shall have the right, at his exclusive discretion, to increase the quantity of any or all item(s) without any change in unit prices or other terms and conditions, accept a Tender reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.
- 20.2 The Tender shall be rejected if it is:
- 20.2.1 substantially non-responsive; or
  - 20.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
  - 20.2.3 incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or
  - 20.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
  - 20.2.5 the Tenderer submits more than one Tenders; or
  - 20.2.6 the Tenderer refuses to accept the corrected Total Tender Price; or
  - 20.2.7 the Tenderer has conflict of interest with the Purchaser; or
  - 20.2.8 the Tenderer tries to influence the Tender evaluation / Contract award; or
  - 20.2.9 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award.
- 20.3 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 20.4 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

## **21. Acceptance Letter (Letter of Intent)**

The Purchaser shall, send the Acceptance Letter (Letter of Intent) to the successful Tenderer, prior to the expiry of the validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

## **22. Performance Security**

- 22.1 The successful Tenderer shall furnish Performance Security as under:
- 22.1.1 within 10 (Ten ) working days of the receipt of the Acceptance Letter from the Purchaser;
  - 22.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser;
  - 22.1.3 for a sum equivalent to 10% of the contract value;
  - 22.1.4 denominated in Pak Rupees;
  - 22.1.5 have a minimum validity period of ninety days from the date of Award Notification or until the date of expiry of warranty period, support period or termination of services, whichever is later.
- 22.2 The proceeds of the Performance Security shall be payable to the Purchaser, on occurrence of any

/ all of the following conditions:

- 22.2.1 If the Contractor commits a default under the Contract;
- 22.2.2 If the Contractor fails to fulfill any of the obligations under the Contract;
- 22.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 22.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.

**TERMS & CONDITIONS OF THE CONTRACT**

**Contract Title:**

**Contract for**

**Service Level Agreement (SLA) for  
“Maintenance of Data Center / Networking / IT Equipment”**

between

**Punjab Forensic Science Agency (PFSA)**

and

**[name of Contractor]**

Dated:

## I. Agreement

This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between [full legal name of the Purchaser] (the “Purchaser”), on the one part,

and

[full legal name of Contractor], on the other part severally liable to the Purchaser for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term “Contractor.”

### RECITALS

WHEREAS,

- (a) The Government through the Purchaser intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the consulting services as described in the contract.
- (b) The Purchaser has requested the Contractor to provide certain services as described in Tender Document; and
- (c) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Services and provide the Services, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Services.
3. The following shall be deemed to form and be read and construct as part of this Contract:
  - a. The Tender Document
  - b. Bidder’s Proposal
  - c. Terms and Conditions of the Contract
  - d. Special Stipulations
  - e. The Technical Specifications
  - f. Tender Form
  - g. Price Schedule



- h.** Affidavit(s)
- i.** Authorized Dealership / Agency Certificate
- j.** Performance Security
- k.** Service Level Agreement (SLA) Scope
- l.** Non-Disclosure Agreement (if required)
- m.** Any Standard Clause acceptable for Purchaser

4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **[full legal name of the Purchaser]:**

For **[full legal name of the Contractor]:**

Signature

Signature

Name

Name

Witnessed By:

Witnessed By:

**WITNESSES**

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

## II General Conditions of Contract

### **23. Contract**

The Purchaser shall, after receipt of the Performance Security from the successful Tenderer, send the Contract provided in the Tender Document, to the successful Tenderer. Within three working days of the receipt of such Contract, the Tenderer shall sign and date the Contract and return it to the Purchaser.

### **24. Contract Documents and Information**

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### **25. Contract Language**

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

### **26. Standards**

The Services provided under this Contract shall conform to the authoritative latest industry standards.

### **27. Patent Right**

The Contractor shall indemnify and hold the Purchaser harmless against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Service or any part thereof.

### **28. Execution / Work Schedule**

The Contractor shall submit an Execution Schedule, giving details of services rendered, as required under the Contract, to the Client, within three days of the signing of the Contract.

### **29. Payment**

29.1 The Contractor shall submit an Application for Payment, in the prescribed form, to the Client. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Client may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Services provided, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Certificate of Payment, if any.

29.2 The Contractor will submit certificate along with Application for Payment that all just and lawful bills for labour, materials and equipment used in the performance of works/ services have been paid in full.

29.3 The Purchaser shall pay the amount verified in the Certificate of Payment within twenty one (21) days of receipt of a Certificate of Payment. Payment shall not be made in advance. The Purchaser shall make payment for the Services provided, to the Contractor, as per Government policy, in Pak Rupees, through treasury cheque.

**30. Price**

The Contractor shall not charge prices for the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

**31. Stamp Papers for the contract Signing**

**As per Section 22(A)(b) of Schedule –I, Stamp Act 1899 read with Finance Act 1995(Act-IV of 1995) Government of the Punjab, The Contractor shall provide ‘stamp papers/Stamp Duty’ worth of 0.25% of the total contract/Purchase Order Value for the signing of Contract to the PFSA.**

**32. Contract Amendment**

- 32.1 The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase or otherwise change the nature, quality, quantity and scope, of all / any of the Services / the Works, in whole or in part.
- 32.2 The Contractor shall, within ten working days of receipt of such notice, submit a cost estimate and execution schedule of the proposed change (hereinafter referred to as the Change), to the Purchaser.
- 32.3 The Contractor shall not execute the Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor with a copy to the Client.
- 32.4 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
- 32.5 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

**33. Assignment / Subcontract**

- 33.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.
- 33.2 The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

**34. Extensions in time for performance of obligations under the Contract**

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser with a copy to the Client, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor with a copy to the Client, extend the Contractor's time for performance of its obligations under the Contract.

