

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

TENDER DOCUMENT P-05/2024

PROCUREMENT OF MICROSOFT 365 BUSINESS STANDARD & MICROSOFT
VISUAL STUDIO PROFESSIONAL LICENSE/SUBSCRIPTION

September 2024



Online (e-bid) shall be submitted only at e-PAK Acquisition & Disposal System (EPADS), on
or before 11:00 AM, 03-October 2024.

Incase of any query, please contact Phone: (+92) 51-9259353

Or visit

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,

Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

Email: at procurement@pral.com.pk

Website: pral.com.pk



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1) Invitation to Bid:

Pakistan Revenue Automation (Private) Limited (acronym – PRAL). PRAL is a private limited Company registered under section 32 of the companies ordinance, 1984 (XLVII of 1984). PRAL is working with federal and provincial tax and revenue agencies to provide wide variety of tax and revenue collection automation solutions, since its incorporation in June, 1994. Online (e-bids/proposals) are invited from bidders for the **Procurement of Microsoft 365 Business Standard & Microsoft Visual Studio Professional License/Subscription**. All interested and eligible bidders are requested to go through the tender document and provide relevant required information and supporting documents mentioned in this document.

2) Instructions to Bidders:

The selection of a company/firm will be based on the **Quality and Cost Method**, through **Single Stage Two Envelope** bidding procedure. The Bidder is expected to examine all instruction forms, terms and Conditions of the bidding documents. Failure to furnish all information required by the bidding documents and/or to submit a bid not substantially responsive to the bidding documents will be at the bidder's risk, which may result in rejection of bid.

- 2.1 The PDF copy of the Technical and financial proposal/bid along with the bid security shall only be submitted online on EPADS no hardcopy shall be entertained.
- 2.2 In the first instance, the "Technical bid/Proposal" shall be opened for technical evaluation and the "Financial Proposal" shall remain unopened in the system.
- 2.3 PRAL shall evaluate the Technical Proposal in a manner prescribed in section-8 given in the document, without reference to the price and condition PRAL shall reject any proposal which does not conform to specified requirements.
- 2.4 During the technical evaluation, no amendments in the technical proposal shall be permitted.
- 2.5 After evaluation of the technical proposals, PRAL shall open the financial proposals of the technically responsive bids online, and shall communicate the date, time & venue through system in advance, within the bid validity period.
- 2.6 The financial bids whose technical bids declared non-responsive, shall not be opened.
- 2.7 The Technical and Financial Proposal will be evaluated based on PRAL's evaluation criteria as provided in section-08 and 09 of this document.
- 2.8 The bid shall remain valid for the period of 90 days from the date of bid opening.
- 2.9 This document has different sections carrying information of eligibility, technical evaluation criteria, Scope of work and conditions of tender etc. to assist the potential bidders to develop their technical proposals.
- 2.10 Minimum passing marks are 70 in technical evaluation, along with a compulsion to obtain full marks in Serial # 3 & 4 of Annexure-D, shall be considered as technically qualified.
- 2.11 PRAL reserves the right to request submission of additional information from the bidders to clarify/further understand aspects of technical proposal, if required. PRAL also reserves the right to verify any information provided by the bidder.
- 2.12 PRAL has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.



