



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

---

**TENDER DOCUMENT**  
**FOR**  
**THE SUPPLY OF SERVER MACHINES**

---

**AUGUST 2023**

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## TENDER DOCUMENT

### 1. Introduction

The State Life Insurance Corporation of Pakistan is the largest life insurance institution in Pakistan providing life and group insurance protection to over 6 million people. Even after the introduction of private insurance companies, State Life still enjoys the lion's share of the Pakistan life insurance industry.

Presently, Corporation intends to purchase (04) Servers at IT Division State Life Principal Office, Karachi. Interested firms are invited to submit a Technical Proposal along with a separately sealed Financial Quote for the supply/delivery of required items

#### 1.1 Detail Specification & Quantities Required

Detailed specifications and quantities for required equipment is as under:-

	Enterprise Server Machine	Quantity	04
<b>Minimum Specifications</b>			
<b>Motherboard</b>	Compatible motherboard which supports upto 40 processing cores and upto 15TB of memory		
<b>Processor</b>	2x 3rd generation Intel Xeon Scalable processors 2.4 GHz Processor or higher with 16 cores per processor or higher		
<b>Memory Capacity</b>	8 x 32GB Dual Rank, 2933MT/s, support of NVDIMM (Non-Volatile DIMM), with 16x memory slots		
<b>Hard Drives</b>	4x 960GB SSD SAS Read Intensive Hard drive with capacity of 8 TB SSD storage		
<b>Network Card</b>	Dual Port 10GbE BASE-T, Hexa Port 1GbE BASE-T, 2 x 1 GbE LOM, 8x PCI slots		
<b>HBA Card</b>	HBA card/ports per 10Gbps port		
<b>RAID Card</b>	12Gb 2 ports SAS RAID controller		
<b>Power Supply</b>	Redundant Power Supply, 1100W Hot-plug & support up to 2400W		
<b>Rack Rails</b>	2U Rack Rail		
<b>Server Management</b>	The server management tool included to help IT administrators to deploy, update, monitor and maintain servers with no need for any additional software to be installed.		
<b>Embedded Systems Management</b>	Directory services (AD, LDAP)/ Two-factor authentication/ Single sign-on		
<b>Monitoring and Alert Systems</b>	Email Alerting/ NIC monitoring/ Out of Band Performance Monitoring		
<b>Virtualization Support</b>	Support Enterprise as a virtual appliance of VMware ESXI, Hyper-V or KVM environments		
<b>Warranty &amp; Protection</b>	3x Yrs. Of Comprehensive Warranty		
<b>Hardware Support</b>	Local Principal Support & Presence for 3x years minimum		
<b>OS support</b>	Microsoft Windows Server 2012 R2, 2016 and Higher release, Red Hat Enterprise 6 and higher releases, Oracle Linux 6 / 7 and higher release.		
<b>Delivery /accessories</b>	Delivery, required accessories (all required cables, etc), rack mounting, Cabling, power up and Operating System Installation of servers as required on site.		



Potential bidders are allowed to bid for above mentioned item. Responding organizations are requested to clearly mention about the item(s), on the main envelop of technical and financial proposals. Purchase order will be awarded to most advantageous bidder as per pre-defined evaluation criteria.

Interested firms are hereby invited to submit a Technical Proposal along with a Financial Quote for required item.

## 1.2 Preparation of Proposal

### 1.2.1 Technical Proposal

- a. While preparing Technical Proposal, bidding firm(s) are expected to examine the documents comprising this invitation in detail, as material deficiencies in providing the information requested may result in rejection of the proposal.
- b. To establish the conformity of the item required through this TENDER Document, the Vendor shall furnish as part of its Technical Proposal, a detailed description of the Bidder's proposed item conforming in all material aspects with the Technical Requirements both overall as well as in regards to the performance of each proposed item.
- c. Please note that the technical proposal shall not include any financial information.

### 1.2.2 Financial Proposal

- a. While preparing the financial proposal, bidder(s) is expected to take into account the requirement and conditions of the invitation documents. The Financial proposal should follow standard form as mentioned in Annexure -A. It should provide lump sum costs associated with the assignment and all other out of pocket expenses.
- b. The Data Sheet shows for how many days after the submission date the proposal must remain valid. During this period the bidder is expected to keep available the professional staff working on the proposal. The State Life will make its best effort to complete technical clarification (if needed) within this period. Proposal validity period may be extended with mutual consent as PPRA rules.

## 1.3 Tender Document Price / Payment:

- a. Bid price shall be inclusive of all taxes, duties, levies, charges, etc.
- b. All payments will be made in Pak Rupees.
- c. The prices charged by the successful bidder for the required item along with accessories and associated services shall not vary from the prices as quoted in the financial proposal.
- d. Payment will be made on submission of invoices duly verified in all respect by the user Division / Department.



#### 1.4 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and State Life will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

#### 1.5 Language of Bidding

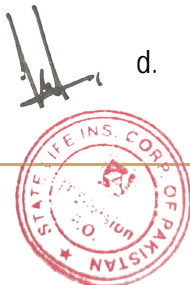
The bid must be prepared and submitted in English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, English language shall prevail.

#### 1.6 Confidentiality

- a. Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder(s) who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.
- b. Information relating to the examination, evaluation, comparison and post qualification of Proposals, and recommendation of contract award, shall not be disclosed to Bidders or any other persons.
- c. Any attempt by a Bidder to influence State Life in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions will result in the rejection of its Proposals.

#### 1.7 Use of Contract Documents and Information:

- a. The bidder shall not, without State Life's prior written consent, disclose the Contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of State Life in connection therewith, to any person other than a person employed by the Bidder 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.
- b. The bidder shall not, without State Life's prior written consent, make use of any document or information related to State Life functions and procedures except for purposes of performing the Contract.
- c. All documents shall remain the property of State Life and shall be returned (all copies) to State Life on completion of the Bidder's performance under the Contract if so required by State Life.
- d. The Bidder shall permit State Life to inspect their accounts and records relating to the performance of the supply and to have them audited by auditors appointed by State Life, if



so required by State Life. State Life can directly contact the references given in the technical requirements part of TENDER DOCUMENT to verify Bidder's technical reasons supporting compliance.

## 1.8 Bid Validity

- a. Bid shall remain valid and open for acceptance for a period of 180 days from the specified date of tender opening.
- b. In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of State Life.

## 1.9 Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of Bids, State Life may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment.
- b. The amendment shall be part of the Bidding Documents, and will be notified in writing through fax or letter by courier or shall be made available on the State Life's website to all prospective bidders who have received the Bidding Documents, and will be binding on them.

## 1.10 Clarifications / Queries regarding Tender

- a. The bidders are expected to carefully examine all instructions, forms and specifications in the Bidding Documents. Any Bidder in doubt as to the exact meaning or interpretation of any part of the Bidding Documents should immediately seek clarification in writing from.

Divisional Head- (IT),  
IT Division, Principal Office  
7th Floor, State Life Building No. 9  
Dr. Ziauddin Ahmed Road,  
Karachi (Pakistan)  
Tel: 021-99204590 - Fax: 021-99202827  
E-Mail: itpo\_pd@statelife.com.pk

- b. Requests for all clarifications in regard to the given specifications or other information contained in Tender Documents should come either through E-Mail or Courier on the address mentioned above. Telephone enquiries may not be entertained. All inquiries about the tender made to State Life and State Life's response will be made known to other bidders without disclosing identity of the bidder who made the enquiry.

## 1.11 Contradictions, Obscurities and Omissions



The Bidder should likewise notify to the above of any contradictions, obscurities and omissions in the Bidding Documents if clarification of these is necessary for the clear understanding of the documents and for preparation of the Bid. Such enquiries must reach the above named not later than 03 August 2023.

### 1.12 Sealing, Marking and Transmission of the Bid

- a. Your detailed "Technical Proposal" and "Financial Proposal" should be submitted in one original and one copy of each in separate envelope. The envelopes containing Technical and Financial Proposals shall be properly sealed, stamped and marked as follows:

**Please Note:** Technical Proposal should be submitted in a soft copy (CD/DVD) as well.

- i. Bid against Tender Enquiry No. IT-PO/16/2023  
Do not open before time specified in the tender document / advertisement

#### **"TECHNICAL PROPOSAL"** FOR THE SUPPLY OF SERVER MACHINES

SECRETARY CPC,  
P&GS DIVISION, PRINCIPAL OFFICE  
2<sup>nd</sup> FLOOR, STATE LIFE BUILDING NO. 9  
DR. ZIAUDDIN AHMED ROAD,  
KARACHI (PAKISTAN)

- ii. Bid against Tender Enquiry No. IT/PO/16/2023  
Do not open before time specified in the tender document / advertisement

#### **"FINANCIAL PROPOSAL"** FOR THE SUPPLY OF SERVER MACHINES

SECRETARY CPC,  
P&GS DIVISION, PRINCIPAL OFFICE  
2<sup>nd</sup> FLOOR, STATE LIFE BUILDING NO. 9  
DR. ZIAUDDIN AHMED ROAD,  
KARACHI (PAKISTAN)

- b. If the envelope is not marked as instructed above, State Life will assume no responsibility for the misplacement or premature opening of the bid

### 1.13 Deadline for Submission of Bids

- a. The original bid, must be delivered to State Life at the address specified at Para 1.12 not later than **1100Hrs (PST) on day 03 August 2023.**
- b. State Life may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents, in which case all rights and obligations of State Life and



bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- c. The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "LATE".
- d. If the envelopes are not marked as instructed above, State Life will assume no responsibility for the misplacement or premature opening of the bid.

#### **1.14 Bid Opening**

The Bid shall be opened publicly by State Life's designated "Central Procurement Committee (CPC)" in presence of Bidder's representatives who wish to attend the bid opening at **1130 Hrs on day 03 August 2023** the time and date already communicated.

#### **1.15 Modifications and Withdrawal of Bids**

- a. No bid shall be modified subsequent to the deadline for submission of bids and before the expiry of the period of bid validity.
- b. No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity.

#### **1.16 Bid Bond**

- a. The bidder shall furnish with the **Bid Bond**, as part of their bid, a bid bond for an amount of Rs. 500,000 of the total bid amount in Pak Rupees.
- b. The bid bond shall be in the form of a Bank draft / Pay order must be issued by a Pakistani Scheduled Bank or branch of a foreign bank operating in Pakistan. The bid bond shall be valid for 180 days counting from the day of the bid opening.
- c. Any bid not accompanied by the requisite Bid Bond shall be rejected as **non-responsive**. The bid bond of unsuccessful bidders will be returned. The bid bond of the successful bidder shall be discharged after requisite Performance Bond of Rs. 500,000 has been furnished and the contract has been executed. Performance Bond of successful bidder will be released after expiry of warranty period (that is 3 yrs)
- d. The bid bond will be forfeited in case a bidder withdraws its bid during the period of bid validity.
- e. In case of failure of the successful bidder to execute the contract/supply the items. Performance bond will be forfeited.





### 1.17 Responsiveness of the Bids

- a. The Technical Portion of the bid proposal must be accompanied with the certificate declaring that a bid bond of appropriate amount is enclosed with the financial proposal.
- b. The Bid must be prepared in the English Language.
- c. The Bid must be unconditionally valid for **180 days** from the date of Bid Opening.
- d. Bids should only be submitted by hand or by courier services.
- e. Bid must reach before time specified in Tender Document.
- f. The State Life will evaluate and compare only the most advantageous bid.
- g. Bids determined to be substantially responsive will next be checked for any material error in computation.

### 1.18 General Terms and Conditions

- a. After opening the bids, State Life will determine whether each bid is substantially responsive to the requirements of the Bidding Documents.
- b. State Life will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided, whether the documents have been properly signed, and whether the bids are generally in order.
- c. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation. A material deviation is one which being inconsistent with the Bidding Documents, affects in any substantial way the scope, instruction to Bidders, or prescribed completion schedule or which limits in any substantial way State Life's right or the bidders' obligation under the Contract.
- d. A bid determined to be non-responsive will be rejected by State Life and shall not subsequently be made responsive by the Bidder by correction of the non-conformity.
- e. State Life may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of any Bidder.
- f. To assist in determining a bid's responsiveness the Bidder may be asked for clarification of his bid. The Bidder is not permitted, however, to change bid price or substance of his bid.
- g. The evaluation of the bids will take into accounts, in addition to the bid price, the following factors:
  - i. Reliability and efficiency of the offered Service.
  - ii. Financial standing of the Bidder.



## 2. Proposal Evaluation

### 2.1 General

- a. Bidding firms shall not contact the State Life on any matter relating to their proposal from the time of submission of the technical and financial proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the State Life, it should do so in writing at the address indicated in the (Section - 1.10)
- b. Evaluators of technical proposal shall have no access to the financial proposals until the technical evaluation is concluded.
- c. Any effort by a bidder to influence State Life in its decisions on Proposal evaluation, Proposal comparison or contract award will result in the rejection of the Bidder's Proposal and forfeiture of Bid Bond.

### 2.2 Technical Evaluation

- a. The bids will be evaluated as per the information provided by the bidder as requested in Section - II, The most advantageous bidder may be asked to provide sample or give demonstration of features for the proposed item/equipment. State Life's Evaluation Committee will evaluate the received bids on information provided by the bidders related to following parameters:
  - Vendor's Technical Capability
  - Vendor's Support Strength
  - Relevant Experience in supplying and supporting required hardware locally and internationally
  - Delivery Time
- b. The evaluation shall be on the basis of bidder responsiveness to the required Specification & Tender terms & Conditions. The State Life will apply following point system evaluation criteria to evaluate the technical bids.

S No.	Criterion	Total Points
1	Registration with tax departments.	Y/N
2	Minimum passing marks in technical evaluation criteria	50
3	Financial Standing for last five years (Annual Turnout / Audited Financial Reports) (Poor=0, Average=5, Good=10)	10



4	Proven Experience of responding firm in relevant services & industry (Related Category) (Two points for each completed year, Max.=10 Points)	10
5	Nature of partnership of the bidder with manufacturer / Principal Company for related Category. (Principal Company = 10, Sole Distributor = 8, Authorized Business Partner = 6, Authorized Reseller = 4, Agent of distributor or Principal Company = 2)	10
6	No. of successfully deployed Category related Projects (Two points for each project, Max.=10 Points)	10
7	Responsiveness in proposal presentation (Poor=0, Average=5, Good=10)	10
8	Compliance with advertised specification (partial = 5, full = 10)	10
9	Suitability & Compatibility of offered solution with SLIC's existing ICT infrastructure at Karachi Datacenter (Dense = 10, Thin = 5)	10
10	Availability and Strength of support Capability of the firm in the field of related Category (Poor=0, Average=5, Good=10, Very Good=15 Excellent=20)	20
11	Previous experience with SLIC's (No/Poor=3, Average=5, Good=10)	10
	<b>Total</b>	<b>100</b>

- c. The Bidder shall furnish, as part of its bid, documents establishing the conformity to the Bidding Documents of the required items/equipment that the Bidder proposes to supply and install under the Contract.
- d. Bidding firms have to submit client references to evaluate previous experience in relevant category through sample reference form provided at **Annexure - A**.
- e. A proposal shall be rejected at this stage if it does not respond to important aspects of the Tender. If the missing parameters/technical features are a scored technical feature, the relevant score will be set at zero
- f. The State Life will notify the bidding firm of the rejection of their technical proposal indicating that their financial proposal if any will be returned unopened after completing the selection process.
- g. The State Life will notify to the firm(s) that passed the minimum technical score, and indicate the date, time and address for opening the financial proposal. The notification may be sent by registered letter, courier, cable telex, facsimile, or electronic mail.
- h. On opening the financial proposal in presence of the bidding firm(s) representatives who wish to attend, the State Life will announce the names of the firm(s), their technical scores, and the amounts of their financial proposals.



## 2.1 Financial Evaluation

Financial Proposals of only the technically qualified bidders would be opened and, evaluated / compared on the following basis:-

- a. The financial proposals shall first be checked for any error of computation and arithmetic errors will be corrected.
- b. If a bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
- c. Items and Services that are required but have been left out or are necessary to correct minor deviations of the proposal will be added to the total proposal price using costs **taken from the highest prices from other responsive proposals** for the same item and Services, or in the absence of such information, the cost will be estimated at prevailing list prices.
- d. For the purpose of evaluation / comparison of bids, total lump sum cost will be considered.
- e. Total evaluated financial cost of each responsive bidder shall be the basis of merit ranking of the Financial Proposal of the bid.
- f. Bidders have to submit Financial Proposal as per Sample Template provided as **Annexure – A**.

## 2.2 Technical-Cum-Financial Evaluation:

Only those firms will be considered in the technical evaluation that have the required capabilities to meet the criteria specified to supply items listed and also technically qualify as per criteria and the judgment based on it as per the following formula:

### **Providing 60% Weight, using Weighted Average Formula**

$$= (100 - ((\text{Highest Point} - \text{Points Secured}) / \text{Highest Points} * 100)) * 0.6$$

The Financial proposal of only technically qualified bidders will be opened. However, the lower financial bid will have a prime upshot in the award of contract, as per following formula:

### **Providing 40% Weight, using Weighted Average Formula**

$$= (100 - (\text{Quoted Bid} - \text{Lowest Bid}) / \text{Lowest Bid} * 100) * 0.4$$

Lowest Evaluated Bid = Weighted Average Technical Score + Weighted Average Financial Score

The Decision of State Life Insurance Corporation of Pakistan will be binding on all concerned and will in no case be challengeable at any forum.




### 3. State Life's Right to Accept or Reject any or All Bids

- a. State Life reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for State Life's action as per PPRA rules.
- b. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, State Life shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the performance bond.

### 4. Award Criteria

- a. State Life will award the tender to the successful bidder, whose proposal has been determined to be substantially responsive and has been determined to be the most advantageous bid after considering all factors and who meets the requisites of Schedule of Requirement (TOR/Scope of Work), provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- b. State Life will notify by fax/letter by courier, the successful bidder of its intent to enter into a contract. The contract shall be executed only after all necessary management approvals have been obtained.

### 5. Delays in the Bidder's Performance

If at any time during performance of the Contract, the bidder encounters conditions impeding timely delivery of required item/equipment, the Bidder shall promptly notify State Life in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Firm's notice, State Life shall evaluate the situation and may at its discretion extend the Firm's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

### 6. Arbitration

Any disputes or differences arising out in connection with this assignment which cannot be amicably settled within 15 days between the State Life and the Bidder shall be referred to grievance redressal committee formed at State Life as per PPRA rules.

### 7. Force Majeure

If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so



caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure. The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome. The terms of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this Contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Bidder shall promptly notify State Life in writing of such conditions and the cause thereof. Unless otherwise directed by State Life in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## 8. Award of Contract

- a. Subsequent to comprehensive Technical & Financial Evaluation by designated Technical Evaluation Committee and recommended/endorsed by CPC. Lowest evaluated bidder will be identified as per predetermined Technical-cum-Financial Evaluation criterion.
- b. Results of evaluation process will be uploaded on PPRA's website for (15) working days.

## 9. Delivery Plan

- a. Successful bidder has to supply the required item within (04) weeks from the date of issue of this purchase order.
- b. No advance payment will be made
- c. After-sales services during warranty period will be provided on-site as per standard warranty terms & condition.

## 10. Support Services

Vendor is required to provide support services after providing equipment. Support shall include the vendor to provide support for supplied item/ Equipment maintenance or upgrades for a period of one year after delivery to ensure smooth operations.



**Annexure - A****11. Sample Template for Financial Proposal**

S No.	Item	Unit Cost	Tax	Unit Cost inclusive Tax	Qty.	Total Cost including Tax
		E	F	E+F	N	(E+F)*N
1	Server Machines					
2						
.						
N						
<b>Total</b>						<b>G1</b>

**Basis of Payment**

- a) No advance payment or mobilization advance will be allowed
- b) Full and final payment will be made on:
  - i. Satisfactory on-site delivery/ deployment and performance of required equipment.
  - ii. Obtaining successful commissioning certificate from users.