**35. Liquidated Damages**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the Contract Price which is attributable to such part of the Services / the Works as cannot, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.

### **36. Blacklisting**

- If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.
- If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

### **37. Forfeiture of Performance Security**

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

### **38. Termination for Default**

- If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.
- If the Purchaser terminates the Contract for default of the Contractor, in whole or part of works, the Purchaser may procure, Services / Works, similar to those undelivered in a reasonable manner, and any excess costs will be deducted from due payment from Contractor's bills. However, the Contractor shall continue performance of the Contract to the extent not terminated.

### **39. Termination for Insolvency**

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor with a copy to the Client, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

### **40. Termination for Convenience**

40.1 The Purchaser may, at any time, by written notice served on the Contractor, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.

40.1.1 The Services which are complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining services, the Purchaser may elect:

40.1.1.1 to have any portion thereof completed and delivered; and/or

40.1.1.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed Services or Works previously procured by the Contractor for the purpose

of the Contract, together with a reasonable allowance for overhead & profit.

**41. Force Majeure**

- 41.1 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.
- 41.2 If a Force Majeure situation arises, the Contractor shall, by written notice served on the Purchaser with a copy to the Client, indicate such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Contractor shall continue to perform 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.

**42. Dispute Resolution**

- 42.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- 42.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

**43. Statutes and Regulations**

- 43.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- 43.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.
- 43.3 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

**44. Taxes and Duties**

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

**45. Contract Cost**

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses.

**46. The Client**

- 46.1 The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.
- 46.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.
- 46.3 The Client shall conform with all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

**47. Authorized Representative**

- 47.1 The Purchaser, the Client or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
- 47.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser, the Client or the Contractor.
- 47.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 47.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.
- 47.5 Notwithstanding any failure of the Authorized Representative to disapprove Services or Works shall not prejudice the right of the Client to disapprove such Services or Works and to give instructions for the rectification thereof.
- 47.6 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Purchaser / the Client who shall confirm, reverse or vary such decision or instruction.

**48. Waiver**

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

**49. Training**

- 49.1 The Contractor shall arrange and undertake comprehensive training programs for the staff nominated by the Purchaser / the Client to ensure that they shall acquire a good working knowledge of the operation, and general maintenance of the Services to be supplied under the Contract and contractor shall submit a training plan list, scope and trainer.
- 49.2 In case of non-compliance with instructions, non-cooperation or other difficulties experienced by the Contractor with regard to any of these personnel, the Contractor shall apprise the Purchaser / Client and proceed to implement suitable remedial measures after consultation with them.

**Special Stipulations**

<b>SCHEDULE-A, SPECIAL STIPULATIONS</b>	
<b>For ease of Reference, certain special stipulations are as under:</b>	
<b>Tender Security</b>	The Contractor shall furnish the Tender Security as under: for the whole Tender; in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser; for a sum equivalent to 2% of the Total estimated Price; denominated in Pak Rupees; Have a minimum validity period of ninety days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later
<b>Performance Security</b>	The successful Contractor shall furnish Performance Security as under: in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser; for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; Have a minimum validity period of ninety days from the date of Award Notification or until the date of expiry of warranty period, whichever is later
<b>(delivery Period)Start operation of Services after installation, configuration, deployment, commissioning, testing, and training</b>	Immediately from the issuance of acceptance letter.
<b>Liquidated damages for failure / configuration of Services by the Contractor</b>	Liquidated damages shall be levied @ 0.25% of the Contract Price which is attributable to such part of the Services as cannot, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price. (This penalty will also be invoked on the commitments given by the Contractor in the technical proposal)
<b>Legal Status to Work in Pakistan</b>	The Bidder must be allowed and meet all conditions set forth by the Government of Punjab and Government of Pakistan to work with all concerned parties of the private, public, and not for profit sectors.

## **SCOPE / SLA: Data Center / Networking / IT Equipment Technical Proposal**

### **REQUIREMENTS OF TECHNICAL PROPOSAL:**

All the bidders submitting their bids against this bid must submit the qualification application along with the information in the following formats together with the relevant documentation:

1. Market Presence:
  - Firm name, its status, address, telephone number(s), fax number, email address.
  - Copy of Income Tax Return/ Audited accounts for last 03-Years.
  - Copy of Firm's National Tax Number Certificate
  - Copy of Firm's GST Number Certificate
  - Copy of N.I.C. of Firm's Authorized Representative
  - Copy of letter of intent on registered Stamp Paper/legal document to form JV (Joint Venture) or JV agreement (In case of JV Only).
  - Details of offices / branches operated nationwide.
2. Financial Soundness:
  - Financial soundness certificate, bank statement/Certificates for last 12 months/Financial Year.
3. Working Experience:
  - Only firms having minimum 03- years' experience of IT Services, Management and supplies (One Window Solution) Operations, Maintenance & Management may apply. Documentary evidence should be submitted.
  - List of similar nature Successful completion or In-hand Projects of IT.
4. ISO Certificate:
  - Copy of ISO Certificate with Scope of "IT Company".
5. Quality Assurance & Health, Safety, Environment Policies & Procedures:
  - Submission of Comprehensive Quality, Health, Safety & Environment Policies & Procedures.
  - Submission of Proposed Methodology, Approach & Organ gram for the Project.
6. Daily /Weekly / Monthly Performance Computerized Reports Formats to Purchaser:
  - Submission of Comprehensive Performance Report Formats Required
  - Submission of Data Analysis Formats Required etc
7. Experience of Data Center and Network management of large size Private / Government Sector :



