



**TENDER DOCUMENTS**

**Acquisition & Implementation of E-Testing Application**

**NUTECH / SCM / E-Testing App 2021/TD-195**

**NATIONAL UNIVERSITY OF TECHNOLOGY**

**TENDER NOTICE****National University of Technology (NUTECH)****NUTECH / SCM / E-Testing App 2021/TD-195**

1. Sealed bids are invited from Government / FBR Registered Firms for the procurement of E-Testing Application for NUTECH on **FOR Basis**.
2. Tender documents containing terms, conditions and detailed specifications of items (including draft contract) can be downloaded from NUTECH website "<https://nutech.edu.pk/downloads/procurement/scm-tenders/> w.e.f **19 January 2021**.
3. Quotations shall be submitted as per requirement of the tender documents.
4. Bidders will be required to submit **Bank Draft / CDR** equal to **5%** of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
5. Submit Rs 1500/- as Tender fee in favor of NUTECH HBL Account (NUTECH Tendering and Contracts, 5037-7000210755). Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee..
6. Details for Submission & Opening of bids for tender are as under:-

<b>Ser</b>	<b>Description</b>	<b>Submission</b>	<b>Tender Opening</b>	<b>Completion Days</b>
a.	NUTECH / SCM / E-Testing App 2021/TD-195	1030 hrs on 08 Feb 2021	1100 hrs on 08 Feb 2021	45 Days

**Deputy Director (Supply Chain Management)**

**NATIONAL UNIVERSITY OF TECHNOLOGY, UPROAD,I-12 ISLAMABAD**

**Tel: 0092-51-5476768, Ext: 278**

**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**SUPPLY CHAIN MANAGEMENT**  
**INVITATION TO TENDER**

**Tender submission time: 1030 hours, 08 Feb 2021**

1. NUTECH desires to procure the list of item(s) / Store(s) /Project on **F O R B a s i s** as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under "Single Stage – Two Envelopes" (two envelopes placed together in third envelope), marked clearly as "**Technical Offer**" and "**Commercial Offer**" respectively to the undersigned, latest by or before above mentioned due date.

2. **Conditions Governing Contracts.** The contract made as result of this IT will be in accordance with the draft contract published on NUTECH University website and other special conditions (Mentioned in this document) that may be added to given contract for the supply of Lab Equipment.

3. **Delivery of Tender.** The offer is to be submitted as under:-

a. **Technical Offer.** Technical Offer should contain only Annexure-A, Annexure B duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Copy of bid bond WITHOUT MENTIONING PRICE should be attached with technical offer. Only relevant technical details

i.e literature/brochures) without mentioning the financial aspect of the offer should be enclosed in an envelope. Following information will be clearly marked on the envelope:

- (1) Technical Offer
- (2) Tender number
- (3) Date/ time of opening

b. **Commercial Offer.** Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and placed in separate envelope. The offer indicating the quoted price FE/Local Currency (in Local Currency for FOR cases & in FE for FOB cases) in figures as well as in words would be enclosed in an envelope. Following information will be clearly marked on the envelope;

- (1) Commercial Offer
  - (2) Tender number
- c. Both the envelopes i.e. commercial offer and technical offer would be enclosed in yet another properly sealed envelope that will be marked with address of this office only. There should be clear indication that this envelope contains tender documents.
- d. The tender duly sealed will be addressed to the following:-

Deputy Director (Supply Chain Management Office)  
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH) IJ P.  
ROAD, H12, ISLAMABAD  
Tel: 0092-51-5476768, Ext: 278

4. **Date and Time for Receipt of Tender.** Sealed bids with detailed specifications should reach SCM office latest by **1030 hours on 08 February 2021**. Delay occurring in post shall not be accepted. Tenders received after the appointed / fixed time will NOT be entertained. The appointed time will, however, fall on next working day in case of closed / forced holiday.
5. **Tender opening.** The offers shall be opened **30 minutes** after submission time. Commercial offers will be opened at later stage if Technical Offer is found acceptable on examination by technical authorities. Date and time for opening of commercial offer shall intimate later. Only legitimate / registered representatives of firm will be allowed to attend tender opening.
6. **Validity of Offer.** The validity period of quotations must be indicated and should be **90 days** from the date of opening of financial offer.
7. **Withdrawal of offer** If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the Earnest Money of the firm will be confiscated.
8. **Documents.** Following information / copy of documents must be provided / attached with offer:-
- a. A copy of letter showing firm's financial capability.
  - b. NTN/GST number be mentioned on the offer and copy of registration Certificate issued by Sales Tax Department, attached.
  - c. Foreign supplier to provide its Registration Number issued by respective

Department of Commerce authorizing export of subject stores **(in FOB cases)**.

