



## **Bidding Document**

### **Tender for Procurement of Misc. Software**

**Bid No. HBFC/HOK/GSD/2023/05**

**Tender for Procurement of Misc. IT Software**

HBFC invites sealed bids from reputed companies / vendors for the procurement Tender Misc. IT software.

Bids will be evaluated separately in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-One envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk). This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).

S. No.	Software	Specification	Qty
1.	Windows Server	Windows Server 2022 Datacenter - 16 Core License Pack CSP.	5
2.	Windows Server	Windows Server 2022 Standard - 16 Core License Pack CSP.	4
3.	MS Office Licenses	MS Office 2021 Standard Licenses or latest.	200
4.	MS Office 365	MS Office 365 (Microsoft 365 Business Basic)	15
5.	Veeam Backup	Veeam Backup & Replication Universal Perpetual License. Includes Enterprise Plus Edition features. (Ten -10 instance pack with Three 03 years comprehensive ONSITE Support backed by Principle.	1 Bundle
6.	Anydesk	Latest Version	20
7.	Win RAR	Latest Version	25

<b>Pre-Bid Meeting</b>	<b>March 08, 2023 11:00 am at the address given below</b>
<b>Last Date of Bid Submission</b>	<b>March 22, 2023 11:00 am</b>
<b>Bid Opening Date and Time</b>	<b>March 22, 2023 11:30 am</b>
<b>Bid Security</b>	<b>02% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC</b>

Bidders may quote for any or all items. Interested bidders are required to submit their financial and Technical Proposal as per above schedule addressed to undersigned

HBFC reserves the right to accept or reject any or all bids in accordance with Public Procurement Rules (PPR-2004).

**Head, General Services Department**  
House Building Finance Company Limited  
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi  
Tel: 021-35641752/39

## General Terms & Conditions

### 1. Scope of Bid

HBFC invites sealed bids from reputed companies / firms for the procurement of Tender for Procurement of Misc. Software. Detailed BoQ and complete Scope of Work for all the requirement is at Annexure A.

### 2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs. All costs / prices quoted in the proposal must be in Pak Rupees. Conditional bids will be rejected.

### 3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### 4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.
- ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.
- iii. In order to offer prospective Bidders reasonable time to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

### 5. Bid Prices

The contract will be for procurement of misc. IT software as described in Financial Proposal and the bidder may fill in rates and prices for any or all items in Pak Rupees or in US Dollar. In case bids are received in PKR and US Dollar, exchange conversion rate of the day of Financial Proposal opening will be considered for comparison purpose.

The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

### 6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.



ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders will then subject to the new deadline.

## 7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

## 8. Bid Opening

HBFC will open all bids, in public, in the presence of bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

## 9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

## 10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36 (b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on compliance-based method as per **Annexure - B of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - B**. If a bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

## 11. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals @2% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

## 12. Award Criteria

The contract will be awarded to the successful bidder whose bid has been found technically and financially compliant and emerged as the "most advantageous bid". HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA rules. HBFC reserves the right to award contract on itemized or overall lowest basis as the case may be.

## 13. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.



#### **14. Payment**

Payment will be made by HBFC after successful delivery and satisfactory completion certificate by HBFC. Advance Payment will only be made after submission of a Bank Guarantee from a AAA or AA rated Banks of Pakistan. Incase quoted in US Dollar, the payment will be made according to the exchange rate at the date of invoice.

#### **15. Code of Conduct**

It is the HBFC's policy to require that suppliers observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

#### **16. Integrity Pact**

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached hereto.

#### **17. Overriding Effect of PPRA-2004**

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

**Bid Data Sheet**

S#	Details
1.	<b>Tender for Procurement of Misc. Software</b> Ref No. HBFC/HOK/GSD/2023/05
2.	<p><b><u>Contact Information and Communication</u></b> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3<sup>rd</sup> Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><b><u>For Technical Queries:</u></b></p> <p>Name: Mr. Asif Khan Designation: AVP - IT Email: <a href="mailto:asif.khan@hbfc.com.pk">asif.khan@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3<sup>rd</sup> Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641741</p>
3.	The bidder/Firm, who is blacklisted by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36 (b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on the compliance-based method as per <b>Annexure – B</b> of the <b>Technical Proposal</b> . Bidders must ensure to comply all the fields given in <b>Annexure – B</b> . If a bidder is unable to comply in any of the given fields, the proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 120 (One Hundred and Twenty) days after opening of the Bids.
6.	All bidders are required to submit an amount of bid security with their financial proposals <b>@2%</b> of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	The Company's address for the purpose of bid submission is:  <b>Head of General Services Department,</b> House Building Finance Company Limited, 3 <sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752/39
8.	The deadline for submission of bids will be March 21, 2023 at 11:00 am. Technical Proposals will be opened on the same day at 11:30 am at the following address: House Building Finance Company Limited, 3 <sup>rd</sup> . Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.

