

Tender # Proc/179



Tender Document

Integrated Online Admission with Bio-Metric Attendance Solution

June 2018

Last Date for Submission	June 30, 2018 @ 1:00 pm
Tender Opening Date	June 30, 2018 @ 1:30 pm

Sukkur IBA University

Airport Road Sukkur
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Integrated Online Admission with Bio-Metric Attendance Solution

Please see the attachment for technical specifications and quantity.

Technical Information of Equipment:

S. No	Items	Product name	Model	Make of Equipment	Part No	Relationship with principle
01						
02						
03						
04						
05						

Cost Estimation of the Equipment:

S. No	Items	Qty	Product name	Model	Make of Equipment	Part No	Unit Price	Total Cost
01								
02								
03								
04								
05								

1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to all the equipment/works under this tender.

The last date of receipt of Bids is as mentioned on face sheet of this document.

Documents/Details Required.

- 1.1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of repair & maintenance facilities
- 1.3. Structure/Organizational Chart.
- 1.4. Affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.
- 1.5. The Bidder indemnify Sukkur IBA against all third-party claims of infringement of patent, trade mark industrial design rights arising from use of the goods or any part thereof in Pakistan.
- 1.6. Sukkur IBA or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.
The Technical Specifications shall specify what inspections and tests Sukkur IBA requires and where they are to be conducted. Sukkur IBA shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.
- 1.7. It is mandatory that the Bidders provide the following documents and information with respect to its relationship with Principal.
 - 1.7.1. Name and contact details of Principal/Manufacturer representative who is authorized to verify Vendor's local partnership
 - 1.7.2. Duration and scope of association in the current capacity with the Principal
 - 1.7.3. Copy of the Principal's Certification (along with its validity period), authorizing the Vendor as local partner/representative in Pakistan to Offer/Bid Principal's equipment and services
- 1.8. The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.

- 1.8.1. Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.
- 1.8.2. Number of engineers and technical staff in Vendor's office
- 1.8.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.
- 1.8.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
- 1.9. The Bidder shall provide following information with respect to its Company Profile
 - 1.9.1. Registered Name of the Organization.
 - 1.9.2. National Tax Number, Sales Tax Number and GST number
 - 1.9.3. Head Office address.
 - 1.9.4. Management structure & Organization Chart
 - 1.9.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person
- 1.10. Financial status of the Vendor's/Bidder's Organization with supporting documents and last two years annual reports.
- 1.11. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
- 1.12. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof
- 1.13. Sukkur IBA reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
- 1.14. Sukkur IBA reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.
- 1.15 Documentary evidence of claims made in proposal regarding experience, relationship with principal etc.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. A bidder can submit bid for single, two or all equipment, however bid in each item will be treated and evaluated separately.

2.2. Sealed Bid clearly marked as "**ORIGINAL**" should consist of following two separate and independent parts i.e. **1) Technical Proposal 2) Financial Proposal** and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.

2.2.1. TECHNICAL PROPOSAL

2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.

2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and will be asked to give a demonstration/presentation on their solution.

2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of integration, references, after sales support etc.

2.2.1.4. Financial Proposal of only those Vendors will be considered whose Technical Proposal qualify.

2.2.2. FINANCIAL PROPOSAL

2.2.2.1. Financial Proposal will include the prices quoted on individual item/Equipment basis

2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.

2.2.2.3. This Equipment is required for educational institution. Sukkur IBA, therefore, expects significant educational and volume discounts.

2.2.2.4 the Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**", valid for **at-least one year** and enclosed along with financial proposal.

2.3. **No Bid shall be entertained without earnest money.** Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value

2.4. Bid security is required to compensate Sukkur IBA against the consequences of:

2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.

2.4.2. Pre-mature withdrawal of the bid before the completion of the bid evaluation

2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

2.5. Successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**" at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.

2.6. Proposals sent to Sukkur IBA by fax or email will not be accepted.

2.7. An effort by a Bidder to influence Sukkur IBA, directly or indirectly THROUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and black listing for any future tender of Sukkur IBA.

2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

3. HARDWARE AND SERVICE REQUIREMENTS

Following are the minimum requirements which the bidder/vendor for the equipment:

3.1 The Vendor must install all equipment and components and must ensure that the proposed equipment is fully operational and function properly at all variables.

3.2 Vendor must furnish components, wires, connectors, materials and parts, equipment for the complete installation of the system, in accordance with recommendations of the equipment manufacturer. Installation shall follow standard broadcast wiring and installation practice and shall meet or exceed industry standards for such work.

3.3 Vendor must ensure that all systems are in first class working condition and free of short circuits, ground loops, video noise and excessive system noise or any fault affecting its efficiency/quality/life.

3.4 At time of installation, Vendor must provide owner's manuals, manufacturer's data sheets, and a complete equipment list.

3.5 At the time of installation, Vendor must provide comprehensive system schematics, labeling and showing detailed connections to all equipment.

1. SELECTION PROCEDURE

Sukkur IBA intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors. The Vendor's past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process.

All Vendors will provide demo (proof of concept) to verify the claims in the Technical Specifications of the Brochures. This would also determine the quality and specifications of the equipment.

Bids will be evaluated as per evaluation criteria mentioned below.

EVALUATION CRITERIA

(1) Technical Evaluation Criteria - Weight age 70 %

S. No	Bidder Name	Max Score	Bidder Name	Remarks
1	Meeting Specifications	40		
2	Relevant Experience (Years)	5		
3	Experience with Academic Institutions	5		
4	Relationship with Principal	5		
5	Quoted Products Origin	10		
6	International Quality Certifications	5		
7	Warranty/ Guarantee	5		
8	Complains Response Time	5		
9	After Sale Service (Local Expertise)	5		
10	Lead Time (Order to Delivery Time)	5		
11	Company Profile	5		
12	Cliental Served Profile	5		
	Total	100		

Note: Please attach documentary evidence in support of your claims in technical proposal.

(2) Financial Evaluation Criteria- Weight age 30 %

2. DELIVERY & INSTALLATION

Delivery and Installation should be at the Sites/Locations at the risk and cost of successful bidder.

3. WARRANTY

Following Warranty clauses are applicable:

The successful Bidders shall warrant the equipment and its components to be free from any sort of defects in material and workmanship for a minimum period of 1 year from date of completed installation and shall repair or replace on a timely basis any defective component, assembly or portion free of cost. Technical support should be available on call basis. Competent staff of the bidder will attend each and every call within 3-4 hours of its notification either on phone or in writing during business hours (9am -5pm). Delay in attending the call and delay in rectification of fault will lead to consequential financial damages to the Vendor/Bidder.

4. SERVICES

8.1. Sukkur IBA shall promptly notify the supplier in writing of any claims arising under this warranty and the Vendor/Supplier will repair/replace the defective stores at reasonable speed but within the specified period and time & without any additional cost, specifications, and/or other Contract commitments

5. LIQUIDATED DAMAGES

Liquidated damages shall be applicable as under:

- a) Delay of one week to handover the Equipment
As per specifications = 0.5% of the total cost

- b) Delay of two weeks to handover the equipment
As per specifications = 1.0% of the total cost

- c) Delay of three weeks to handover the
Equipment as per specifications = 2.0% of the total cost

- d) Delay of four weeks to handover the equipment
As per specifications =4.0% of the total cost

Note: In case of delay beyond four weeks, Sukkur IBA reserves the right to cancel the order and impose penalty up to 10% of ordered value.

6. TERMS OF PAYMENT

Payment shall be made in the following manner:

Sukkur IBA, being an educational institute, is exempted from GST and whole of custom duty as per S.R.O. 362(I)/2000 in case of imports therefore prefers to open LC directly in favor of principal to avail GST and Custom duties exemption but sometimes if the equipment is required urgently and import time wait is not operationally feasible then Sukkur IBA opt to buy on availability basis.

1. Please quote the rates on C&F (Cost & Freight) till Karachi port in US \$ or Euro, for in case Sukkur IBA open LC. Please clearly mention mode by Air or By Sea.
2. Please also quote rates in Pak Rupees in case Sukkur IBA opts to buy on availability basis.

Note: Please quote rates for above both cases, it will be entirely Sukkur IBA discretion to opt whatever option (Open LC or buy on availability basis) as per requirement and situation.

TECHNICAL SPECIFICATIONS & QUANTITY

Integrated Online Admission Solution with Biometric Attendance Provision

Application will be categorized in two main parts

- Student Portal
- Admin Portal

Student Portal

As name suggests this portal will be used by students to perform different functions / tasks. Following functionality will be part of this portal.

Registration

User Name, Phone Number, email CNIC / B Form number will be taken for registration purpose. Upon registration request an SMS will be sent on given number (SMS would contain a verification code which user will have to enter on our portal to verify their phone number. After successful verification candidate can start filling in form this would require candidates to select a user name and password.

Application Form

There could be two different forms available on portal A- for scholarship B- for self-finance depending on running project. In case if there are two projects running at the same time or overlapping each other selection option will be given to applicants to select. Rest of the process will depend on applicants' selection.

Document Uploading

This function will allow candidates to upload all required documents.

Edit Function

If Application is not processed by administration and its status is, still open student would be able to edit information in it. If application has been, processed student will have to request admin for any changes required.

Edit against Objection

It is possible that administration finds documents or information missing or incorrect and mark application as objection. In this case, student will get an SMS alert and be able to update / edit application or documents uploaded.

Test Slip

Once application is accepted, student will receive a text message asking him/her to print his / her test slip. This slip would contain seat information where student will siting during test.

View Result / Updates

Students will be able to see updates regarding their application on their portal.

SMS Notification

Students will receive SMS notifications in different events i.e. Registration, Application acceptance, objection, rejection and selection.

Download Application Form

Student would also be able to download application form, to download they will require to enter their name, contact no. email, CNIC / B form

Note: All user IDs will be deactivated once admission cycle is complete for a project.

Admin Portal

Complete admissions system will be managed from admin portal. This will allow administration to perform all backend functions e.g. User Management, User Creation, Project Setup etc. Following are features included in admin portal

Create Project

As admissions are done against a particular project. User along with start from and start to dates will define project code and Test date manually. Test date will be printed on test slip. Active and Deactivate status will also be available. It is possible that there could be two projects going on at the same time or there is overlap of projects. To cater this a selection option on student portal will be provided i.e. Self Finance and Scholarship. Rest of the process will depend on selection. At the time of project creation user will

define weather project is for self-finance or for Scholarship. Required documents template will also be selected by user at the time of creation of project.

Program Setup

To setup programs i.e. BBA, BS Agribusiness etc. This information will be used at the time of auto seat allocation process.

Admission Form

This interface will allow admin users to enter applications data in system. This is to cater applications received in hardcopies.

Attachment

To upload scanned copies of documents received as hardcopies / uploading of application form images.

Accept / Object / Reject

Provision to accept, reject and object an application. A text will be sent to applicant accordingly.

Seat Allocation Setup

Seats will be allocated program and province wise e.g. BBAS Seat No From 10001 BBAS Seat No To 12000 BBAS for province Sindh. This interface will be used by system admin to define seats range, program and province. System will automatically assign seats to candidates as per their selected program.

Required Documents Setup

To setup required documents for admission and mark which ones are mandatory. System will allow user to create different sets of documents as per their requirements as different projects could require different type of documents.

Weightage Setup

This interface will allow admin user to define weightage of test results and poverty level score for selection of candidates. User will link weightage with project at the time of creation of weightage scale.

Test Result Uploader

This interface will allow admin user to upload test results into online admission portal.

Export Utility

This utility will allow user to export admission data for selected project into excel file to upload it into their ERP system.

Final List

This interface will display final list of all the candidates passed the test along with their poverty score. Candidate with highest score will be on top and candidate with lowest will be at the bottom. User will have to manually select required no. of candidates from list and mark admission process complete / finish.

MIS Reports

Different reports will be developed, reports will display data project wise. User will select particular project and would see data as per selected filters. Date filters, Status Filter (Accepted, Rejected, and Objection), Test Passed, Selected, Province etc. Summary report and detailed report options will be available. Summary report would only display numbers against selected filters while detailed report will include candidates' details along with results as per selected filter.

System Flow

- Administration will setup project
- Candidates' registration on portal by entering required information.
- Verification code sent on given mobile number. Candidate will enter this code on portal for verification.
- After successful verification user will be registered in system, given details will be saved in DB.
- Candidates' will be able to fill in application form and attach required document.

- An SMS will be sent to candidate informing about successful submission of application.
- Admin will process application and see if application has all required information and documents.
- Download application form option would also be available on portal.
- Candidate will provide required information and download report. Provided information will be saved in database.
- If all required information and documents are available than application will be accepted, otherwise application will be rejected or objected upon.
- An SMS will be sent to Candidate accordingly.
- Candidate will be able to edit application against an objection or as long as application is not processed by administration.
- Once application has been processed, candidates would not be able to edit information until there is an objection.
- As hardcopies of applications would also be received, administration will have an interface to enter application data into the system and attach documents.
- Admin will mark applications as selected for test; this would shortlist applicants for entry test.
- Admin will setup seat allocation using given interface and define seats from and to allocated to a program and province. Once setup is complete, admin will finalize this process and text message will be sent to all candidates for downloading their test slip.
- Admin user will also have an interface to print test slips. System would identify candidates who have not printed their slips.
- Test results will be uploaded into the system for passed candidates.
- Admin user will define weightage for project i.e. defining percentage to be taken from test result and percentage to be taken from poverty scale. This is to facilitate different weightage in different projects.
- Admin user will enter poverty scale data manually for manually received applications.
- Admin user also enter poverty scale results for all applications.
- Once this process is complete, admin user will generate final list using given interface. System will generate list of all the candidates' data was entered for using calculation defined in weightage scale.
- Admin user will select candidates from this list (top 350) and mark this process complete.
- This would finalize admission cycle for selected project.

- Admin user would be able to export project wise data into an excel sheet. IBA to advise what data is required e.g. applicant's name, phone number, CNIC, Province, etc.

Important Note:

Wherever brand name is mentioned in specifications, please read with or equivalent after brand name.

Sukkur IBA reserves the right to increase or decrease the quantity of items.

7. CLARIFICATION AND AMENDMENT IN RFP DOCUMENT

A bidder requiring any clarification of the RFP Document may so notify to contacts given below in writing or via email.

Hari Lal Nathani
Manager Procurement
Sukkur IBA University
Air Port Road Sukkur
Email : hari@iba-suk.edu.pk
UAN : 111-785-422



Sukkur IBA University

Airport Road, Sukkur.
www.iba-suk.edu.pk

TENDER NOTICE

Tender # PROC/179

Sealed bids are invited from manufacturer/authorized distributors/authorized dealers (Registered with Sales Tax & Income Tax Department) on "Single stage two envelope basis" having vast experience in respective field for following items for Sukkur IBA University & SIBA Testing Services.

S.#	ITEMS	Earnest Money	Tender Fee (Non-Refundable)
01	CISCO or equivalent Core Layer Hardware	2%	Rs. 500/-
02	CISCO or equivalent Mobility Express Engine	2%	Rs. 500/-
03	Fiber Cable	2%	Rs. 500/-
04	Video Wall Setup	2%	Rs. 500/-
05	Biometric Verification and Attendance Solution	2%	Rs. 500/-
06	Integrated Online Admission with Bio-metric Attendance Solution	2%	Rs. 500/-
07	Racks Precision Cooling Solution	2%	Rs. 500/-
08	Parking Solution for Vehicles	2%	Rs. 500/-
09	S/I of LAN Active & Passive Equipments, Accessories & Services at Academic Block-III.	2%	Rs. 1000/-
10	Generators	2%	Rs. 500/-
11	Computers, Laptops	2%	Rs. 500/-
12	Furniture and Fixture	2%	Rs. 500/-
13	3 Years Smart Net of Firewall and CUCM	2%	Rs. 500/-

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay in favor of Sukkur IBA, from the office of the **Manager Procurement** on any working day from **8th June, 2018** to **29th June, 2018**. The Last date for the submission of bids is **30th June, 2018 up to 1300 Hours**. The technical bids will be opened on the same day at **1330 Hours** in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. **2%** of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA must be attached with the bid documents. The Procuring Agency may reject any bid subject to relevant provisions of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(1) of said rules and as per PPRA rules.

Please send your queries: hari@iba-suk.edu.pk

REGISTRAR

SUKKUR IBA UNIVERSITY

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