

# SINDH HIGH COURT, KARACHI

**TENDER DOCUMENT**

**FOR THE YEAR 2017-2018**

**Tender Reference No.01**

**Dated: 23-12-2017**

**Hiring of Fiber Optic Internet Services**

**Tender issued to M/s. \_\_\_\_\_**

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## 1. INTRODUCTION

Dear Tenderer:

The **SINDH HIGH COURT (SHC)** is the highest judicial institution of the province of Sindh. We are interested in **hiring of Fiber Optic Internet Services** as mentioned in tender document, from your esteemed firm / agency for one financial year. The rates shall be valid for full term of the contract.

Tender document which includes full details of items and other terms & conditions can be downloaded **free of cost** from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk)

You are requested to attach firm / agency profile etc. along with the Tender Document. Financial Proposal should be submitted in sealed envelope.

Please mention “**Tender Number**” at top left corner of the envelope. SHC reserves the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

## 2. INSTRUCTIONS:

- (a) The Sindh High Court, Karachi (SHC) expects that aspirant vendors should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender document meticulously and sign & stamp each and every page. **Moreover, attach required supporting documents according to the requirement.**
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. **If you want to leave the item/column un-answered please, write “Doesn't Apply/Doesn't Arise”.** If you need more space please attach a paper & clearly mention item/column name or number etc. that referred the column/item of the Tender Form.
- (c) Tender document which includes full details of items and other terms & conditions may be downloaded **free of cost** from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk)
- (d) **The last date to submit the Tender Document, separate technical & financial proposals in sealed envelopes is on or before 12<sup>th</sup> January, 2018 by 10:00 a.m.** in the Office of the Director General (Finance & Accounts), Sindh High Court, Karachi. **The technical proposals will be opened on the same day at 10:30 a.m.** in the presence of representatives who may care to attend. **Date and time of opening of financial proposals of technically qualified bids will be communicated to the technically qualified bidders in advance.**
- (e) **Bid Security of 1% of total annual fee** will be submitted along with Tender Document in shape of “PAY ORDER” OR “BID SECURITY FORM” only in the name of Registrar, Sindh High Court, Karachi, Karachi. Bid Security should be placed in sealed financial proposal.
- (f) Should you need further any assistance / guidance please feel free to contact with the Deputy Director I.T (Software) Contact No. 021-99203151 Ext 290.
- (g) Kindly mentioned “**Tender Number**” at top left corner of the envelope.

## 3. ELIGIBILITY CRITERIA

S.No.	Eligibility Criteria	Requirement
1	Profile of company/ firm along with relevant documents	Mandatory

2	Registration with relevant tax/regulatory authorities (copies required)	Mandatory
4	At least ten (10) similar projects in Government/ Private Sector during the last three (03) years.	Mandatory
5	Total Financial turnover of at least Rs. 20 million during the last three years. (financial statements and bank statements are required)	Mandatory
6	Undertaking on judicial stamp paper that firm has never been blacklisted by any government semi government, autonomous and stated owned organization.	Mandatory

#### 4. TECHNICAL PROPOSAL:

Technical Proposal should include detail description as per following requirement of Sindh High Court.

No. OF CONNECTIONS	DESCRIPTION	REQUIRED BANDWIDTH	STATIC / LIVE IPs
1 <sup>st</sup>	Provision of Internet Bandwidth Services over Fiber Optic Cable at Data Center, I.T. Department, Sindh High Court (SHC)	10 Mbps CIR	8 Static IPs
2 <sup>nd</sup>	Provision of Internet Bandwidth Services over Fiber Optic Cable at Data Center, I.T. Department, Sindh High Court (SHC)	8 Mbps CIR	8 Static IPs

1. CIR (**Committed Information Rate**) Internet Bandwidth Over Fiber Optic Cable.
2. The ISP must provide a usage report i.e. MRT Graph that can be accessed directly by Technical Staff of IT Department Sindh High Court.
3. To keep the internet connectivity up to its maximum extent and running, Services Level Agreement (SLA) uptime should be 99.30%.
4. Vendor should be a Major Bandwidth Distributor (*having own Fiber Optic Cable*).
5. Primary Media should be Optical Fiber Cable.
6. Redundant / Backup/ Secondary Media should also be the same (i.e. Redundant Fiber Optic Cable).
7. In case of any failover, the route of redundant/ back-up link must be different from primary Fiber Optic Cable path.
8. The internet connectivity along with all related devices /equipment e.g. switches, routers, modules, convertors etc. will be directly terminated in the Data Center of SHC.
9. Internet connectivity from Primary to Backup/Redundant links must be auto swapped in case of any failover.
10. All civil work e.g. installation, excavating, digging (soft & hard), curing, tunneling, configuration and testing of the Fiber Optic Cable within the premises of SHC will be the responsibility of the vendor/ firm/ ISP.

