



COMPUTER CELL

(Information & Communication Technology)
University of Engineering and Technology, Lahore

PRE-QUALIFICATION OF FIRMS / SUPPLIERS FOR EXPANSION AND UP-GRADATION OF I.T. NETWORK UET LAHORE MAIN CAMPUS

The University of Engineering & Technology, Lahore invites sealed proposals (for pre-qualification of firms / suppliers) from well-reputed and financially sound firms / suppliers for expansion and up-gradation of I.T. network UET Lahore Main Campus.

The Pre-qualification Document containing detailed information, terms & conditions etc. is available on the PPRA Punjab (<http://ppra.punjab.gov.pk/>) and UET, Lahore's (www.uet.edu.pk) websites. The Pre-qualification documents can be obtained on the same day of publishing of the advertisement in the Newspapers from the office of the **Director Computer Cell, Research Centre UET Lahore (Ph. No. 042-99029101)** during office hours (8:00 AM to 4:00 PM) on the production of Challan amounting Rs. 1,000 (non-refundable) be deposited in the University Main **Account No. 0128000553303** maintained in HBL, UET Branch Lahore.

The last date of submission of sealed Pre-qualification proposals is **August 06, 2018 at 09:30 AM**. The submitted proposals will be opened on the same day at **10:00 AM** in the Central Procurement Committee (CPC) meeting, in the conference hall adjacent to The Vice Chancellor's Office, UET Lahore in the presence of bidders or their representatives (if any).

- Only ISO Certified and Registered (Income tax, general sales tax and professional tax) firms are eligible to participate.

Prof. Dr. Waqar Mahmood

Director Computer Cell
UET, Lahore. Ph: 042-99029101



PRE-QUALIFICATION DOCUMENT

July 2018

PRE-QUALIFICATION OF FIRMS / SUPPLIERS

For

**Expansion & Up-gradation of I.T. Network
(A Turnkey Project)**

**University of Engineering & Technology, G.T. Road, Lahore, Pakistan
Ph. no: 042-99029101**

PRE - QUALIFICATION PROCESSING FEE Rs.
ISSUE DATE
LAST DATE OF SUBMISSION

1,000/-
16 / 07 / 2018
06 / 08 / 2018 till 09: 30 AM

FOR OFFICE USE ONLY

Serial No. _____
Sold to: - M/S _____
Date of Sale _____ Bank Challan No. _____ Date _____

COMPUTER CELL, RESEARCH CENTER
UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE.
PHONE: (042) - 99029101

Important Note:

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

Applicability of Punjab Procurement Rules, 2014

This Pre-Qualification Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's website:

<http://www.ppra.punjab.gov.pk/>

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Definitions:

- I. **“Authorized Representative”** means any representative appointed, from time to time, by the Purchaser or the Supplier.
- II. **“Purchaser”** means the UET Lahore, 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.
- III. **“Supplier”** means the Firm/Supplier selected by the Purchaser to deliver the required Goods or Services under the Purchase Order/Contract.
- IV. **“Purchase Order”** means a document issued by the Purchaser to the Supplier for the Delivery of Goods or Services as required by the Purchaser.
- V. **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and Supplier.
- VI. **“Contract”** means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all Schedules and attachments there to and all documents incorporated by reference therein.
- VII. **“The Contractor”** means the Firm/Supplier whose Proposal has been accepted.
- VIII. **“Contract Price”** means the price payable to the Contractor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- IX. **“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 apportion-able to the Goods or Services in question.
- X. **“Day”** means calendar day.
- XI. **“Goods”** means equipment, machinery, and/or other materials / supplies which the Supplier is required to supply to the Purchaser under the Purchase Order/Contract against each item.
- XII. **“Person”** includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XIII. **“Prescribed”** means prescribed in the Pre-Qualification Document.
- XIV. **“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 Supplier.
- XV. **“Services”** means work to be done by the Firm/supplier or other such obligations which the Firm/Supplier is required to provide to the Purchaser under the Purchase Order/Contract.
- XVI. **“Active Equipment”** means Switches, Firewall, VoIP Setup, Server etc.
- XVII. **“Passive Equipment”** means UTP Cable and related items, Fiber Cable and related items, UPS, Cabinets, Racks, Power Cables and related items etc.
- XVIII. **“Deployment”** means complete deployment of network.

