

Tender Document

Online Admissions System



Punjab Information Technology Board

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Invitation to Bid

1.0 Introduction

Punjab Information Technology Board (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for supply of services for **ONLINE ADMISSION SYSTEM** for Public colleges in Punjab.

1.1 PPRA Rules to be Followed

Punjab Procurement Rules 2009 will be strictly followed. These may be obtained from:

<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 2009.

1.2 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.

As per Rule 12(3), this Tender is also placed online at the website of Purchaser. The bidding document carrying all details can be downloaded from PITB website <http://www.pitb.gov.pk> or received from Accounts Officer, 15-1-C Model Town, Lahore. At the time of submission of bids, the bidders are required to submit the deposit slip of PKR.500/- per tender in PITB A/C No. UBL 1534-9, SAM Branch, LCCI, Lahore.

1.3 Type of Competitive Bidding

As per Rule 36(b), 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 procuring agency shall evaluate the technical proposal in a manner prescribed in Section 6 of this document, without reference to the price and reject any proposal which does not conform to the specified requirements.
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. The financial proposals of bids 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 bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- ix. The bid found to be the lowest evaluated bid shall be accepted.

In accordance with these rules, interested companies (hereinafter referred to as "Contractors") applying for bids should submit their bids **as a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.**

1.4 Bidding Details

All bids must be accompanied by a call deposit **(CDR) of 02% of quoted price in favor of "Punjab Information Technology Board"**. The bids along with the CDR, Tender Forms, Affidavits, etc., must be delivered to the office of the Accounts Officer, Punjab Information Technology Board, Lahore on or before 1500 hours on **FEBRUARY 18, 2011**. The Technical bids will be publicly opened in the Committee Room of Punjab Information Technology Board, Lahore, 15-1-C Model Town, Lahore, at 1530 hours on **FEBRUARY 18, 2011**.

PITB will host a Q&A session from **2pm to 4pm** for all those interested in bidding, at PITB premises (15-C Model Town, Lahore), on **FEBRUARY 10, 2011**. The session is for the purpose of clarifying any concerns that potential bidders may have regarding the specifications of the project.

Bidders must submit bids on the basis of complete services. Failure to meet this condition will cause disqualification of the bidder.

Bidders shall submit bids which comply with the Bidding Documents. 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 Documents.

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 accept or reject one or all bids without assigning any reason thereof.

Failure to supply 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.

2.0 Project Objective

The system will include online application form submissions, status tracking, fee submission details, entries against interview and admission test score, calculation and sorting algorithm and merit list publication.

2.1 Current Conventional System

Currently, universities/colleges place an advertisement in newspaper highlighting clearly the process of admissions from collection of prospectus to submission of application forms. Admission test dates if applicable are also published in print media. Applicants visit concerned university/college to purchase prospectus which limits accessibility and exposure of institute to candidates located within or nearby vicinity only.

Admission staff uses manual processes to accept application forms. Upon receipt of application forms, university/college deposes a team to evaluate completeness of the form and validity of information by referring to gazette etc. Candidates appear in interview/test and are evaluated against pre-defined standard of that institute. Scores of any such activities are noted on the application forms of every candidate. Accumulated average is then calculated in excel sheets or manually against relative marking criteria against every component i.e. 40% academic score and 60% admission test. Once the overall score is written on top of every form another team is asked to sort the applications in order of descending order for every applicable discipline. Merit lists are produced on the basis of sorted application forms. Candidates are notified via publishing merit list in the premises of institute. Candidates follow conventional mechanism for submitting fee in which first they get hold of challan form institute and then submit it in the designated bank.

2.2 Proposed System

The table below highlights components of typical admission cycle and interventions proposed herein in this project.

Typical Admission Cycle	Proposed Interventions
Advertisement	Online and Paper media
Application forms collection	Online application submission and conventional method (for the first year)
Manual Forms Review	Conventional method
Credentials Verification	Conventional verification mode (for the first year)/ Automated verification from soft copy of gazette, if available
Admissions Merit Lists	Initially, the system will allow college administrators to publish soft copy of merit list onto an online web portal. The college administrators will be responsible to generate the merit list through their conventional method.
Prospectus Fee/ Admission Fee	Conventional method

3.0 Project Scope and Requirements

Contractor is required to quote one single price for all the components listed in Section 3 below. The final award will be made solely on the combined cost in Box X and not on any breakup values. Contractor should quote enterprise grade licensing, if applicable, and application price for implementation of a central system for number of colleges scaling up to 500, against similar set of requirements/application input form. There should be no limit on number of students that will be processed through the system at the quoted price.

Table 1: BID SUMMARY

PHASE 1		
ITEM	DEPLOYMENT TIME (where applicable)	TOTAL COST
1. Online Admissions System for Intermediate, Bachelors, and Masters admissions I. Application licensing costs II. Cost of each additional license III. Software Implementation costs based on scope stated in this document, and training In addition to the above: a. the system must allow College Administrators to work in offline mode and synchronize data later, include additional prices if applicable. and/or b. The solution should include web based forms through which College Administrators/Data Entry Operators can enter applicant's data into the system using the core products via published web services and APIs, include additional price if applicable.		
3.2 Annual (recurring) Charges (for application licensing)		
3.3 Database & App Server Licensing Costs		
3.4 Support charges I. Monthly support for system troubleshooting II. 24/7 Help Desk Support for applicants and college admissions staff for a period of 10 weeks		
TOTAL		Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

Note: Please provide hardware specifications recommended for optimal operations of the proposed system/user load in a high availability environment. Stated hardware recommendations must be verifiable through the Principal. Total number of anticipated concurrent uses can be as high as 2000 in initial years.

3.1 Software/ Application

Proposed System needs to have the capacity to allow the applicants and admission staff to create separate user accounts. Off-the-shelf products meeting defined requirements or proven solutions with an install base will be preferred. Provision of minor customizations may be

allowed to mold workflow per specific requirements provided it leverages the base product's in-built web services and/or APIs.

Initially online admissions system will be working in parallel with existing conventional system for at least one admission cycle for any of the disciplines e.g. intermediate. Once tested against precision and performance online admissions system may replace existing manual processes. For the first year, Intermediate-level admissions are to be made available online. Bachelors and Masters functionality will be rolled out once intermediate admissions module is made online.

To begin with, the solution will be deployed in selected colleges with the possibility of scaling up to 460 colleges. A total of approximately 125,000 applicants are expected to apply for one discipline e.g. Intermediate. Two administrators per college will use the system online for DML operations on applicant's data. The proposed solution must account for the end user growth over the years in number of applicants, colleges, and administrators.