- d. Annexes A, A-1, B and C and special conditions must be signed and stamped. ATTACH ONLY RELEVANT DOCUMENTS.
  - e. Complete all Annexes as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
9. **Disqualification.** Offers are liable to be rejected if:-
- a. Validity of offer is not quoted as required in IT documents.
  - b. Any deviation from the General/ Special / Technical Instructions.
  - c. Offers are found conditional or incomplete in any respect.
  - d. Copy of EM/Bid Bond & Tender processing fee (with tech offer) and original EM/Bid Bond (with fin offer) are NOT attached.
  - e. Manufacturer's relevant brochures and technical details on major equipment/Project assemblies are not attached in support of specifications.
  - f. Offer received later than appointed / fixed date and time.
  - g. Subject to restriction of export license.
  - h. Offers (Commercial / technical) containing non-initialed / unauthenticated amendments / corrections / overwriting. If the validity of the agency agreement has expired. The commercial offer against FOB / CIF / C&F tender quoted in local currency.
  - i. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
10. **Earnest Money / Bid Bond.** Commercial Offer must be accompanied with a Bid Bond (CDR/Pay Order/Bank Draft) in agreement of faithful compliance of the conditions of Contract. This amount will be equivalent to 5% of the total quoted value. The Bid Bond amount submitted by the successful bidder will however be refunded on effective termination of Contract. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected. Bid Bond will be used as performance guarantee till the delivery of stores/Project, otherwise separate performance guarantee valued at 5 % of contract will be submitted by successful firm till stores/Project are delivered and inspected.
11. **Return of Earnest Money/Bid Bond.**

- a. Bid Bond to the unsuccessful bidders will be returned on finalization of the lowest evaluated bidder.
- b. Bid Bond of the successful bidder/bidders will be returned on submission of Bank Guarantee/Bid bond against warranty period OR Bid bond retained for the warranty period as the case may be.

12. **Terms of Payment**

S #	Benchmark	Milestone/ Deliverable	Payment Schedule
1.	Deployment	Completion of deployment at on-premises servers	80% of CAPEX/deployment/customizations cost
2.	Customizations	Completion of customization after getting UAC from end users (stakeholders)	20% of Remaining CAPEX/deployment/customizations cost
3.	Yearly support	End of year after UAC from project office	100% at end of support year (as per contract)

13. **Warranty/ Bank Guarantee (BG).** **3 Years** against **5% Bank Guarantee/CDR/Pay Order/Bank Draft** of the store/Project value will be required from the successful bidders from the date of commissioning as performance bond. BG submitted shall remain valid for up to 60 days beyond completion of warranty period.

14. **Taxes/ Duties/ Custom clearance** All taxes /duties /import Licenses Fee as applicable under government laws in Pakistan as well as country of supplier shall be on Seller **(in FOR Case)**. NUTECH will provide applicable exemption certificates and documents **(In FOB Cases only)**.

15. **Freight charges /Misc charges:** All charges such as, installation and commissioning, orientations, on job training or any other will be part of quoted price. Delivery till NUTECH will be seller's responsibility and all associated costs will be part of quotation as well.

16. **Delivery Schedule.** Application will be deployed and implemented within **30 days** from contract signing date. Application will be customized within **45 days** from contract signing date.

17. **Force Majeure.** If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot,

strike, lockout, pandemics/epidemics or the occurrence of unforeseen events, the period shall be reasonably extended.

18. **Subletting** Suppliers are not allowed to sublet wholly or part of the contract to any other firm /company without prior permission by NUTECH. Firm found in breach of the clause will be dealt with as per purchaser's right and discretion.