1. INTRODUCTION

University of Engineering and Technology (UET) Lahore was established in 1961. The University has twenty-four engineering degree programmes and an equal number of Postgraduate and PhD programmes. The University's IT department (Computer Cell) plays a key role in enabling the research and learning environment, which serves about 10,000 users in UET Main Campus. The IT infrastructure of UET has been laid down in an incremental way augmenting the available resources with new demands in an ad-hoc fashion since last 13 years. Growth in network traffic and demand from users for more bandwidth are constant challenges. This situation is compounded by the proliferation of mobile devices among students, Staff and faculty. To address these issues, the University is looking forward to upgrade its Wired Network infrastructure.

2. OBJECTIVE

UET Lahore intends to Pre-Qualify Firms in order to:

- 2.1. Streamline the Procurement procedures for the procurement of I.T Network related active equipment, passive equipment and their deployments on turn-key basis.
- 2.2. Create a list of suppliers to cater the requirement as per scope of Pre-Qualification.
- 2.3. Explore Innovative solutions and develop local suppliers.
- 2.4. Increase the procurement efficiency by decreasing the time communed in Firms post shortlisting and evaluation.
- 2.5. Ensure the transparency in the procurement.

3. SCOPE OF PRE-QUALIFICATION

- 3.1. The Pre-qualification tenure will be one (1) year, subsequently at the end of tenure the pre-qualification period may be extended to another term with the approval of competent authority.
- 3.2. Under the pre-qualification, firms will be shortlisted for procurement of I.T. Network related goods and services.

4. RESPONSE REQUIREMENTS

- 4.1. For this Pre-Qualification Punjab PPRA's Rule will be adopted.
- 4.2. Incomplete and conditional responses will not be entertained.
- 4.3. Technical Committee reserves the right to accept/reject wholly or partially any response or cancel the pre-qualification process altogether at any stage of the pre-qualification process without assigning any reason.

- 4.4. Responses are liable to be rejected if they are not conforming to the General terms & conditions and not passing evaluation Criteria stipulated in this pre-qualification document at Sr. No 6 and 7.
- 4.5. Responses submitted via email or fax will not be entertained.

5. SUBMISSION OF PROPOSALS

- 5.1. All prospective Firms/Suppliers are required to register themselves with the Procurement Authority at **Computer Cell, Research Centre, UET, Lahore** by showing the Bank Challan of Rs. 1,000/-. This amount shall be deposited in UET, Lahore's Main **A/C No. 01280005533303 HBL Branch, UET, Lahore**, the deposited fee challan must accompany the document request on Firm/Suppliers letter head duly signed.
- 5.2. The proposals are required to be delivered to the office of the undersigned by, before or on **August 06, 2018 at 09:30 AM**. The Delivered Proposals shall be opened in Central Procurement Committee (CPC) meeting for evaluation of Firms/Suppliers as per given evaluation criteria on the same date at **10:00 AM**. in the presence of the Firms/Suppliers representatives, who may like to be present.
- 5.3. Queries of the Firms/Suppliers (if any) for seeking clarifications regarding Pre-Qualification Document must be received in writing to the Purchaser till **July 26, 2018**. Any query received after said date shall not be entertained. All queries shall be responded to within due time. UET Lahore may host a Q&A session, if required. All Firms/Suppliers shall be informed of the date and time in advance.
- 5.4. The Firms/Suppliers should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.
- 5.5. Duly filled Pre-Qualification Forms given at Sr. No. 10;
- 5.6. Covering letter duly signed and stamped by authorized representative. (**Annexure-A**);
- 5.7. Integrity Pact duly signed and stamped by authorized representative (**Annexure-B**);
- 5.8. Financial Capacity as per **Annexure-C**;
- 5.9. Undertaking (All terms & conditions and qualifications listed anywhere in the Pre-Qualification document have been satisfactorily vetted) (**Annexure-D**);

6. EVALUATION CRITERIA

IMPORTANT NOTE:-

As per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Supplier for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect at any time during or after Pre-qualification, will result into permanent dis-qualification and black listing of the firm/Company/Supplier with their names displayed on PPRA website.

PASS MARKS: Based on conditions listed in this document, Proposal not meeting 70% pass marks limit will be rejected. All Firms/Suppliers scoring greater than or equal to 70% of the marks will be accepted in Pre-Qualification.

