



**OMBUDSMAN**

**BIDDING DOCUMENTS FOR PROCUREMENT/SUBSCRIPTION OF ANTIVIRUS**

**(UP GRADATION VERSION OF SYMANTEC ENDPOINT ANTIVIRUS)**

**FINANCIAL YEAR 2023-24**

**WAFaqI MOHTASIB (OMBUDSMAN)'S SECRETARIAT, ISLAMABAD**



WAFaqI MOHTASIB'S SECRETARIAT, ISLAMABAD  
G-5/2, Constitution Avenue, Islamabad

**TENDER NOTICE NO.2 (2023-24)**

Issue Date	06.09.2023	Receiving Time	11.30 Hours
Due Date	25.09.2023	Opening Time	12.30 Hours

Subject:- **Tender For Subscription Of Antivirus (Up gradation Version Of Symantec Endpoint Antivirus)**

Sealed Tenders are invited from nationally reputed GST and Income tax Payer registered firms for subscription of antivirus (Symantec Endpoint Antivirus) in Wafaqi Mohtasib Secretariat (WMS), Islamabad

Bidding documents indicating specifications and other details can be obtained from the undersigned on submission of a written application on any working day before closing date for submission of the bids. Bids must reach the undersigned by **25.09.2023 at 11.30 am** positively in sealed envelopes clearly indicating the name of the item(s). Bids will be opened on the same day at **12.30 pm** in the presence of the bidders or their representatives who prefer to be present.

Pay order/call deposit @ 3% of the total bid offered must be accompanied with the tender as bid security in favour of Wafaqi Mohtasib Secretariat, Islamabad. Rates must be inclusive of GST and other Taxes/duties (if any) as levied from time to time by the Federal Government.

The Competent Authority reserves the right to change the quantity of the items and reject any or all the bids or proposals at any time in accordance with Rule 33 of Public Procurement Rules, 2004.

This tender advertisement alongwith document can also be browsed at Wafaqi Mohtasib Secretariat's website i.e. [www.mohtasib.gov.pk](http://www.mohtasib.gov.pk).

(Jamil Ahmad)  
Assistant Director (Procurement)  
Ph: 051-9212256

**WAFAQI MOHTASIB'S SECRETARIAT, ISLAMABAD**  
**G-5/2, Constitution Avenue, Islamabad**

**Bidders are advised to read the contents of the Instruction to Bidders carefully**

**1. Scope of Bid**

1.1 The office of Wafaqi Mohtasib Secretariat, Islamabad invites sealed bids for Supply of Antivirus Software, installation and configuration etc, as specified in detail in the Schedule of Requirements along with Technical Specifications.

**2. Eligible Bidders.**

2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ suppliers and in case of Imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax Payers List of FBR etc).

2.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are **NOTELIGIBLE**. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also **NOTELIGIBLE**.

2.3 Further requirements for determining eligibility of bidders are specified below in clause-8.

**3. Corruption and Fraud.**

3.1 The Government of Pakistan defines Corrupt and Fraudulent Practices as "corrupt and fraudulent practices" which includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty".

**4. The Bidding Procedure**

**The Governing Rules**

4.1 The Bidding procedure shall be governed by the Public Procurement Rules-2004 issued and amended time to time, by the Public Procurement Regulatory Authority (PPRA).

**5. Applicable Bidding Procedure.**

5.1 The bidding procedure is governed by Public Procurement Rule 36 "Procedures of Open Competitive Bidding" sub-rule (a) "Single stage – One Envelop procedure". Bidders are advised also to refer to the Invitation for Bids to confirm the Bidding procedure applicable in the present bidding process.

5.2 The bidding procedure prescribed in the Invitation for Bids is explained herein below:-  
**"Single Stage: One Envelope Procedure".**

**6. DEBARMENT / BLACKLISTING OF FIRM**

6.1 As per clause-19 of the PPRA rules 2004, WMS reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts:

6.1.1 Consistent failure to provide satisfactory performance.

6.1.2 Contractor becomes insolvent.

6.1.3 Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.

- 6.1.4 Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- 6.1.5 Commission of fraud.
- 6.1.6 Contractor abandons the contract.
- 6.1.7 Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- 6.1.8 Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, etc, giving false evidence, furnishing of false information of serious nature.

## 7. Evaluation Criteria:-

Technical evaluation will be done on the basis of following parameters for eligibility of the Bidder:-

- i. NTN and GST Certificate.
- ii. On Active Tax Payers List of FBR
- iii. Minimum three (3) years' experience in supply and installation of hardware/software/ IT equipment.
- iv. Bid Validity period of 90 days.
- v. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.
- vi. Submission of required amount of bid security with Bid.
- vii. Compliance with Technical Specifications (Yes/No).
- viii. Original Bidding Documents duly signed/ stamped.

## 8. Schedule of Requirements:

The equipment shall be delivered and installed in accordance with the following schedule of requirements:

S.No	Description	Time Period
1	Purchase/Supply of software/items	Within three weeks from the date of issuance of purchase order.