- References / Letters required for the SLA/management contracts of Large Size Private companies / Government Sector for the Data Center and Network (LAN/WAN)

8. Key Professionals:

- List of Key Personnel along with CV and degrees / certificates including :
  - Engineers
  - Managers
  - Supervisors
  - Other support staff

9. **Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.**

**Evaluation Criteria:**

Each Technical Proposal will be evaluated according to the Criteria given below.

**Technical Evaluation Criteria for Service Level Agreement (SLA), Operations, Maintenance & Management of Data Center / Networking / IT Equipment at Punjab Forensic Science Agency (PFSA) Lahore**

**(To Qualify Minimum 70 Points)**

**Mandatory: - Principal's authorized service provider certificate is must.**

**Mandatory: - Proposed staff must be as per Plan provided in the tender.**

<b>Name of the Firm</b>									
	01 Market Presence as IT Firm And Establishment of the Company	02 Financial Soundness	03 Experience of IT & Related Equipment  Management & Services	04 ISO Certification	05 Quality, Health, Safety & Environment Policies & Procedures	06 Weekly/monthly computerized Reports formats and Maintenance Plans	07 Data center and network SLA contract in Large Pvt/Govt. Sector	08 Company's Total Staff and No. of CCIE/MCSE/SAN and Virtualization experts etc.	09 Authorized Certification of Related IT equipment
	Max 15 Points	Max 10 Points	Max 15 Points	Max 5 Points	Max 05 Points	Max 10 Points	Max 15 Points	Max 10 Points	Max 15 Points
<b>Points Obtained</b> (To be filled by the Employer)									

Technical Proposal – Weight age Point Rating Basis		
01.	Market Presence	05- Point for each year of establishment as IT company
02.	Financial Soundness	01- Point for each 10.0 Million revenue generated during last 12 months / financial year
03.	Experience of IT & Related Equipment Management & Services	05-Point for each year, served for 03 years
04.	ISO Certification	05- Points for ISO Certification in related Area (IT)
05.	Quality, Health, Safety & Environment Policies & Procedures	05- Points for comprehensive Policies and Procedures, Methodology, Approach & Organ gram
06.	Weekly/Monthly Reports formats and Maintenance plans	10- Points for computerized Reports formats to purchaser and All Equipment Maintenance Plans.
07.	SLA contracts for Data Center and Networks in large size Private / Govt. Sector	5- Point for Each contract same nature
08.	Company's Total Staff and No. of CCIE/MCSE/SAN and Virtualization experts etc.	10- Points for <b>Proposed</b> staff for support for 24/7 365 days and level of staff experience and education (2 Points for each expert with certification)
09.	Authorized Certification of Related IT equipment	3- Points for each brand of equipment (from the list of equipment attached ) authorization of sale/ support from the principal manufacturer



**Note :**

**Only the technically qualified bidder on the basis of criteria above shall be eligible for opening of their financial bid.**

## Financial Proposal

### **FORM OF BID SUBMISSION:**

Director General,  
Punjab Forensic Science Agency,  
Home Department  
Government of Punjab,  
Thokar Niaz Baig,  
Lahore.

**Subject:** **Service Level Agreement ( SLA ) for Data Center / Networking / IT Equipment Maintenance & operation of Punjab Forensic Science Agency(PFSA), Lahore**

(Bidders are requested to fill in the blank spaces in this form of Bid).

Dear Sir,

1. Having inspected site and checked all local conditions affecting the works and having also examined all Bid documents including the instructions to bidders, General Conditions of Contract and Scope of Services, we the undersigned offer to provide services / systems in conformity with the Bid documents including Instructions to Bidder, General Conditions of Contract and Scope of Services for the total sums as specified in Financial Quotation agreed upon under the contract.
2. We accept the above Bid documents as valid and binding including those parts not countersigned in fully by us.
3. We confirm that we have satisfied ourselves about the site, services, climate, traffic and all other conditions which influence or may influence the works, and we do not require any clarification and additional information thereto and that we cannot raise any claim for not knowing them.
4. We undertake to carry out such alterations, additions or curtailments of the works as may from time to time be determined and ordered in writing by the employer in accordance with the contract.
5. The rates and prices which we have quoted and all information and data attached with our Bid are complete and without any hidden technical or financial reservations or implications. They have been duly checked and are correct in every aspect.
6. The rates and prices entered in the Bid (wages of manpower) are firm and are inclusive of all cost of manpower, labor, equipment, custom duties, sales tax, surcharges, local & federal taxes, insurances, royalties, overhead and profit and all other direct and indirect costs related to and connected with the satisfactory execution of services.