19. **Arbitration.** Will be as under:-

"All Claims ,disputes ,controversies, differences arising out of or in connection with this contract ,including any question regarding its existence, validity, interpretation performance, breach or termination ,shall be referred to and shall finally be solved by binding arbitration. An Arbitration Committee Shall be constituted comprising Rector NUTECH and two Arbitration to be nominated on mutual agreement by each party. The venue of the Arbitration shall be the place of issuance of this contract or as Rector NUTECH may determine. In case of any difference, the clauses of Arbitration Act 1940, Rules and Regulation made thereof for time being enforce shall prevail. The award shall be final and binding on both parties.

- a. Provided that written record of any such arbitration and its award shall be arranged properly. An award of such arbitration may be confirmed in a court of competent jurisdiction at Islamabad.
- b. Provided further that incase of any other question /dispute not covered under this clause, the decision of Rector NUTECH shall be final."

20. **Redress Of Grievance.** In case of dispute, case shall be reviewed by 'NUTECH Redress of grievance committee and decision of NUTECH shall be final and binding on both parties.

21. **Export License/Permit /End User Cert.** It shall be the responsibility of the Supplier to obtain from the Government concerned all permits and export licenses, etc required to enable each consignment to be shipped immediately as per the delivery schedule. In case the supplier fails to arrange export license within 30 days of signing the contract the purchaser reserves the right to cancel the contract on the risk and expense of the supplier without prior notice. The purchaser will provide End User Certificate for acquisition of export license to the supplier (format to be provided by the supplier for respective country within 10 day of signing of the contract).

22 **Technical Specification:** The supplier will provide OEM certificate, quality certificate /inspection document to the purchaser confirming the quality of the product

being supplied under this contract .

23. **Inspection /Testing of Store**: Inspection testing will be carried out at NUTECH by the concerned inspection team as detailed by the respective department in accordance with the laid down Acceptance Criteria. (Acceptance Test Procedure (ATPs)/Drawing /Test standard and specification). The supplier will provide ATPs with technical offer. Mutually agreed/approved ATPs will form part of contract to govern the inspection of stores/Project subsequently.

24. **General Instructions**: Following must be noted:-

- a. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
- b. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly. (On Judicial Paper)
- c. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
- d. The stipulated delivery period should be strictly adhered to. Any anticipated delay that is beyond the control of Seller will be informed (in writing) well in advance of the expiry of the due date of the activity along with reasons thereof, requesting for the grant of extension in delivery period. If the Seller fails to do so, or the Buyer is not convinced with the rationale provided by the Seller, Liquidated Damages up to/at 2% per month or part thereof, will be imposed. However, the maximum limit of the Liquidated Damages will not exceed 10% of the delayed store/Project value.
- e. If even after applicability of 10% LD, the Seller fails to deliver the required stores/Project, the Buyer will be at liberty to Cancel the contract, and /or procure the stores/Project from an alternate source, on the Seller's "Risk & Cost/Expense". In that case, the Seller will be bound to make payment to the new source through NUTECH. The purchaser's decision under this clause shall NOT be subjected to arbitration.
- f. NUTECH reserves the right to cancel the Contract without assigning any reason whatsoever during its currency / execution / after placement, if the firm is found to be involved in any dubious activity, litigation, lacking to



meet contractual obligations with the purchaser or is blacklisted with any other Public procurement agency. No claims / loss /damage of whatsoever nature shall be entertained and NUTECH's decision in this regard will be final / binding on the Seller.

- g. An appropriate amount may be paid for mobilization against Bank Guarantee/CDR/Demand Draft/Pay Order.
- h. Firms with previous pending/outstanding projects/business and unsatisfactory performance with NUTECH may not be considered for award of any further business.