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

If Pass Marks are decreased to 60%, then ALL Firms/Suppliers with scores greater than or equal to 60% shall be considered EQUALLY.

The Firms/Suppliers who have duly complied with the Qualification and Evaluation Criteria will be eligible for further processing.

Verifiable documentary proof of the mandatory and other requirements mentioned in this document must be submitted along with the Pre-qualification forms (Sr. No10), noncompliance of which shall lead to disqualification.

The proposals shall be evaluated by the Technical Committee in the light of following evaluation criteria:

Category	Sr. No	Description	Requirement/Points	Evaluation
Legal	1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory	
	2	Valid Income Tax Registration	Mandatory	
	3	Valid Professional Tax Certificate	Mandatory	
	4	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory	
	5	ISO Certificate 9000 or above of the company	Mandatory	
	6	Submission of undertaking on legal, valid and attested stamp paper worth Rs. 100 to the effect that the firm is not Blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory	
Others	7	Bidder must have successfully completed minimum 03 IT Network projects of similar nature. (Details required)	Mandatory	

Sr. No.	Documents Required	Marks	Firm Name	
			obtained	Total
1	Details of offices <ul style="list-style-type: none"> Branch offices in Pakistan Branch office in Lahore 	Max Marks 10 01 Mark per office 05		
	Company Size <ul style="list-style-type: none"> Over 75 regular employees For 51-75 regular employees For 30-50 regular employees 	Max Marks 10 10 08 06		
2	Company has been in Existence Since (years) <ul style="list-style-type: none"> 10 years or more 06 to 09 years 03 to 05 years 	Max Marks 10 10 07 04		
4	Partnership level with Principal for I.T Networks <ul style="list-style-type: none"> Tier 1/ VAP / Business Partner / Gold partner Tier 2 / Authorized Partner 	Max Marks 15 15 10		
5	List of Technical Staff with CV <ul style="list-style-type: none"> Expert level certified Engineer in network domain (2 marks per expert) Professional level certified Engineer in network domain (2 marks per professional) PMP Certified Professional (5 marks per professional) 	Max Marks 15 04 06 05		
6	Detail of IT-Network Projects in last five years with Govt. / Private sector. The amount shows total turnover business. (Attach Purchase orders or other documentary evidence) <ul style="list-style-type: none"> 501.00 Million or above 401.00 Million to 500.00 Million 301.00 Million to 400.00 Million 	Max Marks 15 15 12 10		
7	Copies of Three Years Audited Accounts (2016, 2017, 2018) (for 03 years 10 Marks, for 02 years 7 Marks and for 01 years 04 marks) <ul style="list-style-type: none"> Tax Returns, Bank statements / supplier credit position Company's Assets as reported in the audited accounts of last financial year to be not less than Rs. 200 Million Company's Working Capital as reported in the audited accounts of last financial year to be not less than Rs. 100 Million Company's equity as reported in the audited accounts of last financial year to be not less than Rs. 120 Million 	Max Marks 25 10 05 05 05		
Minimum Score Required to Qualify : 70				

7. GENERAL TERMS AND CONDITIONS

Proposal must comprise the following:

- 7.1. Original deposit slip of Pre-Qualification fee, as mentioned in Pre-Qualification advertisement;
- 7.2. Any procurement carried out through this pre-qualification will be liable for Minimum Terms & Conditions of Post-qualification Procurement (Sr. No 8).
- 7.3. The Purchaser will not be responsible for any costs or expenses incurred by Firms/Contractors in connection with the preparation or delivery of proposals.
- 7.4. Firms/Suppliers are also required to state in their proposals the name, title, Cell number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.
- 7.5. As authority competent to accept the proposal, the Purchaser reserves the exclusive right to cancel the pre-Qualification process, accept or reject one or all proposals without assigning any grounds of reason thereof. However if the Firms/Joint Ventures is not satisfied with the decision he can submit his appeal case in the grievance committee.