The online application system must meet the following requirements.

3.1.1 Mandatory Features List

User Account Management

1. Applicants should be able to self-register online by providing information on their roll number, year, session, board, mobile number, email address, and other credentials. A unique tracking ID will be assigned to each applicant.
2. Ability of system administrator to create accounts for college administrators and assign appropriate rights of adding, updating, deleting, and viewing applicant's credentials.
3. Other User management features, such as reset password, forgot password etc. for applicants as well as administrators.

Application Administration and Tracking

4. Interface for administrators to enter credentials of applicants applying through the existing conventional method.
5. Ability for administrators to view submitted applications and their statuses.
6. Ability for college administrators to mark status of received applications (accepted, rejected, hold).
7. Ability for college administrators to enter interview/admission test results and associate them with the master file of candidate in the system (if applicable).
8. Interface for college administrators to mark applications to put in a manual processing queue for applicants requiring to be referred to any quota, e.g. Disabled Quota
9. Ability to track application status (in progress, submitted, verified).
10. Ability of an applicant to view, update and submit application via an online portal. Ability to save an application multiple times before a final submission.
11. Ability of an applicant to apply to multiple colleges online.
12. Ability to auto-populate input data fields wherever the relevant datasets are available.

Automated Verification and Application Support

13. Automatic verification of applicant's credentials from the soft copy of gazette (if available).
14. Ability to export applications in MS Excel/PDF formats.

Printing

15. Ability to print application form in PDF.
16. Ability to print Bank Challan Form with all required meta data (e.g Tracking ID, Unique Challan Number etc.) printed on it.

Workflow Configuration

17. Ability to configure workflow to define multiple levels of approvers from college administration and assign them relevant approval tasks.
18. Employ user defined filters to introduce server side acceptance checks such as age limit etc.

Analysis and Reports

19. Ability to generate reports based upon user defined filters utilizing the data items of an applicant in the database. For reference see sample standard form (3.1.4).
20. The system must have ability to integrate with off-the-shelf dashboard/portal products (including MS SharePoint).

Fee payment

21. Ability to enter bank deposit number in the designated field for the fee paid in a bank by both applicants and the administrators. Accuracy of the bank deposit number entered by the applicants will be verified by the admissions staff.

Alerts and notifications

22. Ability of college administrators to send SMS and email alerts to the registered applicants, and to post message online on the admissions portal.
23. Ability to send SMS and email if the verification of credentials of an applicant fails.
24. Ability to send SMS and email to an applicant upon successfully submitting application.
25. Ability to send SMS and email to the applicants who appear in the merit list.
26. Ability to send SMS and confirmation email to student upon receipt of processing fee.

Merit List generation

27. Publication of merit list provided by college administration onto online web portal.
28. Ability to automatically generate merit list based on total marks obtained.
29. Ability to handle self-finance cases and to handle various quotas e.g, disabled, sports etc.
30. Ability to generate second, third and waiting merit lists.
31. Ability to configure merit list generation formula by defining percentages on subject parameters and test/interview scores.

Searching

32. Comprehensive searching mechanism for student records based on given criteria for college administrators.

Logging and Tracking

33. Maintain detailed log of all events occurring in the system (e.g, submitted by, updated by, verified by, accepted by with all related data such as date, time and login information).

3.1.2 Secondary Functionality List – Later stages

1. Verification of Student's Identification from national database of NADRA. System will cross check identification against NIC registered with NADRA. For under age prospective students such verification will be done on the basis of B-Form and NIC of parent/guardian as registered with NADRA.
2. Online Payment Mechanism to be introduced to accept payments from Visa/MasterCard or through any other established mechanism in the market of making mobile financial transactions.
3. Intelligent interface to guide applicant in case he/she needs to be referred to waiver form e.g. age limit waiver and ability to submit such waiver forms.
4. Upload files (photograph, scanned transcripts etc.).

3.1.3 Reports

The system should allow authorized users to generate reports including:

1. Comparative reports on applicants applying in various colleges.
2. Comparative reports on applicants applying in various programs.
3. Reports on total marks obtained by applicants grouped by their schools with a cut-off on high percentages to view the performance of various schools.
4. Reports on available capacity of colleges in various programs.
5. Reports on applicants applying in colleges not in their hometown.
6. Any other reports based on user-defined criteria utilizing the data being captured.

3.1.4 Standard application input form

The standardized admissions form is shown in the following mockup.

* Institution		[Select an Option] ▼	* Select Shift		Morning ▼
Select	Program				Preferences
☒	Pre-Engineering				01 ▼
☒	Pre-Medical				02 ▼
☐	General Science				- ▼
☐	I.COM				- ▼

Personal Information	
* First Name	Muhammad
* Last Name	Mahmood
* Gender	Male ▼
* Religion	Islam
* Date of Birth	March ▼ - 12 ▼ - 1980 ▼
National Identity Card No.	
* Telephone No.	0092-300-448-5655
* Citizenship	[Select an Option] ▼
* Address	
Domicile	
Hafiz-e-Quran ☒	
Select Quota	Employees ▼

Father/Guardian's Information	
* Name	
* Occupation	[Select an Option] ▼
Annual Income	
* National Identity Card No.	
* Telephone Number	
Email Address	

Previous Academic Record						
Examination	Year	Roll #	Grade/Division	Marks Obtained	Board Registration #	Institution Attended
Matric						
F.A/F.Sc.						

The Purchaser may request the Contractor to convert the field labels into Urdu.

3.1.5 Data Security

Security of all the data being input into the system must be ensured by the contractor. The contractor must also ensure that the system is safe from hackers. System must be able to be configured in high-availability mode – if one node fails the other takes over and multiple nodes (application servers) can be configured to run simultaneously to ensure scalability. The Purchaser will ensure hosting of the application in government designated state-of-the-art data center.

3.1.6 Technology Stack

Proposed solution should be based on one of the following Platforms:

- I. Microsoft Technology Stack e.g, IIS Server, ASP.NET, Silverlight.
- II. Open Source Technology Stack e.g, Linux, Apache or Tomcat, Java/Javascript, PHP.
- III. Databases: Oracle, MS-SQL Server, MySQL, Postgres

3.2 Annual (recurring) charges

The bidder must include price of annual recurring maintenance charges for the proposed product.

3.3 Database & App Server License

The bidder must also include price of database and application server licenses for the estimated user load configured for high availability.