Deputy Director  
Supply Chain Management Office

**NATIONAL UNIVERSITY OF TECHNOLOGY, ISLAMABAD**



**Request for Proposal**

**Acquisition & Implementation of E-Testing application for NUTECH Entry test**

## Data Sheet

Deliverables	<ul style="list-style-type: none"> <li>▪ <b>Project Schedule, Work Breakdown Structure</b></li> <li>▪ <b>Deployment of project at on-premises servers</b></li> <li>▪ <b>Training plan and training material</b></li> <li>▪ <b>Training of NUTECH users and NUTECH ICT technical team</b></li> <li>▪ <b>Functional/technical support during conduct of entry test and for 3 years (after deployment)</b></li> </ul>
Language	Proposals should be submitted in English language
Estimated Time	<p>The estimated number of professional staff-months required for the Assignment are as follows:</p> <p><b>1 month</b> from the award of the contract for deployment and implementation</p> <p><b>1.5 months</b> from the award of the contract for major/minor customizations (if any)</p> <p><b>3 years</b> from the award of the contract for functional/technical support</p>

## Table of Contents

<b>1</b>	<b>PROJECT OVERVIEW AND BACKGROUND .....</b>	<b>13</b>
<b>2</b>	<b>PROJECT OBJECTIVES .....</b>	<b>13</b>
<b>3</b>	<b>VENDOR QUALIFICATION.....</b>	<b>13</b>
<b>4</b>	<b>TERMS OF REFERENCE (TOR).....</b>	<b>13</b>
<b>5</b>	<b>FUNCTIONAL AND OTHER REQUIREMENTS.....</b>	<b>14</b>
5.1	FUNCTIONAL REQUIREMENTS.....	14
5.2	PROPOSAL REQUIREMENTS.....	14
<b>6</b>	<b>SELECTION CRITERIA .....</b>	<b>16</b>
6.1	EVALUATION OF LIST OF APPLICATION FEATURES SUBMITTED IN THE PROPOSAL <b>(30 POINTS)</b> .....	16
6.2	AVAILABILITY OF ADDITIONAL DESIRABLE FEATURES/REQUIREMENTS AS PER SECTION 5.1 <b>(15 POINTS)</b> .....	16
6.3	DEMO OF APPLICATION/PRESENTATION BY THE FIRM AFTER PROPOSAL SUBMISSION PROPOSAL <b>(25 POINTS)</b> .....	16
6.4	EXPERIENCE OF FIRMS IN THE DEPLOYMENT/IMPLEMENTATION OF ENTRY TEST APPLICATION FOR ACADEMIC INSTITUTIONS <b>(10 POINTS)</b> .....	17
6.5	WORK PLAN FOR DEPLOYMENT, IMPLEMENTATION AND USER/ICT STAFF TRAINING <b>(10 POINTS)</b> .....	17
6.6	EXPERIENCE AND COMPETENCE OF PROPOSED DEDICATED STAFF <b>(10 POINTS)</b> .....	17
6.7	MARKING METHODS.....	17
<b>7</b>	<b>PAYMENT SCHEDULE .....</b>	<b>18</b>

## 1. **Project Overview and Background**

ICT Department, National University of Technology (NUTECH) is soliciting proposal for acquisition and implementation of e-testing exam application for conducting computer based NUTECH entry test for Batch fall 2021 and onwards. The system will be deployed locally at NUTECH data centre and will be used for conduct of on-premises Entry test. This project will include local deployment, configuration, customization, testing, training and functional/technical support against the application/software for conduct of entry test.

## 2. **Project Objectives**

The objective of the assignment is to identify and select a software development/ IT firm with proven experience in configuration, customization, development and implementation of web based E-testing application that can be used on both intranet & internet. The application may be built in any latest technologies (preferably .NET based application) which can be deployed locally at NUTECH servers and used for conduct of on-premises entry test.

The high-level objectives of this project are as follows:

- Implementation of rich featured web based intranet application for conduct of entry test.
- Deployment of application at on-premises servers along with technical/functional support to be provided during conduct of entry test and for 3 years after deployment.
- Branding of application (front-end customizations) according to NUTECH logos, images and colors etc.
- Perform minor customizations where required.
- Training of end users on application features and process flows.
- Training of NUTECH ICT technical team on application ranging from initial deployment to providing technical/functional support to NUTECH internal application users/stakeholders.
- Collection of user requirements for identification of customizations (if any) after deployment and hands-on usage of version 1 of the application
- Implementation of requirements/customizations (if any) after deployment and hand-on usage of Version 1 of the application. The customizations to be completed (within 1.5 months after award of the contract) before conduct of NUTECH entry test for batch 2021.
- Support (both functional and technical) to be provided during conduct of computer based NUTECH entry test as well as for 3 years.

