

INVITATION TO BID NO. PEF/PROC/IT/2016-17/11

“Outsourcing of Database Administration and Services”

Punjab Education Foundation (PEF) is an autonomous organization, established under the auspices of the Government of the Punjab, committed to the promotion of Quality Education through Public Private Partnership. Sealed Technical and Financial Proposals in accordance with Punjab Procurement Rules-2014 (amended till date), Clause 38 (2) (a), “Single Stage - Two Envelope Bidding Procedure” are invited from reputed and registered bidders for “Outsourcing of Database Administration and Services”.

ELIGIBILITY CRITERIA

Eligible Bidder is a Bidder who:

1. Is an active tax payer of National Tax (NTN) and General Sales Tax (GST)/ Punjab Sales Tax (PST) (if applicable);
2. Will furnish the complete company profile. Bidder must have the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
3. Provides a copy of its Oracle Gold Partnership Certificate;
4. Provides audited financial statements or copies of work orders/ contracts/ MOUs, etc. for the FY/ CY 2013-14 or 2014-15 depicting sound financial strength (minimum Rs. 3 million in a Financial/ Calendar year);
5. Will provide the complete detail of its clients to whom it is providing Data Base Administration Services along with client name, contact person, phone number, addresses and scope of work with respective client. Bidder must have minimum 4 clients to whom the similar type of service is provided. Bidder will provide the documentary proof like copies of work orders/ contracts/ MOUs, etc. for the same.
6. Has minimum 3 years of experience in the field of database management systems and operations e.g. database backups, performance tuning, reporting and database security etc. supported by proofs like copies of work orders/ contracts/ MOUs, etc.
7. Has an office located in Lahore;
8. Has submitted bid security amounting to Rs.50,000 /- in form of a Pay Order / CDR / Demand Draft in favor of Punjab Education Foundation as per bid security clause of Punjab Procurement Rules-2014 (amended till date), which states that a procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the estimated price of procurement;
9. Has minimum 3 technical resources with oracle 10/11 G certifications. The bidder will provide the documentary proof for the same. (Complete CVs along with proof of certifications and qualifications of employees)
10. Has established a call logging mechanism for complaints handling, must share details of call/ compliant logging system.
11. Will be responsible for the complete execution of the scope of services for which it must provide an undertaking on the official letter head.
12. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
13. Has purchased Bidding Document from the office of Deputy Director (Procurement) only on cash payment of Rs. 500/- (nonrefundable).

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Non compliance of any term or condition mentioned in the relevant Tender Notice or Tender Document shall also lead to disqualification.

TERMS AND CONDITIONS

- A pre-bid meeting will be conducted at **11:00 am** on **April 20, 2017** in order to clarify the queries of the prospective bidder(s).
- The proposals must be submitted in the office of Deputy Director Procurement till **April 27, 2017** before **12:00 pm** at the below mentioned address.
- Technical Proposals will be opened publically by a Committee at **12:30 pm** on the last day of submission of proposals in the presence of Bidders or their authorized representatives who wish to witness the tender opening. After the Technical evaluation, Financial Proposal of only technically qualified companies shall be opened on a date and time to be announced subsequently
- Tender Document would be immediately available for purchase after the publication of this notice.
- Punjab Education Foundation reserves the right to reject all the proposals at any time prior to the acceptance of a bid or proposal.

**Deputy Director (Procurement),
Punjab Education Foundation, 29A-1, Model Town, Lahore Ph # 042-99232774-75**