3.4 Support Charges

3.4.1 End User Support

Upon successful implementation of the solution, the Contractor will maintain and support the system for a period of one year, subject to all necessary budgetary approvals. Price for complete yearly end user support both onsite and remote must also be included in the bid price. A qualified support person with experience in supporting users on this system must be available for email/phone support on 24/7 basis for the admissions life cycle which spans over 10 weeks. The Contractor must also submit a detailed support plan identifying types of support that will be provided and associated service level attributes.

3.4.2 Application/System Support

Qualified support resources with experience in troubleshooting/configuring application, database and other necessary components related to the solution hosted at the Government designated Datacenter, must be available for onsite/email/phone support on 24/7 basis. The Contractor must also submit a detailed support plan identifying types of support that will be provided and associated service level attributes.

3.5 Software Quality Requirements

Proposed solution should be robust, reliable with proven track record of successful testimonials in live environment. The solution should preferably be based on very strong product base without requiring a need to customize. Minimal customization maybe acceptable as long as it leverages the products by in-built external interfaces such as web services or APIs.

There must be built-in checks in the proposed solution to ensure security and auditability and must have the ability to provide detailed logs for incident management. The proposed solution should support cross-browser compatibility.

3.6 Architectural Requirements

The Contractor must propose software and hardware architecture for a minimum of 2000 concurrent user load in high availability environment with failover. It is expected that the application's end user growth rate will increase in the coming years across 36 districts of Punjab; up to 250,000 applicants are anticipated to apply online with 12,500 expected concurrent users, and on average 2 administrators per college in a total of around 500 colleges

carrying out administrative and reporting tasks as and when required. The Purchaser will reserve the right to adjust the proposed architecture to a level of uniformity.

4.0 General Terms

Following General Terms should be followed.

4.1 Contract duration

The required application will be customized and configured by the bidder and a detailed timeline will be submitted along with the Technical Proposal. Support and maintenance services will also be provided for a period of one year starting from the go live date. Support and maintenance contract may be renewed at the end of the year.

4.2 Termination

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.

4.3 Special Stipulations

<i>SCHEDULE- A: SPECIAL STIPULATIONS</i>	
For ease of reference, certain Special Stipulations are as under:	
Tender Security	The Contractor shall furnish the Tender Security as under: for the whole Tender; if Total Tender Price is less than or equal to PKR 5 Million, in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser; if Total Tender Price is more than PKR 5 Million, in the form of Bank Guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document or in another form acceptable to the Purchaser; for a sum equivalent to 2% of the Total Tender Price; denominated in a currency of the Tender; 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.

Performance Security	The successful Contractor shall furnish Performance Security as under: within three 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 10% of the contract value; denominated in a currency of the Contract; 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.
Need-Gap analysis	Within 4 weeks from the date of issuance of letter of intent.
Start operation of Services after installation, configuration, deployment, commissioning, testing, and training	Within 6 weeks, after completion of Need-Gap analysis
Liquidated damages for failure / delay in supply / installation / configuration of Goods / Services / Works by the Contractor	A sum of money @.25% of the Contract Price which is attributable to such part of the Goods / 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.

5.0 Documents Required

Following documents are required for the Technical and Financial Proposals.

5.1 Technical Proposal

The Technical Proposal should contain all the bid items without quoting the price (i.e., Table I should NOT be there) and must provide:

- i. List of firm's major international and national clientele
- ii. List of key products/installations solution with client references
- iii. List of local and international implementations of the product/solution proposed

- iv. Details related to experience in implementing, maintaining and supporting Maintenance Management Systems.
- v. Complete details of all the projects being carried out by the bidder in Pakistan
- vi. Details of similar type of projects executed by the Bidder
- vii. Details/Profile of Staff (Management / Technical) team
- viii. GST and NTN company registration Certificate
- ix. Copy of Advance Tax Deposit Challan of salaried employees, whose resumes have been provided
- x. Features Compliance Sheet (from 9.6)
- xi. SECP Registration Certificate
- xii. Disaster Recovery Plan
- xiii. Information Security Management practices
- xiv. Details of proposed solution with logical diagrams, functionality and features and the proposed deployment/project plan with timelines and deliverables (from 9.7)
- xv. Availability confirmation of all resources which will be used in the proposed solution.
- xvi. Bidder must provide sample reports which the system can generate
- xvii. Any other document listed in Table 2,3 or elsewhere in the document

5.2 Financial Proposal

This should contain Table 1 and the following:

- I. Tender Form
- II. Price Schedule
- III. Tender Security
- IV. Performance Security
- V. Deposit receipt amounting to PKR 500/- in PITB's account (details of account listed above)

All prices quoted must include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.

Financial bids of Bidders not pre-qualified on Technical basis will not be opened. The selected firms would be responsible for complete services for **ONLINE ADMISSIONS SYSTEM**, and satisfactory operations for contract period.

6.0 Evaluation

Item based Point System will be used for grading the proposals, as listed in Table 2 and 3. Evaluation will be done based on documentation submitted and product demonstrations/presentations.

PASS MARKS: Any bidder not meeting the 70% pass mark will be rejected in Technical Valuation, and its Financial Proposal will be returned to it unopened. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened.

PROVISO: Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 60%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 60%.

If Pass Marks are decreased to 60%, then ALL bidders with scores greater than or equal to 60% (including any above 70%) will be considered EQUALLY as approved in the Technical Proposal, and their Financial Bids will be opened.

6.1 Evaluation of Technical Proposals

Table 2: Points System for Evaluation of the company

Evaluation Parameters for the Bidding Company and its proposed project team	Total		Questionnaire
Qualification 70%	50		
Financials	10		Annual Revenue of last 5 years OR Copy of Income Tax Returns of last 5 years. Cumulative Scoring will be applied to determine highest and lowest scores of the companies. Company with highest annual revenue will be awarded 10 points and every other in descending order of annual revenues will be given Score of Next Available Highest -3.
Experience	10		Name of Similar Projects (Max 10 Projects, Max 1 point per project) State scope & contract value of each project The Evaluation department may verify the provided credentials as well as client remarks through its all available resources.
Proposed Project Staff	15		State roles and number for head count in each role. Provide resumes of proposed staff as an Annexure and include number and type of implementations of successful deployments of proven solutions
Certifications/Partnership with Principals	5		Industry Certification i.e. ISO, CMM etc. or Partnership with Principals e.g. SAP, Oracle, Microsoft etc. (1 point per certification/partnership)
Ability to provide post implementation support	10	5	Dedicated Helpdesk Team, 1 point per current customer. The Contractor must provide the resumes of the help desk team.
		5	Online Trouble Ticketing system with guest Login
Note: Technical Evaluation will be carried out on the basis of documentary proof provided by the bidder			