In terms of scalability of application, please note that the implementation will be for the application which will be independent of the number of students/users, number of locations/test centers/campuses and number of test sessions.

## 3. **Vendor Qualification**

The vendor should have: -

- Proven experience of implementing/developing solutions of similar nature and magnitude.
- Experienced and Qualified staff in the relevant technologies (in which the application has been built) who will also be available dedicatedly for this project.
- Number of 3 minimum business years in Pakistan.
- Willingness to locate their dedicated staff at NUTECH during the project.

## 4. **Terms of Reference (TOR)**

NUTECH intends to have a system that will be used for conduct of on-campus entry test. The main components and deliverables of the project are as follows:

- On-campus installation and deployment of the system
- User Guide
- Training and UAT of the system
- Implementation and live run of system
- Functional and Technical support services

- Customizations (if any) after deployment of Version 1 of the system

## 5. **Functional and other Requirements**

### 5.1 **Functional Requirements**

The essential features of the system should include but not limited to the following:

- The module starts at the stage when a student applies for the admission registration and ends when the entry test results are notified to the students. The application may support integration with NUTECH existing admission module (Odo), otherwise should support import/export facility in order to link candidates information including their details, test schedule and entry test marks etc.
- Facility to prepare test schedule for entry test to be conducted for different disciplines such as undergrad, postgrad, etc.
- Facility to create test schedule covering the test date, test center capacity, test center location, engagement of supervisory staff, student allocation, other resources, etc.
- Facility to conduct online exams at the designed test centers.
- Auto calculation of results upon completion of the test.
- Facility to create list of subjects and topics/subtopics to be used further in creation of Question bank and Entry test paper.
- Facility to create Question bank along with their specific attributes including Time index, difficulty index, skills level, question type etc.
- Facility to review Questions into the data bank and facility to mark Questions as Obsolete (when desired).
- Facility to generate unique paper based on defined criteria including number of questions, time required, distribution of questions as per subjects/topics/subtopics and difficulty index etc.
- Software should provide a detail audit trail of all the major/critical activities (to avoid any unforeseen circumstances) and should be equipped with the query analyzer to view any exceptions.
- System should be able to generate various reports into the system as per features available in the system.
- **Additional Desirable Features/Requirements:**
  - System should be able to handle security (safe browsing) within application during conduct of exam (without applying network policies separately).
  - System should provide additional data security through applying encryption/decryption and enforce dual authorization to access/view any critical data.
  - Provision of source code of the application to NUTECH.
  - Training of NUTECH technical team on complete application after provision of source code.

### 5.2 **Proposal Requirements**

#### **Technical Proposal Requirements**

The following details are required to be included in the technical proposal in the following order:

- Application features
  - Complete set of features of application
  - Complete process flows within the application
  - Infrastructure/Pre-requisites for application deployment
  - Any additional features
- Experience of Firms in the deployment/implementation of entry test application for academic institutions
- Work plan for deployment, implementation and user/ICT staff training
- Estimated Implementation time
  - Deployment
  - Major/minor customizations
- Support structure
  - Particularly during conduct of test and during 3 years after deployment
  - Troubleshooting (Response time matrix)
- Profiles of dedicated staff for the project (Resumes to be attached)

### Financial Proposal Requirements

The BIDDER will provide breakup of the prices in financial offer for the following:

- Pricing for deployment and customization e.g., Major/ Minor customizations cost – (CAPEX)
- Support cost (during conduct of entry test) and minor customizations (if any) during support period including recurring cost (if applicable) – (OPEX)
  - For 1<sup>st</sup> year
  - For 2<sup>nd</sup> year
  - For 3<sup>rd</sup> year

**Note:** While estimating the price in the financial proposal, a privilege should be kept to incorporate the customizations (if any) after deployment of Version 1 of the application. Those customizations will be identified during hand-on usage by the user offices/stakeholders and need to be implemented before the conduct of NUTECH entry test.