#### 5. FINANCIAL PROPOSAL:

1. Financial proposal should be sealed in separate envelope.

2. **Monthly Service Fee should be inclusive of all types of taxes, rental fee of equipment, software etc.** Only fixed monthly fee will be paid by Sindh High Court on provision of invoice after each preceding month. All other charges (if any) will be responsibility of the service provider.

<b>No. OF CONNECTIONS</b>	<b>DESCRIPTION</b>	<b>REQUIRED BANDWIDTH</b>	<b>STATIC / LIVE IPs</b>	<b>Monthly service fee inclusive of all taxes etc.</b>
1 <sup>st</sup>	Provision of Internet Bandwidth Services over Fiber Optic Cable at Data Center, I.T. Department, Sindh High Court (SHC)	10 Mbps CIR	8 Static IPs	XXX
2 <sup>nd</sup>	Provision of Internet Bandwidth Services over Fiber Optic Cable at Data Center, I.T. Department, Sindh High Court (SHC)	8 Mbps CIR	8 Static IPs	XXX
<b>Total service fee inclusive of all taxes, rental fee etc.</b>				<b>XXX</b>

## **6. TERMS & CONDITIONS:**

1. Tender document which includes full details of items and other terms & conditions can be downloaded free of cost from [www.sindhhighcourt.gov.pk](http://www.sindhhighcourt.gov.pk) and [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk).
2. **Single Stage-Two Envelope method** will be adopted for bidding process as per rules.
3. Company Profile along with relevant documents be attached with this document.
4. The rates quoted shall remain valid for one financial year.
5. Bid(s) shall be in Pak rupees only and inclusive of all taxes i.e. GST etc.
6. The bidder should quote its rates clearly, in the Financial Proposal in both figures and words.
7. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
8. The provided equipment shall remain property of the successful service provider, whereas SHC shall pay rent of the equipment, included in the monthly charges.
9. The equipment / software should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Govt. and towards this end.
10. Successful service provider shall ensure secure connectivity.
11. Service provider will be responsible for the safe supply of equipment / software at SHC, Karachi.

12. Cost of complete installation of the equipment, including cost of router, firewall, wireless equipment, pole etc. will be responsibility of the service provider, as these will be provided on rental basis and included in the fixed monthly charges.
13. Regular monthly charges will be paid on provision of invoice after each preceding month.
14. Sindh High Court reserves the rights to cancel the tender, accept or reject any tender as per rules.
15. No transportation charges will be paid for any of the services.
16. The contract shall be terminated in case of violation of terms and conditions by the contractors.
17. All bids must be accompanied by an earnest money/ security of **1% of total annual fee**. The bid security of unsuccessful bidder will be released by SHC after award of work or after expiry of bid validity period as per rules whereas the bid security money of unsuccessful bidder will be released after the submission of performance security equivalent to 10% of contract price.
18. In case of any difference or dispute arises between the parties, the same shall be dealt with as per rules.
19. All rules, regulations and policies will be governed in accordance to the SPPRA.
20. General Sales Tax will be paid on applicable items only by the company/firm/agency.
21. SHC reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. SHC, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
22. The contractor/ supplier will be liable for any mistakes in calculation of price/ rate and amount and shall be liable to suffer the loss arises at any stage of contract, due to mistakes in calculation or tax rates.
23. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates // Work Order.
24. The contractor shall pay all the cost for preparation of legal documents of contract.
25. SSPRA Rules will be followed for all other terms and conditions not specified/ mentioned/ ambiguous in this tender document. Kindly read SPPRA Rules for further details.
26. Penalty will be imposed as under:-

<b>Link Down age on per month basis</b>	<b><i>Penalty Percentage</i></b>
Less than or equal to 3 Hours Monthly	No Penalty
Greater than 3.1 Hours and Less than or equal to 6 Hours Monthly	2 % of Monthly Invoice
Greater than 6.1 Hours and Less than or equal to 10	5 % of Monthly Invoice

Hours Monthly	
Greater than 10.1 Hours and Less than or equal to 15 Hours Monthly	10 % of Monthly Invoice
Greater than 15.1 Hours and Less than or equal to 20 Hours Monthly	20 % of Monthly Invoice
Greater than 20.1 Hours and Less than or equal to 30 Hours Monthly	30 % of Monthly Invoice
Greater than 30.1 Hours and Less than or equal to 40 Hours Monthly	40 % of Monthly Invoice
Greater than 40.1 Hours and Less than or equal to 50 Hours Monthly	50 % of Monthly Invoice
Greater than 50.1 Hours and Less than or equal to 60 Hours Monthly	60 % of Monthly Invoice
Greater than 60 hours	100 % of Monthly Invoice

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

Stamp & Signature

## 7. FORMAT OF BID FORM

To,  
The Learned Registrar,  
High Court of Sindh,  
Karachi