Table 3: Points System for Evaluation of the proposed solution

Evaluation Parameter For the proposed solution	Total Marks	Questionnaire
Qualification 70 %	50	
Ability of the base solution to meet stated requirements based on the attached Compliance Sheet (from 9.6)	10	Points will be awarded based on the base solution's ability to meet requirements listed in this tender document

End User Report Writing Tool	6	Points will be awarded for built in easy to use report writing tool.
Multiplatform	3	The proposed solution should work on multiple operating systems (Windows, Linux) and database systems (Oracle, SQLServer, MySQL, Postgres)
Power and Scalability	10	The proposed solution should be based on high performance database platforms that can handle large volumes of data or multi-user environments. Points will be allotted based on the quality of platforms proposed. Details of an Implementation where the system has handled data of over 1 Tera Byte should be provided with 2000 concurrent user load and where the average response time for a transaction is under 5 seconds.
Implementation Topologies	6	The proposed solution should be able to work in distributed model with multiple database servers spread across the province and have the ability to handle segregated as well as centralized data.
Activity Logs/ Security	5	The product must be able to maintain detailed user activity logs and transactional logs for review by system administrators at any point in time.
Trainings and support	5	The contractor must have the capability and resources to provide necessary and related trainings and support to Master trainers
Maintenance	5	The contractor must have the capability and necessary resources to provide effective maintenance for the implemented system for at least 1 year after user acceptance testing.
Note: Proposed solution that does not meet the requirements specified in this document will not be considered		

6.2 Evaluation of Financial Proposals

The financial proposals of only the bidders short listed on the basis of technical evaluations will be opened and compared in terms of cost effectiveness. The bid found to be the lowest evaluated bid shall be accepted.

In case where more then one bidder has quoted the same lowest price, PITB will ask all such bidders for presentation. Final selection will be based on assessment of presentation.

7.0 Quality of Service (QoS)

Quality of Service will be evaluated through various channels i.e., end user satisfaction surveys, trainings imparted, adherence to Service Level Agreement. The Contractor will be responsible to respond and resolve all reported incidents and/or problems with in the time frames agreed in the Service Level Agreement. Purchaser may request the Contractor to generate status reports on any reported incident and its resolution throughout the maintenance period. Service level manager nominated by the Purchaser will measure the Quality of Service based on the incident reports.

8.0 Detailed Bidding Rules

Definitions:

1. In this document, unless there is anything repugnant in the subject or context:
 - 1.1.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
2. "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
 - 1.2.1 "Client" means the specific Punjab Government Department for which the Goods / Services has been procured or any other person, duly appointed in writing, by the Purchaser, for the time being or from time to time, to act as Client for the purposes of the Contract.
 - 1.2.2 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
 - 1.2.3 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
 - 1.2.4 "Contractor" means the person whose Tender has been accepted by the Purchaser.
 - 1.2.5 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
 - 1.2.6 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportionable to the Goods or Services in question.
 - 1.2.7 "Defects Liability Expiry Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
 - 1.2.8 "Day" means calendar day.
 - 1.2.9 "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.
 - 1.2.10 "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
 - 1.2.11 "Goods" means equipment, machinery or any Hardware.
 - 1.2.12 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
 - 1.2.13 "Prescribed" means prescribed in the Tender Document.
 - 1.2.14 "Purchaser" means the Punjab Information Technology Board or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
 - 1.2.15 "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing,

processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.

1.2.16 "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.

1.2.17 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.

1.2.18 "Works" means work to be done by the Contractor under the Contract.

Headings and Titles

2.1 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.

Notice

3.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions between the Contractor & the Purchaser, 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.

Tender Scope

Punjab Information Technology Board (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for "**ONLINE ADMISSION SYSTEM**", through the purchaser (refer to as the Services)

Tender Eligibility

5.1 Eligible Contractor is a Contractor who:

5.1.1 has a registered office in Pakistan;

5.1.2 has required relevant experience;

5.1.3 has required relevant financial capacity;

5.1.4 has the required relevant personnel.

5.1.5 Is manufacturer of Goods / provider of Services or authorized dealer / agent of original manufacturer of Goods / provider of services.

5.2 Goods and Services are Goods and Services which have their origin in eligible member countries, as listed below. However presence or provision to open up facility in Lahore, Pakistan would be preferred.

Afghanistan	Marshall Island
Australia	Mongolia
Austria	Micronesia, Federal States
Bangladesh	Myanmar
Belgium	Nauru
Bhutan	Nepal
Burma	Netherlands
Cambodia	New Zealand
Canada	Norway
China, People's Republic of	Pakistan
Cook Islands	Papua New Guinea
Denmark	Philippines
Fiji	Singapore
Finland	Solomon Islands
France	Spain
Germany,	Sri Lanka
Hong Kong	Sweden
India	Switzerland
Indonesia	Taipei, China
Italy	Thailand
Japan	Tonga
Kazakhstan	Turkey
Kiribati	Tuvalu
Korea, Republic of	United Kingdom
Kyrgyz Republic	United States of America
Laos People's Democratic Republic	Vanuatu
Malaysia	Viet Nam
Maldives	Western Samoa

- 5.3 For purposes of Clause 5.2 above, "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.

Tender Cost

- 6.1 The Contractor 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.

Joint Venture

- 7.1 Contractors may form a joint venture of two or more Contractors. An Agreement Deed to that effect, legally executed and signed by all the partners shall be submitted with the Tender.
- 7.2 One of the partners shall be authorized to, be in charge, incur liabilities, receive payments and receive instructions for and on behalf of any or all partners. A power of attorney to that effect, legally executed, signed by all the partners shall be submitted with the Tender.
- 7.3 All the partners shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Tender, and in case of successful Tender, the Contract Deed, to that effect, shall be signed by all the partners.

Examination of the Tender Document

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

Clarification of the Tender Document

- 9.1 The Contractor may require further information or clarification of the Tender Document, no later than three working days prior to the deadline for the submission of the Tender, in writing or by telephone or by visiting the office.

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 prospective Contractor(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 prospective Contractor(s).
- 10.2 The Purchaser shall notify the amendment(s) in writing to the prospective Contractors who shall acknowledge receipt of the amendment(s) in writing to the Purchaser.
- 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 Contractors previously subject to the deadline shall thereafter be subject to the deadline as extended.

Preparation / Submission of Tender

- 11.1 The Contractor shall submit only one Tender.
- 11.2 The Tender shall be for all complete Item(s) and not for one or more item(s)
- 11.3 The Tender and all documents relating to the Tender, exchanged between the Contractor and the Purchaser, shall be in English. Any printed literature furnished by the Contractor 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 Contractor 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 Contractor shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for

Tender No. [Number of Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Contractor]

[Address of the Contractor]

[Phone No. of the Contractor]

11.7 The Contractor shall seal the Duplicate Technical Tender in an envelope duly marked as under:

Duplicate Technical Proposal for

Tender No. [Number of Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Contractor]

[Address of the Contractor]

[Phone No. of the Contractor]

11.8 The Contractor shall follow the same process for the Financial Tender.

- 11.9 The Contractor 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 No. [Number of Tender]

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Contractor]

[Address of the Contractor]

[Phone No. of the Contractor]

- 11.10 The Contractor 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 No. [Number of Tender]

Strictly Confidential

Open on [Last Date of submission of the Tender]

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Contractor]

[Address of the Contractor]

[Phone No. of the Contractor]

- 11.11 The Contractor 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.

11.12 The Tender shall be mailed to reach or dropped in the Tender Box placed at the Reception of the Purchaser's office, during office hours, up to due date and time.

Tender Price

12.1 The quoted price shall be:

12.1.1 best / final / fixed and valid until completion of the Contract i.e. not subject to negotiation / variation / escalation;

12.1.2 on FOR basis including all charges up to the delivery point at various Punjab Government Offices in Punjab;

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) for any other equipment rental or any support of operation services thereof.

12.5 In case of locally produced Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item. In case of Contract of imported Service offered Ex-Warehouse/Off-the-Shelf from within the Purchaser's country, import duties and sales and other taxes already paid shall be shown separately.

Tender Security

13.1 The Contractor shall furnish the Tender Security as under:

13.1.1 For the whole Tender;

13.1.2 if Total Tender Price is less than or equal to PKR 5 Million, in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser;

13.1.3 if the Total Tender Price is more than PKR 5 Million, in the form of Bank Guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document or in another form acceptable to the Purchaser;

13.1.4 denominated in a currency of the Tender;

13.1.5 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.

13.2 The proceeds of the Tender Security shall be payable to the Purchaser, on the occurrence of any / all of the following conditions:

13.2.1 If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or

13.2.2 If the Contractor does not accept the corrections of his Total Tender Price; or

13.2.3 If the Contractor, 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.

- 13.3 The Tender security shall be returned to the unsuccessful Contractor upon award of the Contract. The Tender Security shall be returned to the successful Contractor on furnishing the Performance Security.

Tender Validity

- 14.1 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 Contractor'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 Contractor agrees to extension of validity period of the Tender, the validity period of the Tender security shall also be suitably extended. The Contractor may refuse extension of validity period of the Tender, without forfeiting the Tender security.

Modification / Withdrawal of the Tender

- 15.1 The Contractor 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.

Opening of the Tender

- 16.1 Tenders shall be opened, at the given place, time and date, in the presence of the Contractor(s) for which they shall ensure their presence without further invitation.
- 16.2 The Contractor's name, modifications, withdrawal, security, attendance of the Contractor and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

Clarification of the Tender

- 17.1 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 Contractor(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.

Determination of Responsiveness of the 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 Contractor / the Goods / the Services;
 - 18.1.2 meets all the requirements of Project Objective & Scope as defined below;
 - 18.1.3 meets the delivery period / point for the Goods / the Services;
 - 18.1.4 meets the rate and limit of liquidated damages;
 - 18.1.5 offers fixed price quotations for the Goods / the Services;
 - 18.1.6 is accompanied by the required Tender Security;

- 18.1.7 is otherwise complete and generally in order;
- 18.1.8 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 Goods or limits the Purchaser's rights or the Contractor's obligations under the Contract.
- 18.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Contractor 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.

Evaluation of the Tenders

- 19.1 The Tender Evaluation Committee shall evaluate the Tenders, previously determined to be substantially responsive, in steps. In the first step, Technical Proposal shall be evaluated as per the technical evaluation criteria in Section 7. If the 60% pass marks are not met, the bidder will be rejected and its financial proposal shall be returned unopened. In the second step, Financial Proposal of only such Tenders in which Technical Proposal meets / exceeds the benchmark of technical evaluation criteria shall be evaluated as per the financial evaluation criteria.
- 19.2 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 19.2.1 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.
- 19.2.2 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.
- 19.2.3 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.
- 19.3 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Contractor.
- 19.4 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 19.5 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.
- 19.6 The Contractor 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 Contractor 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 Contractor.
- 19.7 The Contractors 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.

Rejection / Acceptance of the Tender

20.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease 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 Contractor of the grounds for the Purchaser's action, and without thereby incurring any liability to the Contractor and the decision of the Purchaser shall be final.

20.2 The Tender shall be rejected if it is:

20.2.1 for one / more item(s) and not for all Items; or

20.2.2 substantially non-responsive; or

20.2.3 not pre-qualified on technical proposal; or

20.2.4 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

20.2.5 incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or

20.2.6 subjected to interlineations / cuttings / corrections / erasures / overwriting; or

20.2.7 the Contractor submits more than one Tenders; or

20.2.8 the Contractor refuses to accept the corrected Total Tender Price; or

20.2.9 the Contractor has conflict of interest with the Purchaser; or

20.2.10 the Contractor tries to influence the Tender evaluation / Contract award; or

20.2.11 the Contractor engages in corrupt or fraudulent practices in competing for the Contract award.

Acceptance Letter

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

Performance Security

22.1 The successful Contractor shall furnish Performance Security as under:

22.1.1 within three 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 a currency of the Contract;

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, 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 Contractor within thirty working days after the expiry of its validity.

TERMS & CONDITIONS OF THE CONTRACT

Contract

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

Contract Documents and Information

- 24.1 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.

Contract Language

- 25.1 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.

Standards

- 26.1 The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest standards.

Commercial Availability

- 27.1 The Goods supplied under this Contract shall be commercially available at the time of signing of the contract. Commercial availability means that such Goods shall have been sold, installed and operationalized in more than two installations initiated under two separate contracts.

Patent Right

- 28.1 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 Goods / the Service or any part thereof.

Execution Schedule

- 29.1 The Contractor shall submit an Execution Schedule, giving details of customs clearance,

supply, installation, configuration, deployment, commissioning, testing, training, etc., as required under the Contract, to the Client, within three days of the signing of the Contract.

Packing

- 30.1 If goods are involved, the Contractor shall provide such packing of the Goods as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation at all points in storage / transit. The Contractor shall arrange and pay for the packing of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

Insurance

- 31.1 The Contractor shall provide such insurance of the Goods as is sufficient to protect against their damage or deterioration during storage / transit to their final destination as indicated in the Contract. The Contractor shall arrange and pay for the insurance of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

Labeling

- 32.1 The Goods supplied under the Contract, shall be clearly labeled so as to correspond with the delivered documentation, with proper labeling scheme provided by the Client. All networking equipment, cables, connectors, ports, boxes shall be clearly labeled.

Delivery

- 33.1 The Contractor shall indicate his delivery approach clearly specifying the requirements for packing, shipping and unpacking of deliverable hardware, software and documentation. The approach shall address shipment of deliverables to the various designated (installation) sites. The approach shall also specify any special shipping constraints such as custom requirements, security requirements, access arrangement or loading dock requirements. The Contractor shall deliver the Goods at various Governors' Secretariat Punjab in Punjab, as specified by the Purchaser at the time of delivery.
- 33.2 The Service shall remain at the risk and under the physical custody of the Contractor until the delivery and testing of the Goods is completed.
- 33.3 The Contractor shall ensure that the Goods shall be delivered complete to enable the testing and training to proceed without interruption. If it shall appear to the Client that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Contractor at the expense of the Contractor to dispatch the missing items of the Goods or suitable replacements thereof to the site of delivery by the fastest available means including air freight.
- 33.4 The Contractor shall include in the Tender a detailed logistics plan which shall include support details for transportation, mobilization and personnel scheduling during project implementation and the warranty period. The Contractor shall provide maintenance, supply and procurement support necessary for Client to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

Installation and Implementation

- 34.1 The Contractor shall ensure that the implementation design conforms to an open standard by which new services can be added without disruption to existing services.
- 34.2 The Contractor shall ensure that the implementation is fault tolerant. This is accomplished by supplying a set of programs and procedures that allow the system recovery or roll back when a fault is detected.
- 34.3 The Contractor shall provide a document stating step-by-step procedures for installation and disaster recovery to the Purchaser.
- 34.4 The Contractor shall provide all the recent patches and updates for Firmware/Hardware, on a reliable media, with proper labeling, during the installation to the Purchaser.
- 34.5 The Contractor shall configure the system for high availability and reliability, of all hardware and software.
- 34.6 The Contractor shall submit detailed and complete installation, transition and cutover plan for the new system, installation procedures for the new components specifying equipment checkout, installation constraints, operational cutover, maintenance prior to Client acceptance and if special security and/or access arrangements are required.
- 34.7 New equipment, shall be installed with existing equipment, and shall require close coordination between the Contractor and the Client personnel.

Site Preparation

- 35.1 The Contractor shall be responsible to survey the site, prepare the site, determine power, air conditioning and floor space requirements, identify and install, if necessary, any special / additional power and air conditioning requirements, for the proposed equipment.
- 35.2 The Purchaser and the Client shall facilitate the Contractor in discharge of the above responsibilities.

Power

- 36.1 The Goods supplied under the Contract, unless otherwise specified, shall be capable of operating normally with single phase AC power, within the range of 220-240V, with the corresponding frequency of 50 Hz, inclusive, and should be protected from over-voltage, over heating and out-of-tolerance current surges. The Contractor shall configure the software and cabling for the UPS to work flawlessly with OS, and shall demonstrate that appropriate messages are generated if such a condition does occur.

Safety

- 37.1 The Contractor shall be responsible for the embedding of safety features in the inherent design of the equipment, for elimination of identified hazards, including but not limited to high voltage, electromagnetic radiation, sharp points and edges, etc., and reduction of associated risk to personnel and equipment.
- 37.2 The Contractor shall be responsible for the addition of bilingual warnings and caution notices, where hazards cannot be eliminated or risks cannot be reduced.
- 37.3 The Contractor shall be responsible for the protection of the power sources, controls, and critical components of the redundant systems and subsystems by shielding or physical separation when possible.

Operation and Maintenance

- 38.1 The Contractor shall be responsible for the continuous operational capability and

maintenance of the entire system, 24/7, without disruption to either service or performance, during the contract period.

Test Equipment and Tools

- 39.1 The Contractor shall evaluate the existing facilities and abilities of the Client to accomplish corrective and preventive maintenance and support and identify additional skills, test equipment and tools required to maintain and support the new equipment. Such test equipment and tools shall be state of the art in design aimed at providing an efficient, systematic and cost effective repair operation for all replaceable components.

Spare Parts and Support (where applicable)

- 40.1 The Contractor shall ensure that the Services provided by the Contractor, under the Contract are standard and of exact Computer Hardware and Networking Equipment, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 40.2 The Contractor shall further ensure that the Services provided by the Contractor, under the Contract shall have no defect, arising from design, materials, installation, configuration, or from any act or omission of the Contractor that may develop under normal use of the provided Service.
- 40.3 The Contractor shall maintain sufficient backup stock of spare parts and tools locally at sites, for the maintenance of the supplied Goods, during the warranty period.
- 40.4 The Contractor shall ensure availability of spare parts and technical assistance for all components for at least five years, without major changes, after the completion of final acceptance.
- 40.5 The Contractor shall give six months advance notice on any discontinued part(s) with a suggestion for appropriate alternatives.
- 40.6 The Contractor shall also identify and provide the following:
- 40.6.1 items (repairable spares, parts and consumable supplies) that are needed to maintain design performance, reliability and availability standards prescribed in the Technical Specifications. The quantity of spare parts and consumable items provided and kept shall be equal to the requirements for one year of operating stock;
- 40.6.2 critical items, whose failure would cause a system failure;
- 40.6.3 items of high cost and/or long lead time (over thirty working days);
- 40.6.4 items whose design reliability is such that normal stock replenishment would not justify maintaining a level of the item in stock.

Inspection and Testing

- 41.1 The Purchaser shall inspect and test the Goods supplied, the Services provided or the Works carried out, under the Contract, to verify their conformity to the Technical Specifications.
- 41.2 The inspections and tests shall be conducted at the premises of the Contractor / its subcontractor(s) / at the final destination. Where conducted at the premises of the Contractor / its subcontractor(s), the Contractor / its subcontractor(s) shall provide all-reasonable facilities and assistance, including access to drawings, production data and online verification from official web site of the Manufacture, to the inspectors, at no charge to the Purchaser.

- 41.3 The Purchaser may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost to the Purchaser.
- 41.4 The Purchaser's post-delivery right to inspect, test and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the Goods.
- 41.5 Nothing contained in Clauses 41.1 and 41.2 shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

Taking-Over Certificate

- 42.1 The Contractor shall, by written notice served on the Client with a copy to the Purchaser, apply for a Taking-Over Certificate.
- 42.2 The Client shall, within twenty one days of receipt of Contractor's application, either issue the Taking-Over Certificate to the Contractor with a copy to the Purchaser, stating the date of successful inspection / testing of the Goods or any portion thereof, for their intended purposes; or reject the application giving the reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued.
- 42.3 Nothing contained in Clauses 42.1 and 42.2 shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

Warranty

- 43.1 The Contractor shall warrant to the Purchaser that the Goods supplied by the Contractor, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 43.2 The Contractor shall further warrant that the Goods supplied by the Contractor, under the Contract shall have no defect, arising from design, materials, workmanship or from any act or omission of the Contractor that may develop under normal use of the supplied Goods.
- 43.3 The Contractor shall provide Manufacturer's warranty for minimum three years (hereinafter referred as Warranty Period), after the issue of Taking-over Certificate in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include:
- 43.3.1 Free, on site repair / replacement of defective / damaged parts and labor, within 48 hours of intimation;
- 43.3.2 On site replacement of defective / damaged Goods, if repair of such Goods involves a duration exceeding 48 hours.
- 43.4 The Contractor shall clearly mention Terms and Conditions of service agreements for the Goods supplied after the expiry of initial warranty period. In case of International Warranties, the local authorized dealers shall mention their service and warranty setup, details of qualified engineers, etc.
- 43.5 The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site.
- 43.6 The Client shall, by written notice served on the Contractor with a copy to the Purchaser, promptly indicate any claim(s) arising under the warranty.

- 43.7 The Contractor shall, within the prescribed time period, after receipt of such notice, repair or replace the defective / damaged Goods or parts thereof on site, without any cost to the Purchaser.
- 43.8 The end user licenses, end user warranties and end user contracting support services shall be in the name of Purchaser, for the Goods supplied, the Services provided and the Works done, under the Contract.

Ownership of Goods and Replaced Components

- 44.1 Goods to be supplied to the Purchaser, pursuant to the Contract, shall become the property of the Purchaser when the Goods are taken over by the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

Defects Liability Expiry Certificate

- 45.1 The Contractor shall, after expiry of the warranty period, by written notice served on the Client with a copy to the Purchaser, apply for a Defects Liability Expiry Certificate.
- 45.2 The Client shall, within twenty one days of receipt of such notice, either issue the Defects Liability Expiry Certificate to the Contractor with a copy to the Purchaser, stating the date of expiry of the Warranty Period for all the Goods supplied and fulfillment of all obligations by the Contractor, under the Contract; or reject the application giving the reasons and specifying the work required to be done by the Contractor to enable the Defects Liability Expiry Certificate to be issued.

Payment

- 46.1 The Contractor shall submit an Application for Payment, in the prescribed form, to the Purchaser. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Services provided and the Works done, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Certificate of Payment, if any.
- 46.2 The Purchaser shall issue a Certificate of Payment, in the prescribed form, to the Contractor, verifying the amount due, within fourteen days of receipt of an Application for Payment. The Purchaser may withhold a Certificate of Payment on account of defect(s) / short coming(s) in the Goods/services supplied / non-satisfactory performance of the Services / the Works. The Purchaser may make any correction or modification in a Certificate of Payment that properly be made in respect of any previous certificate.
- 46.3 The Purchaser shall pay the amount within fourteen days of issuance of a Certificate of Payment. Payment shall not be made in advance. The Purchaser shall make payment for the Goods/services supplied, the Services provided and the Works done, to the Contractor, as per Government policy, on monthly or quarterly basis, in the currency of the Tender, through treasury cheque.

Price

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

Contract Amendment

- 48.1 The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and

scope, of all / any of the Goods / he Services / the Works, in whole or in part.

- 48.2 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.
- 48.3 The Contractor shall not execute the Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor.
- 48.4 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.
- 48.5 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

Assignment / Subcontract

- 49.1 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.
- 49.2 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.

Extensions in time for performance of obligations under the Contract

- 50.1 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, 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, extend the Contractor's time for performance of its obligations under the Contract.

Liquidated Damages

- 51.1 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 @ .25% of the Contract Price which is attributable to such part of the Goods / 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.

Blacklisting

- 52.1 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.
- 52.2 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.

Forfeiture of Performance Security

- 53.1 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.

Termination for Default

- 54.1 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.
- 54.2 If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Goods / Services / Works, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods / Services / Works from Pakistan. However, the Contractor shall continue performance of the Contract to the extent not terminated.

Termination for Insolvency

- 55.1 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, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

Termination for Convenience

- 56.1 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.
- 56.2 The Goods and 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 Goods, the Purchaser may elect:
- 56.2.1 to have any portion thereof completed and delivered; and/or
- 56.2.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed Goods, Services, Works and materials / parts previously procured by the Contractor for the purpose of the Contract, together with a reasonable allowance for overhead & profit.

Force Majeure

- 57.1 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.

- 57.2 If a Force Majeure situation arises, the Contractor shall, by written notice served on the Purchaser, 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.

Dispute Resolution

- 58.1 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.
- 58.2 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.

Statutes and Regulations

- 59.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- 59.2 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.
- 59.3 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.

Taxes and Duties

- 60.1 The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed outside and within Pakistan. Taxes and duties shall be deducted as per Law. The Contractor may make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

The Client

- 61.1 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.
- 61.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.

Authorized Representative

- 62.1 The Purchaser 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.

- 62.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser or the Contractor.
- 62.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 62.4 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.
- 62.5 Notwithstanding Clause 65.4, any failure of the Authorized Representative to disapprove any Goods or Services or Works shall not prejudice the right of the Client (as specified in this Tender) to disapprove such Goods or Services or Works and to give instructions for the rectification thereof.
- 62.6 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 who shall confirm, reverse or vary such decision or instruction.

Waiver

- 63.1 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.