# **Technical Proposal**

**Tender for Procurement of Misc. Software**

**Bid No. HBFC/HOK/GSD/2023/05**

**Compliance Based Eligibility Criteria**

**Software Licenses**

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	The bidder must be a registered tax payer and must appear on the Active Taxpayer List.					<b>Appendix - A</b>
2.	The bidder must be 1st or 2nd level partner (or equivalent) with the principal.					<b>Appendix - B</b>
3.	The bidder must have the experience to implement at least 03 projects and implementations/configurations of similar nature during the last 3 years. Provide verifiable evidence.					<b>Appendix - C</b>
4.	The bidder must have at least 03 Certified personnel for Server Administration – at least MCSA or equivalent for MS Servers					<b>Appendix - D</b>
5.	Bidder must submit an affidavit on an Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization					<b>Appendix - E</b>

**Note:**

- Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single stage - one envelope procedure.
- Bidder must ensure to comply all the fields given here above.
- Bidder can participate in any or all software requirements.
- HBFC reserves the right to award Purchase Order in overall or itemized basis as the case may be.
- Bidders must place their provided evidence Appendix (clearly marked).
- Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- HBFC has the right to deduct the items or quantity of items as per HBFC requirements before issuing the work/Purchase Order.



## Scope of Work and Specification

Microsoft Windows Licenses			
S.No.	Software	Specification	Qty
8.	Windows Server	Windows Server 2022 Datacenter - 16 Core License Pack CSP.	5
9.	Windows Server	Windows Server 2022 Standard - 16 Core License Pack CSP.	4
10.	MS Office Licenses	MS Office 2021 Standard Licenses or latest.	200
11.	MS Office 365	MS Office 365 (Microsoft 365 Business Basic)	15
12.	Veeam Backup	Veeam Backup & Replication Universal Perpetual License. Includes Enterprise Plus Edition features. (Ten -10 instance pack with Three years comprehensive Support (03) of years Support).	1 Bundle
13.	Anydesk	Latest Version	20
14.	Win RAR	Latest Version	25
<ul style="list-style-type: none"> <li>• HBFC has the right to increase or decreases the number of licenses as per requirement before issuing the Work Order.</li> <li>• The license should be in the name of HBFC.</li> </ul>			

1.	The bidder must Install, configure and deploy the Veeam, MS Office, MS 365, and Windows Server in Data Centre on the server machine, as per the requirement of HBFC during the warranty period & provide training to at least Four (04) IT professionals of HBFC.
2.	The bidder must be responsible to provide the installation and commissioning, and comprehensive documentation of the system deployed including the step-by-step configuration and manuals, etc.
3.	The selected bidder is responsible to upgrade/migrating all existing MS Servers 2016 along with the Active directory to the quoted product.
4.	The Bidder is responsible to provide comprehensive Three (03) years of support.
5.	The Bidder is responsible to provide Veeam and Microsoft curriculum-level training on the quoted product along with migration from the existing environment to the upgraded server.
6.	The Bidder is responsible to provide support for at least Three (03).
7.	The bidder must have at least 02 Certified personnel for Veeam and MS Server products.
8.	The bidder is responsible to visit HBFC's Head office for a pre-bid meeting with technical staff.



**Bid Form**

(To be printed on bidder's letterhead)

**To:**

**The Head General Services Department,  
House Building Finance Company Limited,  
3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan.**

**Tender for Procurement of Misc. Software**

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



**Integrity Pact**

**Tender for Procurement of Misc. Software**

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] 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. 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Bidder] 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 GoP.

***For and On Behalf Of***

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Non-Disclosure Agreement  
Tender for Procurement of Misc. Software**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company.
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

**Agreed to and Accepted by**

**House Building Finance Company**

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(Signature of Authorized Representative)

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(Signature of HBFC Authorized officials)

# **Financial Proposal**

**Tender for Procurement of Misc. Software**

**Bid No. HBFC/HOK/GSD/2023/05**

**Financial Proposal**

**Tender for Procurement of Misc. Software**

S.No.	Software	Specification	Qty	Rate (Rs.)	Amount (Rs.)
1	Windows Server	Windows Server 2022 Datacenter - 16 Core License Pack CSP.	5		
2	Windows Server	Windows Server 2022 Standard - 16 Core License Pack CSP.	4		
3	MS Office Licenses	MS Office 2021 Standard Licenses or latest.	200		
4	MS Office 365	MS Office 365 (Microsoft 365 Business Basic)	15		
5	Veeam Backup	Veeam Backup & Replication Universal Perpetual License. Includes Enterprise Plus Edition features. (Ten -10 instance pack with Three years comprehensive Support (03) of years Support).	1 Bundle		
6	Anydesk	Latest Version	20		
7	Win RAR	Latest Version	25		
<b>Total Amount (Inclusive of all applicable taxes)</b>					

- I. HBFC has the right to increase or decreases the number of licenses as per requirement before issuing the Work Order.
- II. The license should be in the name of HBFC.

**Total Amount in Words:** \_\_\_\_\_

**Bid Security @ 2% of Total Amount (Inclusive of all applicable taxes):** \_\_\_\_\_