- 2.13 PRAL reserves the right to award or not to award the contract and bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No bid shall be accepted in hardcopy.
- 2.14 Bidders to strictly ensure that their bid documents are submitted before the closing time and date of the tender, else the system will not accept the bids after the closing time.
- 2.15 Questions about the bidding document can be made only in writing through EPADS or Email: at procurement@pral.com.pk and must be asked on or before COB September 23, 2024.
- 2.16 Although adequate thought has been given in the drafting of this document, errors such as typos may occur for which PRAL will not be responsible.
- 2.17 Companies/Firms cannot apply by forming a consortium (both local or international firms/Companies).
- 2.18 In case the bid opening day falls on a public holiday, the next working day shall be considered as the opening day for the same.
- 2.19 In case of any disruption/failure in submitting the bid on EPADS, PRAL shall not be held liable, since the EPADS is owned and operated by PPRA.
- 2.20 In case of any disruption observed on the day of bid opening due to any reason related to server/internet connectivity, the next working day shall be considered as the opening day for the same.
- 2.21 The bidding documents should be signed, stamped and readable.
- 2.22 The financial bid/proposal should not be disclosed in the technical proposal/bid, else the bid shall be disqualified.
- 2.23 The Procuring Agency, at its discretion, may extend "Deadline for Submission of Bids". In such as all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 2.24 The bidder should be a registered supplier on the e-Pak Acquisition & Disposal System (EPADS) to participate in the subject tender. To register electronically suppliers can visit <https://eprocure.gov.pk/#/supplier/registration>.
- 2.25 The scanned copy of the Bid Security to be uploaded along with the online bid and the hardcopy of the bid security and original copy of the Affidavit shall only be submitted at below mentioned address on or before 11:00 AM 03-October 2024.

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

3) Conditions for Eligibility:

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

- 3.1 Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required)
- 3.2 Have National Tax Number (NTN) and GST/ PST (if applicable) in the name of Organization (Provide a copy of registration)
- 3.3 Should be active taxpayer on the date of submitting the bid. (Status report must be provided)
- 3.4 Affidavit on stamp paper, declaring that the bidding company/Firm is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization. (Affidavit on stamp paper original signed & stamped)
- 3.5 Bidders must have Solutions Partner for Modern Work Microsoft Partner Competency and must provide Manufacturers Authorization letter.



If bidder fails to provide above mentioned information using “Eligibility Criteria Checklist” (Annexure B), they shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

4) Scope of the Work:

The following scope of work identifies the tasks and responsibilities that the qualifying Company/Firm shall deliver upon, by working closely with the Network & Infrastructure Department of PRAL:

PROCUREMENT OF LICENCES/SUBSCRIPTION

SCOPE OF WORK

Provisioning of Microsoft 365 Business Standard & Microsoft Visual Studio Professional Annual License/subscription as per the specifications mentioned below. The said Licenses/Subscriptions to be integrated with all ready registered Microsoft PRAL tenant.

The delivery timeline for the provisioning of items mentioned in the scope of work is 01 to 02 weeks after issuance of the Purchase Order. PRAL technical department shall inspect and check the Licenses/Subscriptions supplied by the bidder in accordance with the specification mentioned in the bidding document and share User Acceptance, thereafter payment shall be made.

DETAILED SPECIFICATIONS			
Sr #	Description	License/Subscription Type	Qty
01	Microsoft 365 Business Standard (Product ID CFQ7TTC0LDPB) (Integrate new license with registered Office 365 PRAL tenant)	Annual License/Subscription	105
02	Microsoft Visual Studio Professional (Integrate new license with registered PRAL tenant)	Annual License/Subscription	15

Note: PRAL may increase or decrease the quantity of licenses/Subscription at the time of awarding the business, considering the business requirements.

5. General or Special Conditions of Tender

The successful bidder shall agree to the following terms to provide Licenses to PRAL:

- 5.1 All documents and information received by PRAL from bidders will be treated in strictest confidence.
- 5.2 All expenses related to participation in this bidding document shall be borne by the bidder.



6. Form of Contract:

- 6.1 The successful bidder shall sign and execute the standard contract of PRAL including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- 6.2 Successful bidder will sign a contract and will provide the Licenses/Subscription as per the timelines specified in the scope of work after issuance of the Purchase/Service Order.
- 6.3 The duration of the contract shall be 01 year; however, it can further be extended up to 02 years, based on the satisfactory performance of the bidder with the mutual consent of both parties on the same rates, terms & conditions.
- 6.4 In case of any dispute regarding Licenses/Subscription the decision of the PRAL shall be final & binding.
- 6.5 The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PRAL shall upon request communicate to any bidder the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- 6.6 All taxes will be deducted in accordance with the applicable laws.
- 6.7 In case the selected bidder fails to deliver the said licenses as per the agreed timelines, bid security of the bidder will be forfeited, and the contract may be terminated.

7. Delivery Timelines

Timeline for the delivery of said Licenses/Subscription is 01 to 02 weeks after issuance of the purchase order.

8. Technical Evaluation Criteria

This document is governed by the procedure approved by PRAL management. The technical proposal of eligible organizations will be evaluated against the requirements specified in the “Annexure-D”.

9. Financial Evaluation Criteria

The financial proposals of only eligible & technically responsive bidders will be opened in the presence of all the bidders who participated in the tender. All technically qualified bids shall be opened by the evaluation committee publicly online in the presence of the bidders or their representatives who may choose to be present at the time and place announced prior to the bidding. The chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount if any and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F”**.

10. Submission of Bids (Technical and Financial Proposal): -

The complete bid containing the Technical and Financial proposals along with Bid Security shall only be submitted online in PDF format on EPADS, no hardcopy shall be entertained. Only the original copy of the **bid security** and **Affidavit** shall be submitted in hardcopy at the address given in the bidding document on or before 11:00 AM 03-October 2024. Technical proposals will be opened online on the same day i.e., 11:30 AM 03-October 2024 at PRAL Head Office Islamabad in the presence of bidder’s representatives who wish to attend it. The bidder who fails to submit the hardcopy of bid security on or before the closing date & time on the given address shall be



disqualified from the bidding process. The Bid Security of the disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security amounting to rupees 180,000/-PKR in the form of pay order or demand draft favoring Pakistan Revenue Automation Pvt Ltd shall be submitted. The Bid Security should be valid for a period not less than 6 months.

- a. Any bid not secured by “Bid Security” shall be considered as rejected
- b. if “Bid Security” is found less than Rs. 180,000/-, the bid shall be considered as rejected at any stage.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.



Annexures

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Other	
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
8	Address of organization	



Annex – B (Eligibility Criteria Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of the bidding firm/company's registration/incorporation	Copy of certificate of incorporation/company registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization	Copy of registration	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be active taxpayer on the date of submitting the bid.	Status report must be provided	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization.	Affidavit on stamp paper original signed & stamped	<input type="checkbox"/>	<input type="checkbox"/>
5	Bidders must have Solutions Partner for Modern Work Microsoft Partner Competency and must provide Manufacturers Authorization letter	(Bidder must provide Manufacturers Authorization letter along with Microsoft Partner Competency letter)	<input type="checkbox"/>	<input type="checkbox"/>



Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information of the Clients	Response (Please provide exact information with Clients organization name, location/s and duration) Provide data in sequence given below
1	Details of the Clients to whom Similar Licenses/Subscription are provided	
	Name of Clients Organization(s) along with the following details:	i.
	I. Company Name	ii.
	II. Addresses, email address, Phone #, website	
III. Contact person		iii.
IV. Start and end dates of Services (For example – Jan 2009 to July 2021)		



Annex – D (Technical Evaluation Criteria)

TECHNICAL EVALUATION CRITERIA				
Sr #	Descriptions	Total Points	Scoring Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Client Portfolio	15		
	Provided Similar nature of Microsoft Licenses/Subscriptions to more than 15 local/international/multinational clients including public sector or private sector organizations:		15	Documentary proof: (Purchase/Service order/ copies of contract with contract details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Provided Similar nature of Microsoft Licenses/Subscriptions to more than 10 but less than or equal to 15 local/international/multinational clients including public sector or private sector organizations:		10	
	Provided Similar nature of Microsoft Licenses/Subscriptions to more than 05 but less than or equal to 10 local/international/multinational clients including public sector or private sector organizations:		05	
2	Relevant Experience	15		
	Experience of more than or equal to 08 years for providing similar nature of Microsoft Licenses/Subscriptions to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		15	Documentary proof: (Purchase/Service order/ copies of contract with contract details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Experience of less than 08 years but more than or equal to 05 years for providing similar nature of Microsoft Licenses/Subscriptions to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		10	
	Experience of less than 05 years but more than or equal to 02 years for providing similar nature of Microsoft Licenses/Subscriptions to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		05	
3	Compliance to the Specifications mentioned in the bidding document	25		
	Compliance to the Specifications mentioned in the Scope of Work.		25	If the quoted product is fully complied with the specifications mentioned in the Scope of Work, full



				Marks will be given, else zero (0). (Attach copies of technical literature & Brochures from the manufacturer, which may be verified on the Internet)
4	Compliance to the delivery timelines for the Provisioning of Licenses/Subscriptions	25		
	The Delivery timeline for the Provisioning of Microsoft Licenses/Subscriptions is 01-02 weeks after issuance of Purchase Order		25	A Confirmation on company's letterhead is required
5	Financial Turnover	20		
	Annual turnover /revenue of the company is greater than or equal to 20 million (PKRs)		20	Documentary proof required (tax returns or financial audited report from registered firm/company for the year 2022-2023 or latest)
	Annual turnover /revenue of the company is less than 20 million (PKRs) but greater than or equal to 15 million (PKRs)		15	
	Annual turnover /revenue of the company is less than 15 million (PKRs) but greater than or equal to 10 million (PKRs)		10	
	Annual turnover /revenue of the company is less than 10 million (PKRs) but greater than or equal to 05 million (PKRs)		05	
Total Technical Evaluation Score		100		

*Please mark/flag the supporting documents shared for technical qualification scoring.

*If the quoted item is below the required requirements/specification, the Bid shall stand non-Responsive



Annex – E (Key Management Staff of the Company)

Please provide details of Key Management Staff

Key Management Staff of Company					
Sr #	Name of Management Staff	Designation	Qualification	Area of Expertise	Number of years in company



Annex – F (Financial Proposal)

FINANCIAL BID FORMAT

SR #	Description	Unit	Quantity	Unit Price in PKR (without applicable GST/PST)	GST/PST amount applicable per unit in PKR	Unit Price in PKR (inclusive of all applicable taxes)	Total Cost in PKR (inclusive of all applicable taxes)
A	Microsoft 365 Business Standard (Product ID CFQ7TTC0LDPB) (Integrate new license with registered Office 365 PRAL tenant)	Per User/License/Subscription	105				
B	Microsoft Visual Studio Professional Annual License/Subscription (Integrate new license with registered PRAL tenant)	Per User/License/Subscription	15				
A+B	<u>Total Cost (inclusive of all applicable taxes)</u>						
	<u>Total Amount in Words</u>						

Business award Criteria:

The business shall be awarded to the bidder whose financial bid found lowest among the technically qualified bidders inclusive of all applicable taxes. In case there is a discrepancy found between the bidders on applicable tax rate, then the unit cost exclusive of taxes per license shall be considered for business award.

Note:

1. Responsibility to include all and correct taxes is that of the bidders.
2. Prices should be in Pak Rupee only.

Authorized Signatory

Name _____

Designation _____

Signature _____

Stamp _____

Date _____



Annex-G (Penalty Clauses & Payment Terms)

1. Any delay in delivery of Licenses/Subscription as per the time frame mentioned in the bidding document will be subject to a penalty @1% per day, up to maximum 10% of the total cost/value of respective line item.
2. Upon successful completion of deliverable as per the timelines and reflection of license/subscription in principal portal of Microsoft, PRAL technical department shall inspect and check the licenses/Subscription and shall share User Acceptance, thereafter the payment shall be made within 30 days after the submission of invoice. No advance payment shall be allowed.
3. All the payment shall be made in the PKR after the deduction of all applicable taxes.



Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	



Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the services for **Procurement of Microsoft 365 Business Standard & Microsoft Visual Studio Professional License/Subscription**. in accordance with your tender for Proposal dated [Insert Date of tender advertised]. We hereby submit our technical Proposal including the required documents.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification and forfeiting of our bid security. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,