Note: The procuring agency may increase/decrease/skip the quantity.

## 9. Technical Specifications and price of Items

The quoted items should be recognized/reowned brands.

Purchase of antivirus license keys  
To protect more than 100 computers

S.No	Specification of items	Subscription	Quantity	Unite Price Rs.	GST (if any) Rs.	Total Price Rs.
1	Symantec Endpoint Protection, New 100 License Keys	New Purchase —for 01 year or more subscription	100			
	<b>Grand Total Rs.</b>					

Note:- The quoted price should include the delivery and installation charges.



Signature  
Company Seal

## 10. BID FORM

### Performance Guarantee

To:

The Assistant Director (Procurement),  
Wafaqi Mohtasib Secretariat, Islamabad.

Whereas [*Name of Supplier*] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [*number*] dated [*date*] to supply [*description of goods*] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [*Amount of the Guarantee in Words and Figures*] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [*Amount of Guarantee*] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signature and Seal of the Guarantors/ Bank

Address

Date



## **11. Terms and Conditions**

### **1. REQUIREMENTS**

- (i) Sealed tenders are invited from the authorized active tax payer firms' alongwith signature and stamp in the Company letter pad.
- (ii) Rates should be offered clearly in Pak Rupees without GST and Total amount with GST and shall remain valid for minimum 90 days w.e.f. the date of opening of bids.

### **2. BID SECURITY**

Bank draft/pay order equal to 3% of the total bid must be accompanied with the bids as bid security in favor of Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.

### **3. SUBSCRIPTION AND MAINTENANCE**

- (i) The firm shall give relevant comprehensive subscription period for one year. Preference will be given to those who offer maximum subscription period.
- (ii) The subscription period will start from the date of final testing / 100% operational relevant software.
- (iii) Free of cost installation If repair is not possible within 24 hours, vendor will provide backup support till the rectification of the problem.
- (iv) All the subscription should be on the name of Wafaqi Mohtasib Secretariat from principal.

### **4. DATE AND TIME OF RECEIPT AND OPENING OF BIDS**

Bids must reach this Secretariat on or before **25.09.2023 at 11:30 am**. The bids will be opened on the same day at **12:30 pm** in the presence of vendors or their representatives.

### **5. SALES TAX AND OTHER GOVERNMENT DUTIES**

All taxes levied by the Federal Government shall be the responsibility of the supplier.

### **6. EVALUATION**

- (i) Bids will be evaluated by the Technical Committee. All the bids received will be evaluated by a committee constituted by the competent authority. The committee will conduct detailed technical evaluation, compliance to given specifications and terms and conditions. Bids with major deviation and technical deficiencies and allied absence of required information will be rejected.
- (ii) The decision of the Committee/ Competent Authority shall be final and binding on all bidders.

### **7. PERFORMANCE GUARANTEE**

On 100% delivery, completion of the assignment and final testing of the subject antivirus software the vendor shall be required to submit a performance guarantee equivalent to 10% in the form of bank guarantee of the total value of the contract amount which will remain valid till expiry of the subscription period. After submission of required performance guarantee by the vendor, its bid security will be released.

### **8. DELIVERY/INSTALLATION PERIOD**

Delivery / installation of the software antivirus in 100% operational condition along with necessary training (if any) must have to complete in all respect by the vendor within three week after the issuance of supply order, **at Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad**

9. **RESPONSIBILITY FOR EXECUTING THE CONTRACT**

The supplier shall be entirely responsible for the successful execution of the contract in all respects including installation, configuration etc. where necessary/applicable.

10. **FAILURE AND TERMINATION**

In case the vendor fails to install relevant antivirus thereof within the specified delivery period, the Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad, shall be entitled for the option either:-

- (i) To recover from vendor liquidated damages levied at the rate of 2% per week.
- (ii) To purchase from elsewhere without notice to the vendor at vendor's risk and cost of items not delivered without cancelling the contract; or
- (iii) To cancel the contract at vendor's risk and cost alongwith forfeiture of bid security

11. **INSPECTION AND REJECTION**

- (i) The Purchase Committee may reject a part or whole of the consignment tendered if it felt that the consignment is not as per specifications given in the Purchase Order;
- (ii) The decision of the Committee shall be binding on the vendor;

12. **PAYMENTS**

Payments will be made on 100% delivery, completion of the assignment and final testing and activation of the relevant software

13. **RIGHTS RESERVED**

The Office of Wafaqi Mohtasib reserves the right to change the quantity of and reject any or all the bids or proposals in terms of Rules 33(1) of PPRA Rules 2004.

14. **SUPPORTING TECHNICAL DOCUMENTS**

Bids must be supported with technical brochures clearly mentioning the specifications of the product.

15. **CLARIFICATION**

For any clarification or further information, if necessary, the bidder may contact on telephone Numbers. 9212256, 9217219.