8. POST QUALIFICATION PROCUREMENT PROCEDURE

- 8.1. The Request for Proposal (RFP) will be circulated among all the pre-qualified Firms.
- 8.2. All the pre-qualified firms will be responsible to respond to the purchaser either through Courier Service/Email.
- 8.3. The pre-qualified firms are liable to respond to all the queries within the stipulated time mentioned in the RFP.
- 8.4. The proposals/bids will be evaluated based on the Technical and Financial Evaluation Criteria as laid out in RFP.
- 8.5. The contract will be awarded to the lowest evaluated quoted bidder and a Contract Agreement on the stamp papers shall be executed with the successful bidder.
- 8.6. Payment will be made as per terms and conditions mentioned in RFP.

9. CLARIFICATIONS

The Primary & Secondary Contacts for all correspondence in relation to this Pre-Qualifications are as follows:

Prof. Dr. Waqar Mahmood
Director Computer Cell
University of Engineering & Technology, Lahore
Phone: +92 (042)99029101
Fax: +92(042) 99029246
E-mail: director@kics.edu.pk

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Fax: +92(042) 99029246
Mudasser.khan@uet.edu.pk

10. PRE-QUALIFICATION FORMS

PARTICULARS

Company Name			
Abbreviated Name			
National Tax No.		Sales Tax Registration No	
No. of Employees		Company's Date of Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Branch Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Factory / Workshop Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Company/Firm/ Supplier Profile

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Items / Services	1	
		2	
		3	
		4	
3	After Sale Services		
4	Warranty Details		
5	Buy Back or Return Policy		
6	Any Other Information that supplier may like to provide		

List of Current Customers (Companies / Organizations / Businesses)

Sr. #	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

The information given above is true to the best of our knowledge; we undertake to inform UET, Lahore of any changes that may take place later in the status of company in business / agency or the management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: _____

Name: _____

Designation: _____

Date: _____

Note: In case of insufficient space against any column, please attach separate sheet (s) for details / information

DETAILS OF CONTRACTS/ASSIGNMENTS/PROJECTS UNDERTAKEN BY THE FIRM

Sr. #	Title of Contracts / Projects / Services	General Description	Value of Contract	Years	Department / Organization	Performance
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Covering Letter

To

Director Computer Cell
UET Lahore

Sub: _____

Dear Sir,

- a) Having examined the Pre-Qualification document and Appendixes we, the undersigned, in Conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of Purchase Order/Contract.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the Purchaser.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the Project) from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the Director Computer Cell, UET Lahore incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept any proposal you may receive, not to give any reason for rejection of any proposal and that you will not defray any expenses incurred by us in Pre-Qualification.

Authorized Signatures with Official Seal: _____

INTEGRITY PACT

(To be submitted on Legal Stamp Paper)

AFFIDAVIT

We (Name of the Firm/ Supplier) being the first duly sworn on oath submit, that Mr. /Ms. _____(if participating through agent / representative) is the agent / representative duly authorized by (Name of the Firm/Supplier) hereinafter called the Supplier to submit the attached proposal to the (Name of the Purchaser). Affiant further states that the said M/s (Firm/ Supplier Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the Firm/ Supplier in the Pre-Qualification Process and in the evaluation and selection of the Firm/ Supplier for contract or Participating in further Procurement Procedures or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance. [The Firm/ Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support. [The Firm/ Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser. Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm/ Supplier] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm/ Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

Authorized Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

Notary Public

Financial Capacity of the Firm/Supplier

Additionally, the following financial data form shall be filled out for the Purchaser. The Purchaser reserves the right to request additional information about the financial capacity of the Firm/Supplier. A Firm/Supplier that fails to demonstrate through its financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous Three years (most recent to oldest in (PAK Rupees))			
	Year 1	Year 2	Year 3	Total
Information from Balance Sheet:				
(1) Total Assets (TA)				
(2) Current Assets (CA)				
(3) Total Liabilities (TL)				
(4) Current Liabilities (CL)				
Information from Income Statement:				
(5) Total Revenue (TR)				
(6) Working Capital				
(7) Profits before Taxes (PBT)				
Net Worth (equity) (1)-(3)				

Provide information on current or past litigation or arbitration over the last Three (3) years as shown in the form below.

Litigation or arbitration in the last Three (3) years: No: _____ Yes: _____ (See below)

Litigation and Arbitration during Last Three (3) Years

Year

Matter in Dispute

Value of Award Against
Contract in PAK Rupees

Authorized Signatures with Official Seal

UNDERTAKING

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

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign proposals for and on behalf of: