

ADMINISTRATION DEPARTMENT

Admn./24(42-C)/2018/

Date: January 29, 2018

TENDER FOR “VERITAS LICENSES & SUPPORT RENEWAL” AT NIT HEAD OFFICE KARACHI

National Investment Trust Limited, an Asset Management Company managing mutual funds in Pakistan invites all reputed and well established firms / companies (registered with tax authorities), holding elite level partnership for Pakistan from the Principal / Manufacturer of the equipment to submit bids in sealed envelope clearly marked “**VERITAS LICENSE & SUPPORT RENEWAL**” as per terms and conditions laid down in the tender document.

Tender documents, which are containing detailed terms and conditions, method of participation, procedure for submission of Tenders, validity, opening of Tender, evaluation criteria, clarification / rejection of Tender are available for the interested participants at National Investment Trust Limited, 6th Floor, National Bank of Pakistan Building, I.I. Chundrigar Road, Karachi. Tender documents can also be downloaded from www.nit.com.pk free of cost.

Sealed Tender in accordance with the instructions in the documents must reach at National Investment Trust Limited, 6th Floor, NBP Building, I.I. Chundrigar Road, Karachi, up to February 16, 2018 at 11:00 a.m. Proposals will be opened the same day at 11:30 a.m. This advertisement is available on NIT Website at www.nit.com.pk

(S. IQBAL AHMED)

Head of Administration

**TENDER FOR VERITAS LICENSES & SUPPORT
RENEWAL AT NIT HEAD OFFICE, KARACHI**

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

1.1 National Investment Trust (NIT) is the oldest and largest Mutual Fund Company of Pakistan, with its Head Office located in Karachi and operation spread all over Pakistan through its 23 branches and a customer facilitation center in Karachi.

1.2 Sealed Tenders are invited from reputed and well established firms/companies registered with Sales Tax and Income Tax Departments for Veritas License & Support Renewal as per specification, quantity and conditions mentioned in this document for delivery at NIT Head Office, Karachi

2. SCOPE OF WORK

Following requirements define the scope of work for this Tender:

2.1 NIT is using Symantec \ Veritas Backup Exec solution since March 2012 The previous license authorization period is due to expire and it is now required that this product (as per the mentioned specification) may be renewed through the authorized distributor of the principal.

3. INFORMATION FOR BIDDERS

Name of Procuring Agency:	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Last date for Bid Submission	February 16, 2018 at 11:00 a.m
Bid Opening Date and Time	February 16, 2018 at 11:30 a.m
Bid Opening Place	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Contact Person	Mr. S. T. A. Quadri, VP - Admin
Phone:	021-32412056-9 (Ext : 235)
Direct Phone	021-32425101
E-mail	avpadmin@nit.com.pk
Fax:	021-32422719

4. TERMS AND CONDITIONS:

- 4.1.** The bidder should be registered with Sales Tax and Income Tax Department.
- 4.2.** The bidder must be holding elite level partnership for Pakistan from the principal / manufacturer of the equipment.
- 4.3.** Bid should be submitted in Pak Rupees only.
- 4.4.** Complete items against above mentioned bidding category should be included in bid submitted.
- 4.5.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.6.** NIT reserves the right to accept/reject wholly or partially any tender at any stage of the tender process. Reasons may be provided upon written request.
- 4.7.** Validity period of the bids shall be for at least 30 days.
- 4.8.** The decisions of NIT will be binding on all concerned and will in no case be challengeable at any forum or any court of law.
- 4.9.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.10.** During the examination, evaluation and comparison of the bids, the NIT at its sole discretion may ask the bidder for clarifications of its bid. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 4.11.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.12.** Delivery for all items is required to be executed within one (01) to Two (02) weeks.
- 4.13.** The delivery will be made at NIT Head Office, Karachi.
- 4.14.** The bidder must have office in Karachi and Lahore fully capable to provide maintenance support from this location
- 4.15.** Bids submitted via email or fax will not be entertained.

PROCEDURE FOR BID SUBMISSION

- 5.1.** For this tender ‘Single stage- Two envelope procedure’ for open competitive bidding shall be adopted.
- 5.2.** Bid envelope submitted will comprise of a single envelope containing two separate closed / sealed envelopes containing Technical and Financial proposal.
- 5.3.** Technical proposal envelope should be marked as ‘Technical proposal ’ and should include following documents:
 - 5.3.1.** Technical brochure of the Product
 - 5.3.2.** Company profile.
 - 5.3.3.** List of customers (corporate sector) along with their contact details
 - 5.3.4.** Technical specification (Annexure I) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.5.** Partner Authorization letter from Vendor.
 - 5.3.6.** Income Tax/GST certificate of the bidder.
 - 5.3.7.** Any other document required as per this tender document.
- 5.4.** Financial proposal should be marked ‘Financial proposal’ and contain bid price filled as per BOQ (Annexure II) as per specification given in Annex 1.
- 5.5** In first stage only the ‘Technical proposals’ will be opened in the presence of bidder’s representatives that choose to attend.
- 5.6** Technical proposals of the bidders will be evaluated, generally for compliance of ALL the requirements given in the tender document and specifically for Qualification Criteria given in Annexure III.
- 5.7** Vendors who will not submit all required documents / information as per Qualification Criteria and do not meet the qualification requirement will be declared as Non-Qualified Vendors.
- 5.9** On the basis of Qualification Criteria, the financial proposal of only technically qualified bidder will be opened in the presence of their representatives that choose to attend.
- 5.10** Financial proposals of bids found technically non-responsive will be returned un-opened.

6. EVALUATION CRITERIA

The lowest financial bid will be accepted

7. PAYMENT TERMS

- 7.1** No payment shall be made in advance to the contractor as mobilization advance.
- 7.2** Hundred percent (100%) cost of Veritas Backup Exec Licenses renewal shall be paid and will be released after successful delivery, verification and update at Veritas website as per Bill of Quantity (BOQ) and invoice processing as per internal procedure.
- 7.3** All payments shall be made after deduction of taxes.
- 7.4** All payments shall be made through cross cheque in the Pak Rupees.
- 7.5** Taxes will be deducted at source as per government rules at the time of payment.
- 7.6** Bidder should mention any other charges/optional charges in financial bid deemed necessary to complete and compare final bid amount. (all inclusive including taxes)

TECHNICAL SPECIFICATION FOR VERITAS BACKUP EXEC LICENSES RENEWALS

Software Type	Description	Compliance (Y/N)	Comments
1.1 Veritas Backup Exec 16 Licenses & Support Renewal for one year (Latest Version)	1.1.1 Veritas Essential Support. Currently using Veritas Backup Exec 16 require version upgrade licenses & support to Veritas Latest Version		
	1.1.2 Veritas backup exec 16 agent for applications and databases win per server		
	1.1.4 Veritas backup exec 16 agent for windows		
	1.1.5 Veritas backup exec 16 enterprise server option win per managed server		
	1.1.6 Veritas backup exec 16 option deduplication win per server renewal		
	1.1.7 Veritas backup exec 16 server win per server renewal		

ANNEXURE II: BILL OF QUANTITY

Specification	Quantity	Unit Price Licenses Renewal (PKR)	Total Price (PKR)
1.1 Veritas Backup Exec 16 agent for applications and databases win per server (Active Directory) (As per specification mentioned in Annexure I point 1.1)	01		
1.3 Veritas Backup Exec 16 agent for windows (As per specification mentioned in Annexure I point 1.1)	04		
1.4 Veritas Backup Exec 16 enterprise server option win per managed server (As per specification mentioned in Annexure I point 1.1)	01		
1.5 Veritas Backup Exec 16 option deduplication win per server renewal (As per specification mentioned in Annexure I point 1.1)	02		
1.6 Veritas Backup Exec 16 server win per server renewal (As per specification mentioned in Annexure I point 1.1)	02		
TOTAL			

Note: price should be inclusive of all taxes

ANNEXURE III: QUALIFICATION CRITERIA

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

- 8.1 Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Elite level partnership like Tier1/ Tier2 etc for Pakistan from the principal/ manufacturer of the equipment (Copy to be provided).
- 8.3 Successful implementation of at least (03) similar projects* completed within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.4 List of technical support staff with length of service with vendor
- 8.5 Vendor should have offices in Karachi and capable to support from these locations.
- 8.6 The Symantec \ Veritas support SLA projects completed during last 3 years and in hand should have a combined worth of at least RS. 5 Million (list to be provided).
- 8.7 Completely Filled Bill of Quantity as per given under Annex II.
- 8.8 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.9 Technical Information. Annexure I completely filled signed and stamped to be included.
- 8.10 Technical proposal documents be duly signed and stamped.

** Project listed should be of the same or higher specification than this Tender*