Training

- 64.1 The contractor will also provide detailed trainings to college administrators on all the functionalities of the system to ensure that they acquire a good working knowledge of the operation, and general maintenance of the system to be supplied under the Contract.
- 64.2 The contractor must also provide detailed product trainings to 2 Master Trainers covering all aspects of the product.
- 64.3 The training will be conducted at Purchaser's training lab located in 84-E Model Town, Lahore. However, the purchaser reserves the right to move these trainings to any other facility within the city of Lahore.
- 64.4 The Contractor will provide detailed training plans outlining the pre requisite (if any), content and duration of trainings along with its Technical Proposal.

Documentation

- 65.1 The Contractor shall furnish the user documentation, the operation manuals, and service manuals for each appropriate unit of the supplied Goods and other information pertaining to the performance of the Goods, in hard copy format, in soft copy format and in the form of on-line help, before the Goods are taken over by the Purchaser.

9.0 Forms

9.1 TENDER FORM

To:

Purchase officer
Punjab Information Technology Board
15-1-C, Model Town, Lahore

Gentlemen:

1. We, [Name and Address of the Contractor], having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply, install, configure, test, train and support the Goods and the Services, in conformity with the said Tender Document, to [Name and Address of the Purchaser], for the Total Tender Price of PKR (in figures _____) (in words _____), in accordance with the Price Schedule and the timeline, attached hereto and made part of the Tender.
2. We undertake that the Tender shall have a minimum validity period of ninety days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of acceptance of the Tender.
4. We undertake that we are / shall be represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts stocking obligations prescribed in the Terms and Conditions of the Contract and / or the Technical Specifications, in case of acceptance of the Tender and of not doing business within the Purchaser's country.
5. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this _____ day of 2010.

CONTRACTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

Note: The Tender Form should be on the letterhead of the Contractor.

9.2 AFFIDAVIT

1. We, [Name and Address of the Contractor], do hereby declare on solemn affirmation that:
2. We have not been black listed from any Government Department / Agency.
3. We have not been involved in litigation with any client during the last 3 years.
4. We acknowledge that we have read, understood and accepted the Tender Document.
5. We understand that 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 Contractor(s).
6. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / 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 Contractor of the grounds for the Purchaser's action, and without thereby incurring any liability to the Contractor and the decision of the Purchaser shall be final.

Date this _____ day of 2010.

CONTRACTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

Note: The Tender Form should be on the letterhead of the Contractor.

9.3 TENDER SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR _____ (in figures _____) (in words _____).

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 withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, 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.

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 furnishing of the Performance Security, whichever is later.

Date this _____ day of 2010.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

9.4 PERFORMANCE SECURITY

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender No. _____ (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 three 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 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 all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this _____ day of 2010.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

9.5 CONTRACT

This Contract is made on _____ 2010 at Lahore

Between

[Name & Address of the Purchaser] (hereinafter referred to as “the Purchaser”) of the one part

And

[Name & Address of the Contractor] (hereinafter referred to as “the Contractor”) of the other part

Which expression shall include their respective heirs, legal representatives, successors,
assignees & nominees.

For

Online Admission System

(hereinafter referred to as “the Services”).

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, 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 Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Tender Document
 - b. Terms and Conditions of the Contract
 - c. Special Stipulations
 - d. The Technical Specifications
 - e. Tender Form
 - f. Price Schedule
 - g. Affidavit
 - h. Authorized Dealership / Agency Certificate
 - i. Financial Summary
 - j. Tender Security
 - k. Performance Security
 - l. Service Level Agreement (SLA)

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.
5. IN WITNESS whereof the parties hereto have caused this Contract to be executed, in the presence of the witnesses and in accordance with their respective laws, the day and the year first above written.

PURCHASER

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

CONTRACTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

9.6FEATURES COMPLIANCE SHEET

Following table lists the Mandatory features of the system (from 3.1.1). The Contractor must mark (yes/no) for the features compliance with the base solution in the table below.

	Feature List	Customization Required		
		Major	Minor	None
	User Account Management			
1	Ability to self-register online. A unique tracking ID will be assigned to each applicant.			
2	Ability to create accounts assign appropriate rights			
3	Other User management features			
	Application Administration and Tracking			
4	Interface to enter credentials of applicants applying through the existing conventional method.			
5	Ability to view submitted applications and their statuses.			
6	Ability to mark status of received applications			
7	Ability to enter interview/admission test results and associate them with the master file of candidate			
8	Interface to mark applications to put in a manual processing queue for applicants requiring to be referred to any quota			
9	Ability to track application status			
10	Ability to view, update and submit application Ability to save an application multiple times			
11	Ability to apply to multiple colleges online.			
12	Ability to auto-populate input data fields			
	Automated Verification and Application Support			
13	Automatic verification of applicant's credentials from the soft copy of gazette			
14	Ability to export applications in MS Excel/PDF formats.			

	Printing			
15	Ability to print application form in PDF.			
16	Ability to print Bank Challan Form with all required meta data (e.g Tracking ID, Unique Challan Number etc.) printed on it.			
	Workflow Configuration			
17	Ability to configure workflow to define multiple levels of approvers and assign them relevant approval tasks.			
18	Employ user defined filters to introduce server side acceptance checks such as age limit etc.			
	Analysis and Reports			
19	Ability to generate reports based upon user defined filters utilizing the data items in the database.			
20	Ability to integrate with off-the-shelf dashboard/portal products (including MS SharePoint).			
	Fee payment			
21	Ability to enter bank deposit number in the designated field for the fee paid in a bank			
	Alerts and notifications			
22	Ability to send SMS and email alerts to the registered applicants, and to post message online on the admissions portal.			
23	Ability to send SMS and email if the verification of credentials fails.			
24	Ability to send SMS and email upon successful application submission.			
25	Ability to send SMS and email to the applicants who appear in the merit list.			
26	Ability to send SMS and confirmation email to student upon receipt of processing fee.			

	Merit List generation			
27	Publication of merit list provided by college administration onto online web portal.			
28	Ability to automatically generate merit list based on total marks obtained.			
29	Ability to handle self-finance cases and to handle various quotas.			
30	Ability to generate second, third and waiting merit lists.			
31	Ability to configure merit list generation formula by defining percentages on subject parameters and test/interview scores.			
	Searching			
32	Comprehensive searching mechanism for student records			
	Logging and Tracking			
33	Maintain detailed log of all events occurring in the system.			

9.7 PROJECT PLAN

Project plan is one of the key components of the Technical Proposal. It should include the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates. The proposed plan should be consistent with requirements and specifications, showing understanding of the RFP and ability to translate them into a feasible working plan.

Please include start and completion timelines for all stages.