7. We undertake if our Bid is accepted to sign the Agreement of Contract within fourteen (14) working days of the issue of the Letter of Award;
8. If our Bid is accepted we will furnish a Performance Bond from a scheduled bank or insurance company approved by the employer for the amount 10% of the bid amount;
9. We agree to pay all costs towards the preparation of the Agreement of Contract.
10. We further agree to abide by this Bid for a period of (60) sixty calendar days from the date of opening of the Bid and it shall remain binding upon us for this period.
11. Unless and until a formal agreement is prepared and signed, the Bid documents together with your written acceptance thereof shall constitute a binding contract between us.
12. We understand that you are not bound to accept the lowest or any Bid, you may receive.

Dated: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of the bidder \_\_\_\_\_

Duly authorized to sign the Bid on behalf of:

\_\_\_\_\_  
Name of bidder in block letter

\_\_\_\_\_  
Designation of the bidder:

\_\_\_\_\_  
Address:

In presence of:  
\_\_\_\_\_

\_\_\_\_\_  
Name of witness:

\_\_\_\_\_  
Designation of the witness:

\_\_\_\_\_  
Address:

**Financial Proposal**

**FORM OF BID REQUIREMENTS:**

<b><u>Subject</u></b>	<b><u>Provision</u></b>
1. Amount of Earnest Money in the form of Pay Order / Bank Guarantee / Insurance Guarantee.	02% of the total estimated amount in favor of Director General, Punjab Forensic Science Agency
2. Performance Bond	
a. Amount: _____	10% (Ten Percent) of the bid amount at the time of signing of the contract.
b. Validity Period of performance bond.	Till end of Contract Period.
3. Surety for the proposed Performance Bond (state the name and address of the proposed scheduled bank / Insurance Company from whom Performance Bond shall be obtained).	Any Scheduled Bank or AAA ranked Insurance Company
4. Insurances	
5. Venue of arbitration	Punjab Forensic Science Agency, Lahore
6. Facility Manager's address for serving of notices	_____ _____
7. Employer's address for serving of notices	Director General, Punjab Forensic Science Agency, Home Department Government of Punjab, Thokar Niaz Baig, Lahore.

\_\_\_\_\_  
(Signature of bidder  
& Company Seal)

**Financial Proposal**

**3.3. FINANCIAL QUOTATION:**

For the services rendered under the scope of services, the Service Level Agreement shall be paid as under:

Monthly Fee for Service Level Agreement, Operations, Maintenance and Management of IT and related Equipment. Includes charges of the staff deployed & services as per attached herewith.

**Monthly Service Charges**

A. ----- Rs. \_\_\_\_\_

B. ----- Rs. \_\_\_\_\_

C. ----- Rs. \_\_\_\_\_

**Grand Total Monthly remuneration of Rs. \_\_\_\_\_/-**

(Pak Rupees \_\_\_\_\_

\_\_\_\_\_) Only)

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Company Official Seal \_\_\_\_\_

Date \_\_\_\_\_

**Financial Proposal**

**3.1.1 RESIDENT SUPPORTING STAFF PLAN FOR 24/7 HOURS 365 DAYS AT PFSA BUILDING**

<b>Staff for IT and related equipment at PFSA building (Required from vendor)</b>					
<b><u>Sr#</u></b>	<b><u>Staff Category</u></b>	<b><u>Shift – A</u></b>	<b><u>Shift – B</u></b>	<b><u>Shift – C</u></b>	
01	<p><b><u>Technical Supervisor / Manager</u></b></p> <ol style="list-style-type: none"> <li>Bachelor (4 years) or Higher degree in IT / CS or equivalent</li> <li>Must hold MCSE or Same/higher level of certification in IT Domain</li> <li>Minimum 3 years' experience</li> <li>Experience detail (Networks related to Rack mounted servers / virtualization and network firewall configuration / SAN Management and raid configuration)</li> </ol>	01	0	0	
02	<p><b><u>Senior Network Engineer</u></b></p> <ol style="list-style-type: none"> <li>Bachelor (4 years)/higher degree in IT/CS or equivalent.</li> <li>Must hold CCNP or Higher Certification in Cisco.</li> <li>Minimum of 2 years of experience of working in networks.</li> <li>Experience detail: (Cisco Network configuration and other network devices support) e.g. Network switches, servers cameras/Biometric access control devices/IPPBX etc.</li> </ol> <p>Network Support Engineers (IT/CS Degree holder or equivalent)</p> <ol style="list-style-type: none"> <li>Minimum: 1 year of experience (Specialized in Cisco network configuration and other network devices support) e.g. Network switches / servers / CCTV cameras/Biometric access control devices/ IPPBX etc.</li> </ol>	01			
03	<p><b><u>System Support Staff</u></b></p> <p>Duties: Data Centre Maintenance, Rack mount servers, Laptops, Desktops, IP/digital/analog phones, Cable Laying, CCTV Cameras, Printers and Photocopier troubleshooting etc.</p>	<p><b>1</b> Data Centre Support Engineer</p> <hr/> <p><b>3</b> General System Support Engineers</p>	02	01	01



04	<b><u>Photocopier &amp; Printer expert</u></b> 1. Minimum 3 years hands on experience on most of the photocopier machines e.g. Konica, Ricoh, Xerox, Toshiba or any other at PFSA. (Minimum of 3 year experience letter required for working on at least 3 types of photocopiers machines) 2. Expert of all printers' brands (must hold 1 year experience certificate in at least 3 brands including Dell and HP printers)	01	??	??
05	<b><u>Relievers</u></b> <b><u>Degree and Experience in IT domain</u></b>	01	01	01
06	<b><u>Expert / engineers for backup support</u></b>	??	??	??

**Shift A Morning (06 Members)**  
**Shift B Evening (02 Members)**  
**Shift C Night (01 Member)**

*-Dedicated Staff with necessary tools available at PFSA building for 24/7 365 days support to Purchaser; (for Weekends / public holidays, in each shift vendor may reduce staff for minimum of 1 in morning, 1 in evening, 1 at night. )*

*Moreover, relievers will be offsite and will cover the duty of person(s) on leave or any other additional requirements related to IT equipment of PFSA.*

***The minimum number and qualification of team members (including supervisor) must meet the above mentioned plan. However, vendor can increase the staff numbers / qualifications to provide better services.***

*Note:- Shift schedule may shuffle as per requirements of PFSA.*

*Note: "??" Mark in above table refers to that the member is **Optional** and it depends on contractor's proposal.*

## Scope Of Work

- 1- The total time of Service Level Agreement contract will minimum up to 30<sup>th</sup> June, 2021 from the date of award AND may extend on monthly basis after 30<sup>th</sup> June, 2021.
- 2- The payment will be made on Monthly, on the basis of Monthly reports, attendance, performance etc. duly verified by PFSA designated staff.
- 3- The Purchaser have full rights to Terminate the contract / agreement anytime time with or without any reason by given prior 01-month written notice.
- 4- Complete available equipment list along with model, manufacturer, quantity and technical details are given for your reference.
- 5- The Contractor will be deemed to satisfy himself about scope of the work as per the list attached with this document. A site visit may be arranged in coordination with contact persons before the submission of tenders.
- 6- The Purchaser will provide access to the authorized staff deputed by the Contractor for performance of his obligations to all the equipment for operations and maintenance. Team will be responsible to execute any other duty assigned by concerned department.
- 7- The parts for the maintenance are not inclusive in the SLA contract and all the required parts for SLA and maintenance will be provided by the PFSA as per requirements and procedures. However, comprehensive maintenance and related documentation of the equipment in PFSA or its satellite stations shall be responsibility of the SLA team.
- 8- Contractor will provide proposed staff (according to plan provided in financial proposal) details i.e. name, designations, Shifts details etc. to PFSA.
- 9- All other Terms and conditions apply as per Original Tender Documents.
- 10- Any damage, breakage of Equipment after handing over, the vendor will responsible to provide replacement or repair at its own cost and risk.
- 11- LIST OF EQUIPMENT ATTACHED AT ANNEX “B” for handing over to Contractor.

The project is purely IT and related Equipment (As list attached) Support, Maintenance Services as;

- Windows Operating System latest and old one.
- Linus Operation system latest and old one.
- Window and Antivirus Patches/up gradation
- Email system configuration
- To check networking cables/cards
- Maintenance of LAN / WLAN / OFC infrastructure and new installations.
- Diagnose photocopier hardware issues, and support & services
- Diagnose all the Hardware issues and support of relevant hardware
- Network routers and switches configuration latest and old
- MS Office and other related software
- Installation & Configuration TP / video conference support
- IP Phone installation and troubleshooting (Exchange, PRI, PABX & Analog)
- Data Center (All Equipment)
- Routers and Switches
- In-Row Cooling for Data Center
- Manage Network and network security / firewall issues and plan new policy for security threats and preventive maintenance.
- Desktop, laptops and Servers with Storage (Physical/Virtual)

- Diagnose the issues of CCTV system and resolve and new installation (Analog and IP based), identify software/hardware faults and correct the faulty part. In case of part replacement, engineer must identify the faulty part and put up the estimated price.
- Printers, photocopiers, scanners (As per complete listed enclosed)
- Diagnose the hardware faults, software issues and new installations.
- Diagnose and rectify the issues of Access control systems with server and machines.
- Managed the internet Bandwidth and diagnose the issues of internet. (As per complete list enclosed...)

### **-Maintenance**

Contractor will provide comprehensive maintenance services for supported machines and equipment. Comprehensive maintenance per year will typically be performed on each supported machine, and minor maintenance may be performed more frequently. Operations that may be performed as part of maintenance

A full maintenance will typically require, depending on what tasks need to be performed. Periodic Maintenance is always scheduled in advance.

### **Troubleshooting**

Vendor will troubleshoot problems with supported operating systems, diagnostic tools, software applications, required tools and network connectivity. Vendor will also perform basic hardware/software troubleshooting.

### **Application support**

Contractor will provide applications support which include but not limited to the following services:

- Installation and updating of software.
- Troubleshooting of common problems.
- Help with basic usage.
- SLA team will implement network/system monitoring plans to identify malign usage of PFSA application / equipment.
- Vendor will provide no support for discouraged or prohibited applications by the PFSA.
- Support for the centralized administrative applications is limited to support.
- Utilize manuals, online help systems, training CD-ROMs, and other training resources for the applications.
- SLA team will intimate expiry of license/purchase of license(s) for necessary software. PFSA will execute the purchase of required license(s) and other according to approval.
- PFSA will be responsible for purchasing software licenses and having media available (if required).

### **Backup support**

Vendor will provide installation and configuration of backup software. The backup service itself is provided by Contractor and in addition to that Contractor's staff can assist with restores and act as a liaison with users. SLA team will execute and build plans for all data center's data and servers. SLA team shall also provide suggestions to upgrade already build backup plans. They shall also be responsible to execute any other responsibility assigned to execute backup restoration according to suggestions by IT department.

### Hardware support

Vendor will provide complete and exact hardware diagnosis for supported machines (list provided). In addition, Vendor will provide post-warranty work in many cases as well. SLA team shall be responsible to upgrade, diagnose and rectify the problem in downed hardware in minimum time at no charge, subject hardware supplied by the PFSA; these services would include but not limited to installing PCI cards and upgrading RAM etc. PFSA will consult with vendor or vice versa.

### Training

Contractor provides trained resources to support PFSA users. Contractor's staff can evaluate computer training needs for supported users and provide specific recommendations for training classes or materials.

In addition, Contractor can provide informal training sessions on supported software for individuals (or small groups). In some cases, Vendor's staff may provide formal group training for users.

### via Service Desk support

To request support services the User send electronic mail to the appropriate support team's service desk email address [abc@abc.com](mailto:abc@abc.com). In cases in which email is not operational, user may call the Service Desk at 042-xxxxxxx.

### Response time

Contractor's goal is to respond to all requests for service as quickly as possible. Contractor prioritizes requests as they come in using the following general guidelines:

- **Urgent** requests are those that meet one or more of the following criteria:
  - Top Management / key personals
  - Multiple users are affected.
  - The user's computer is not functional.
  - The network is inaccessible.
  - The user is working under a deadline or on a time sensitive task.
  - The problem is with software that is vital to the nature of the user's work.
  - The user is unable to send or receive email.
  - The security of one or more machines is compromised.
- **Normal/Planned** : requests typically fall into the following categories:
  - The request is specified as non-urgent by the users.
  - The request involves peripheral equipment
  - The user is experiencing an application problem that does not interfere with critical functions.

**Vendor's normal response times for request** shown in the table below:

Category	Initial response time	Commencement of work
----------	-----------------------	----------------------

Urgent	0-90 minutes	0-2 hours
Normal /	1 – 2 hours	0-4 hours
Planned	2-4 hours	As scheduled

**Penalty Implications and clauses:**

The Contractor will be responsible to an overall uptime of 95 percent+. The PFSA will deduct up to 10 percent service contract /PO amount, if agreed uptime is not met.

Availability excludes the annual maintenance agreed upon maintenance time and takes into account any manufacturer's response time for equipment delivery.

Any delays or downtime due to non-availability of Parts (responsibility of PFSA to be provided to the Contractor) will not count into downtime Percentage and will be counted into PFSA account. However, Contractor is responsible to inform PFSA for the requirements of parts well before time to make possible availability of parts on time.

**Reporting**

Uptime reporting on all systems will be provided to the PFSA on monthly basis duly signed by authorized representative of the purchaser.

Root cause for any outage will be provided to the PFSA along with monthly reports.

The Contractor monitoring system will be used to monitor all/mostly devices and produce the uptime report.

If the Contractor is not able to maintain 95 percent availability, up to 10 percent amount will be deducted from the invoice or any other monies due to the Contractor. These deductions will be applied on the invoice subsequent to the monthly uptime analysis.

***Scheduled Maintenance Times***

During scheduled maintenance the equipment and related services may be unavailable.

Any unscheduled maintenance will be communicated to and agreed upon with the PFSA at least 24-48 hours prior to the event.

Any service affecting maintenance beyond the Contractor's control will not count against the uptime commitment for the PFSA.

**Annexure-C**

**Technical Proposal Submission Form**

[Location, Date]

To     \_(Name and address of Client / Purchaser)\_

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment)\_ in accordance with your Request for Proposal/Tender Document dated \_(insert date)\_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

**Annexure-D**

**Financial Proposal Submission Form (Part of Financial Bid Envelope)**

[Location, Date]

To           (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the           (Insert title of assignment) in accordance with your Request for Proposal dated           (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of           (insert amount in words and figures). This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in            of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

**Annexure-E**  
**Format for Covering Letter**

To  
(Name and address of Purchaser)

**Sub:** \_\_\_\_\_.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of \_\_\_\_ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the \_(insert name of the Purchaser)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all the pre-F criteria indicated on your tender document. The details are as under:

\_\_\_\_\_  
Authorized Signatures with Official Seal



**Annexure-F**

**INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY**

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

**Format of Power-of-Attorney**

**POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

For \_\_\_\_\_

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

**Annexure-G**

**UNDERTAKING**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of

Duly authorized to sign bids for and on behalf of:

**Annexure-H**

**AFFIDAVIT**

**Integrity Pact**

We \_(Name of the bidder / supplier)\_ being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent / representative) is the agent / representative duly authorized by \_(Name of the bidder company)\_ hereinafter called the Contractor to submit the attached bid to the \_(Name of the Purchaser)\_. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the \_(Name of the Purchaser)\_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

\_\_\_\_\_  
Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

**Annexure-J**

**PERFORMANCE SECURITY**

**Issuing Authority:**

**Date of Issuance:**

**Date of Expiry:**

**Claim Lodgment Date:**

**WHEREAS** [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within seven working days of the receipt of the Acceptance Letter from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to Rs. \_\_\_\_\_ (10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until expiry of warranties or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this \_\_\_\_\_ day of 20\_\_\_\_.

**GUARANTOR**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

<b>( LIST OF IT EQUIPMENT )</b>					
<b>SR</b>	<b>ITEM DESCRIPTION/DETAILS</b>	<b>MAKE</b>	<b>MODEL</b>	<b>QTY</b>	<b>WARRENT Y STATUS</b>
<b>1</b>	<b>DATA CENTER NETWORK INFRASTRUCTURE</b>				
1.1	CISCO CORE SWITCHES WITH FIREWALL	CISCO	6509E	2	EXPIRED
1.2	CISCO CATALYST SWITCHES 48 PORTS	CISCO	2960S	23	EXPIRED
1.3	CISCO CATALYST SWITCHES 24 PORTS	CISCO	2950	7	EXPIRED
1.4	MIKROTIK ROUTER	MIKROTIK	RB2011LS	1	EXPIRED
1.5	CISCO ROUTER	CISCO	2800	1	EXPIRED
1.6	CISCO CATALYST SWITCHES 24 PORTS	CISCO	2960S	2	EXPIRED
1.7	LAN RJ-45 BASED NETWORK NODES APPROXIMATELY			500	
1.8	FIBER UP LINK CONNECTIONES			34	EXPIRED
1.9	CISCO SFP MODULE	CISCO	GLC-SX-MM	61	EXPIRED
1.10	SWITCHES 4 PORTS	DLINK		5	EXPIRED
1.11	SWITCHES 28 PORTS	DLINK		1	EXPIRED
	The service provider will be responsible for the trunk uplinks 24/7 and any type of fault like ( fiber damaged , odf , and optical fiber splicing)				
<b>2</b>	<b>DATA CENTER INFRASTRUCTURE</b>				
2.1	RACK MOUNT SERVER	DELL	R720	3	ACTIVE
2.2	STORAGE	DELL	6210	2	ACTIVE
2.3	DELL QUEST BACKUP	DELL	4000	1	ACTIVE
2.4	RACK MOUNT LCD	DELL		1	ACTIVE
2.5	DELL ACCESS SWITCHES	DELL	CONNECT	2	ACTIVE
<b>3</b>	<b>ACCESS CONTROL SYSTEM</b>				
3.1	ACCESS CONTROL FINGERPRINT TERMINALS	VIRDI	4000	78	EXPIRED
<b>4</b>	<b>COMPUTERS/LAPTOPS</b>				
4.1	COMPUTERS AND LCD	DELL	OPTIPLEX 755	6	EXPIRED
4.2	COMPUTERS AND LCD	DELL	OPTIPLEX 7010	10	EXPIRED
4.3	LAPTOPS	DELL	INSPIRON 3521	60	EXPIRED
4.4	LAPTOPS	HP	PROBOOK44 15S	125	EXPIRED
4.5	LAPTOPS	DELL	VOSTRO 3568	64	ACTIVE
4.6	COMPUTER AND LCD	DELL	OPTIPLEX 3500	1	EXPIRED
4.7	COMPUTER AND LCD	DELL	OPTIPLEX 960	4	EXPIRED

4.8	COMPUTER AND LCD	DELL	TOWER 7910	5	ACTIVE
4.9	COMPUTER AND LCD	HP	PROBOOK3300	18	EXPIRED
4.10	COMPUTER AND LC	DIGITAL	FRED X99EWS	7	ACTIVE
4.11	COMPUTER AND LCD	LENOVO	M910	40	ACTIVE
4.12	COMPUTER AND LCD	HP	Z400	1	EXPIRED
4.13	COMPUTER AND LCD	HP	XW4600	1	EXPIRED
4.14	COMPUTER AND LCD	LENOVO	10NL	6	ACTIVE
Note: the service provider will be responsible for all kind of installation, configuration and maintenance of new and old equipment					
<b>5</b>	<b>PRECISION COOLING SYSTEM</b>				
5.1	PRECISION COOLING SYSTEM ( IN ROW ) DATA CENTER	STULZ		3	EXPIRED
<b>6</b>	<b>CCTV SYSTEM</b>				
6.1	HONEYWELL INDOOR MINI-DOMES CAMERAS	HONEYWELL	HD60X	54	EXPIRED
6.2	BULLET CAMERAS	HONEYWELL		4	EXPIRED
6.3	DVR HONEYWELL	HONEYWELL	HD-16DVR-C	4	EXPIRED
6.4	IP CCTV - PTZ CAMERA WITH ACCESSORIES	HUAWEI	ESPACE IPC2902-Z18	2	EXPIRED
6.5	IP CCTV - FIXED OUTDOOR CAMERA WITH ACCESSORIES	HUAWEI	ESPACE IPC2203-VR	35	EXPIRED
6.6	IP CCTV - DOME INDOOR CAMERA WITH ACCESSORIES	HUAWEI	ESPACE IPC2702-VR-VP	15	EXPIRED
6.7	NVR6128G2 MANAGEMENT UNIT WITH STORAGE	HUAWEI		1	EXPIRED
6.8	NVR6128G2 MEDIA UNIT WITH STORAGE	HUAWEI		1	EXPIRED
6.9	DAHUA IP CAMERAS	DAHUA	PC-HFW4220S	31	EXPIRED
6.1	DAHUA NVR	DAHUA	DHL-NVR7232	2	EXPIRED
6.11	HIKVISION IP CAMERAS	HIKVISION	2T32	11	EXPIRED
6.12	HIKVISION NVR	HIKVISION	DS-7604NI-E1/4P	1	EXPIRED
6.13	HIKVISION NVR	HIKVISION	DS-7700	1	EXPIRED
Note, the service provider will be responsible to resolve the CCTV issues and new complete installation etc.					
<b>7</b>	<b>PRINTERS</b>				
7.1	PRINTER	HP	LASER JET 2015	20	EXPIRED
7.2	PRINTER	HP	CP1025	2	EXPIRED
7.3	PRINTER	HP	CP4025	1	EXPIRED

7.4	PRINTER	HP	OFFICE JET 7612	1	EXPIRED
7.5	PRINTER	HP	CP1525	1	EXPIRED
7.6	PRINTER	HP	LASER JET 2035	10	EXPIRED
7.7	PRINTER	HP	P1102W	10	EXPIRED
7.8	PRINTER	HP	402	20	EXPIRED
<b>8</b>	<b>PHOTO COPIERS</b>				
8.1	BLACK AND WHITE COPIERS	KONICA MINOLTA	BUZI HUB 751	1	EXPIRED
8.2	BLACK AND WHITE COPIERS	KONICA MINOLTA	BUZI HUB 601	3	EXPIRED
8.3	BLACK AND WHITE COPIERS	NASHUAT EC	MP 7035	2	EXPIRED
8.4	BLACK AND WHITE COPIERS	XEROX	B7035	1	EXPIRED
8.5	BLACK AND WHITE COPIERS	TOSHIBA	7045	1	EXPIRED
<b>9</b>	<b>PABX/ IP EXCHANGE</b>				
9.1	<b>HUAWEI ESPACE</b>	HUAWEI	U1930 (UC 1.1) (V100R001)	1	EXPIRED
9.1.1	U13Z01ACEQ - ESPACE U1930 AC INTEGRATED HOST	HUAWEI	2355932	1	EXPIRED
9.1.2	U111ASIB1 - ANALOG SUBSCRIBER INTERFACE BOARD (32FXS WITH 10M SUBSCRIBER CABLE)	HUAWEI	0231 0NYR	3	EXPIRED
9.1.3	U111OSUB1 - ANALOG SUBSCRIBER AND ANALOG TRUNKING INTERFACE BOARD (12FXO AND 12FXS WITH 10M SUBSCRIBER CABLE)	HUAWEI	02310NYS	2	EXPIRED
9.2	EP1Z01IPHO - ESPACE7910,2.83 INCH LCD SCREEN,POE,2*GE,WIRED HANDSET	HUAWEI	50081736	40	EXPIRED
9.3	EP1Z02IPHO - ESPACE7950,5 INCH LCD SCREEN,POE, USB,2 GE PORT	HUAWEI	50081737	9	EXPIRED
9.4	TOTAL NUMBER ALNALOG SETS WITH CLI	PANASON IC		70	EXPIRED
<b>10</b>	<b>WIRELESS LAN</b>				
10.1	WLAN AP(V200R002)	HUAWEI	AP(V200R00 2)	6	EXPIRED
10.2	WLAN CONTROLLER - AC6605-26-PWR-16AP	HUAWEI	AC6605-26- PWR-16AP	1	EXPIRED
<b>11</b>	<b>MULTIMEDIA SYSTEM</b>				
11.1	MULTIMEDIA PROJECTOR	SONY	2	1	EXPIRED
11.2	TOSHIBA MULTIMEDIA	TOSHIBA	TLP X2500	1	EXPIRED
11.3	SONY LCD	SONY		5	EXPIRED
11.4	ECO STAR LCD	ECO STAR		2	EXPIRED
11.5	LCD TCL	TCL		4	EXPIRED
11.6	PROJECTOR	DELL	DELL(TM) 1430X	1	EXPIRED



11.7	MULTIMEDIA PROJECTOR	DELL	S300WI		EXPIRED
11.8	WALL MOUNT PROJECTOR SCREEN	LOCAL		2	EXPIRED
11.9	AUDIO/VIDEO SPLITTER	LOCAL		1	EXPIRED
<b>12</b>	<b>AUDIO CONTROLLER SYSTEM</b>				
12.1	AUDIO CONTROLLER SYSTEM	BOSCH	CCS ULTRO	1	EXPIRED
12.2	MIC	BOSCH	CCS 900 ULTRO	51	EXPIRED
<b>13</b>	<b>VIDEO CONFERENCE/ TELEPRESENCE/ ROOM PRESENCE SYSTEM (COMPLETE)</b>				
13.1	ROOM TELEPRESENCE HUAWEI RP200 55 INCH ROOM PRESENCE DUAL SCREEN SOLUTION	HUAWEI	HUAWEI RP200	1 SET	EXPIRED
<b>14</b>	<b>Satellite Station IT Equipment</b>				
14.1	DESKTOP COMPUTERS	DELL	OPTIPLEX 9020 / 7020	16	EXPIRED
14.2	PRINTERS	HP	402DNE	16	EXPIRED
14.3	PHOTOCOPIERS	Ricoh	MP3053SP	8	EXPIRED
14.4	Fax Machines	Panasonic	KX-MB2120CX	8	EXPIRED
14.5	Telephone exchange	Panasonic	KX-DT543	8	EXPIRED
14.6	CCTV NVR	Dahua Technology	DHI-NVR4208-8P	8	EXPIRED
14.7	Biometric Machine	Viridi Tech.	AC-5000 Plus	8	EXPIRED