

PIA

Pakistan International Airlines

Supply Chain Management Department

Commercial Purchases Section

Tel: 99045137, Fax: 34570120

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TENDER REF : PIA/Software/22011441

Dated : 19-09-2022

Tender Fee : PKR 10,000

Earnest Money PKR: 100,000

M/S _____

Sub: Tender document for the Software Subscription of Data Backup
Software by ICT Department

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in the attached schedule/s. In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender / supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your sealed tenders **In Single Stage Two Envelope Basis** addressed to General Manager Procurement, PIA Supply Chain Management Building JIAP Karachi by **10-10-2022**. The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Procurement & Logistics Building latest by 10:30 hours on the specified date. You may also send your tenders through registered A/D mail addressed to General Manager Procurement, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00 hours** the same day in the presence of tenderers.
2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays.

EARNEST MONEY

The Tender should be accompanied by a **PKR 100,000** of the tendered value having been deposited in terms of a Pay Order payable at Karachi in lieu thereof in the name of **M/S PAKISTAN INTERNATIONAL AIRLINES** as interest free Earnest Money (Refundable) in Financial Proposal / Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid 3-months after the expiry period of the Contract. . All tenders without Earnest Money shall not be considered.

SECURITY DEPOSIT

The successful tenderers upon award of Contract / Purchase Order will be required to furnish in the amount equivalent to 5% of total tender value as interest free Security deposit in shape of Pay Order of an equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid 3-months after the expiry period of the Contract. The Earnest Money already held can be converted into Security Deposit and balance amount if any shall be deposited as above.

PREPARATION OF TENDER

Tender will be opened on “**Single Stage two envelopes**” basis. All bidders must submit **two sealed envelopes** “Technical proposal and Financial Proposal” on specified tender opening date/time. Technical Proposal will be opened on same date, whereas Financial Proposal will remain sealed till the evaluation of samples by PIA Management. Evaluation report uploaded on PPRA/PIA website. After 10 days the Financial Proposal of only those bidders will be opened whose sample are found acceptable.

Financial Proposal having following documents.

- a) The Schedule duly filled in, signed and sealed.
- b) Pay Order for Earnest Money 10,000 (Refundable).

Technical Proposal having following documents.

- a) Tender Fees Pay Order of RS. 100,000 (NOT REFUNDABLE)
 - b) Company profile, Copy of GST & NTN certificate and technical literature.
- If not provided , bid will be rejected On Spot.

The outer cover of envelopes should bear address of the General Manager Procurement & Logistics, PIA Procurement & Logistics Building, JIAP Karachi - Pakistan, Tender reference number, opening date and company name.

All information about the material proposed to be supplied must be given as required in the schedule to tender.

The tender will not be considered if complete information required is not given therein.

Particular attention must be paid to delivery time.

Authorized Signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.
- e) The Tenderers must indicate whether its firm / company / organization etc is registered with PIA or not. If registered then specify PIA Registration number.

PRICE

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all duties / taxes, packing, octroi and delivery charges for free delivery to Karachi Airport. However, if GST is applicable, same should be shown separately.
- b) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.

- c) The Prices must be stated for each item separately both **in words and figures** in Pakistan Currency. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 120 days.
- e) Quotation must be written on PIA prescribed form otherwise Bids will not be entertained.
- f) 1% of the total amount will be kept by PIA Finance till the completion of Warranty.

ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept the lowest tender and reserve the right to accept or reject any or all tenders / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening with assigning reason.

Yours truly,
For: Pakistan International Airlines

DGM (Purchases Commercial)

Encl:

- 1. Tender Schedule-A
- 2. Terms & Conditions

Notes: 1- Prescribed Tenders form for the subject item may be directly downloaded from PIAC / PPRA website.

INTRODUCTION

PIAC desires Software subscription of Data Backup software. The data backup software is used by PIA to backup and recover PIA critical applications/Data in case of system disruption in an emergency like situations, and to comply local and foreign audits.

SCOPE OF Work

- The Vendor should provide complete support for data backup software in PIA IT environment as per requirement.
- The Vendor must provide 1 (one) Year 24*7 on-site support.
- PIA team will provide access to resources as per requirement on the PIA site.

RESPONSE REQUIREMENTS

Potential bidders must follow the following requirement for their responses.

- Certificate of Company/Firm/Contractor Registration/Incorporation under the laws of Pakistan.
- Valid Registration Certificate for Income Tax & Sales Tax (GST).
- Bidder must submit earnest money and security deposit as per PIA rules.
- Incomplete and conditional responses will not be entertained.
- PIAC reserves the right to accept/reject any response or cancel the tender process altogether at any stage with assigning reason.
- Responses are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this document.
- The Responses submitted via email or fax will not be entertained

EVALUATION CRITERIA

The bidder should be vigilant:

- To fulfil all requirements as laid down in **Annex-A** "Technical Specifications" and **Annex-B** "Mandatory Requirements" of evaluation criteria.
 - That proposed bid may be rejected if any of the requirement is not met in "Mandatory Requirements" and no further condition shall be given.

ANNEXURE A - Technical Specifications

All specifications to include " or equivalent " wherever applicable

The following are the Quantity and Technical Specifications of Equipment:

| Licenses | Quantity |
|--|----------|
| Veeam Availability Suite Universal Licenses, Includes Enterprise Plus Edition subscription renewal for 100 instances for one year. | 01 |

ANNEXURE B-EVALUATION CRITERIA

Mandatory Requirements

| S.No. | Description | Documents |
|-------|--|---|
| 1 | Company must be OEM or OEM certified partner / or Authorized Distributor of OEM | Partnership Certificate |
| 2 | GST, and NTN registration certificate | Relevant certificate |
| 3 | Company must have geographical presence in Karachi. | Office addresses |
| 4 | Quote the Unit Rate and GST (If applicable) SEPARATELY | Tender Document |
| 5 | Must not be black Listed / Debarred by PIA or its subsidiaries | Records/Affidavit |
| 6 | Must be Active Tax Payer. | Online verification / Printout to be attached |
| 7 | The Company must provide at least two (02) installation/ or support references in Pakistan for Veeam Availability Suite. | Documentary Evidence |
| 8 | The Company must have 02 Technical / certified human resources related to Veeam Availability Suite. | Staff List+ CVs of certified resources |

| S.No | Description | Qty | Per Unit Cost (PKR) | GST (if applicable), PKR | Cost of Total QTY (with GST), PKR |
|------|--|-------|---------------------|--------------------------|-----------------------------------|
| 1 | <u>Software Subscription of Data Backup Software by ICT Department</u> | 01 EA | | | |

1. They have quoted the rates *inclusive of all GOVT Taxes*; but; *GST in currency separately*.
2. Required / tendered quantity may increase or decrease.
3. SCM Department (PIA) will not be held responsible for any postal delay.
4. Purchase Order will be awarded to lowest Evaluated Bidder.
5. **Delivery:** Delivery must be made as per Schedule given in Purchase Order.
6. **Validity of Quote:** Quote must be valid for **120 Days** countable from date of opening of Technical Bid.
7. **Rejection:** Item found below PIA standard shall be rejected / returned at the cost to the vendor.
8. Please quote only one rate. More than one rates bid may be consider as Rejected
9. **Guarantee / Warranty:** Guarantee & Warrantee must be provided. (if Applicable)
10. **Payment Terms:** Payment terms **NTD** (Net Thirty Days).
11. Advance Payment shall not be made for Commercial items. Hence payment term will be NTD after submission of invoices.
12. **Deduction of Tax:** Income Tax will be deducted at source.
13. **Declaration by Bidder:** We/ I hereby affirm that all terms and conditions of the said tender are read and understood and we / I expressly confirm and agreed that our bid is in consonant to the terms and conditions of the tenders.

Tenderer's Signature _____ Designation _____

Address _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

Seal _____