### General Requirements

1. Emphasis of proposal should be on completeness and clarity of content. Please do not include sales and marketing brochures. Additional information, if provided, should be separately identified in the proposal. A description summarizing the BIDDER's experience in performing similar services as listed in this RFP to large academic clients should be attached.
2. A statement identifying the names of key personnel that will be assigned to this project, including their titles, length of relevant experience (name of projects executed in education institutions and task performed), qualifications (attach resumes). The BIDDER will depute qualified staff in this project, mainly comprising of Project Manager, Business Analyst, functional and technical experts of the application etc. Please also send PDF copies of resumes in USB/DVD along with soft copy of technical proposal.
3. NUTECH reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected or not.
4. On the basis of technical evaluation, the financial proposal of only those bidders who have acquired minimum score of 50 in technical evaluation, will be opened in the presence of their representatives who choose to attend.

#### Service Levels

- The vendor should specify the service levels for:
  - Fixation of critical and non-critical bugs and errors that may be identified as a result of configuration/customization.
  - Response to any queries both from user and developer side.
  - Time required for maintenance and upgrades

#### Training Manuals

- Vendor should provide help and user manuals for end users covering every feature of application.
- Vendor should provide all technical manuals and documents for configuration/deployment of the application.
- During implementation, the vendor should provide documentation of modifications and bug fixing.
- During implementation, all the manuals discussed above should be updated time to time by the vendor when required (especially during customizations if any).

#### Trainings

- The vendor should impart training to the NUTECH IT team and the end-users by taking the following initiatives:
  - Creation of test environment of the deployed software i.e. Conference Room Pilot (CRP) for software acceptance testing and on-going training.
  - Provision of hands-on training to the end-users to allow them to test the system.
  - Train the trainer of the NUTECH so that the team can take on the application for providing support to NUTECH users/stakeholders.

- The vendor should provide understanding of both front and back-end fields mapping of core tables that can be potentially used for integration with Admission module.

## 6. **Selection Criteria**

Evaluation of Technical Proposals will not be a purely mathematical exercise but will be based on the professional judgment of competent evaluators and experienced IT professionals. However, judgment will not be exercised in an arbitrary manner but will be done through a rating system based upon five general criteria with points assigned to each. Proposals will be judged against following assigned criteria / sub-criteria: -

Serial	Criteria	Points
6.1	Evaluation of list of application features submitted in the proposal	30
6.2	Availability of additional desirable features/requirements as per section 5.1	15
6.3	Demo of application/presentation by the firm after proposal submission	25
6.4	Experience of Firms in the deployment/implementation of entry test application for academic institutions	10
6.5	Work plan for deployment, implementation and user/ICT staff training	10
6.6	Experience and competence of proposed dedicated staff for the said assignment	10

### 6.1 **Evaluation of list of application features submitted in the proposal (30 points)**

- **Poor (0%):** No features details provided in the proposal.
- **Fair (30%):** Irrelevant, incomplete details provided in the proposal.
- **Good (60%):** Complete list of essential features and process flows defined in the proposal.
- **Very Good (80%):** In addition, complete infrastructure details/pre-requisites for application deployment are provided in the proposal.
- **Outstanding (100%):** In addition, the application fully complies with the functional requirements.

**Note: The minimum qualifying criteria after evaluation of essential features as per section 5.1 is 60%. The technical proposal will not be considered for further evaluation if the bidder does not qualify minimum passing criteria as per this section.**

### 6.2 **Availability of additional desirable features/requirements as per section 5.1 (15 points)**

- System should be able to handle security (safe browsing) within application during conduct of exam (without applying network policies separately). System should provide additional data security through applying encryption/decryption and enforce dual authorization to access/view any critical data. **5 marks**
- Willingness to provision source code of the application. **5 marks**
- Training of NUTECH technical team on complete application after provision of source code. **5 marks**

### 6.3 **Demo of application/presentation by the firm after proposal submission proposal (25 points)**

- **Demonstration will be conducted within 5 working days after technical opening.**
- **Marking to be done by the panel present during the demo/presentation after evaluation by users/stakeholders.**



#### 6.4 Experience of Firms in the deployment/implementation of entry test application for academic institutions (10 points)

- **Poor (0%):** No implementation/customization experience for entry test application.
- **Fair (30%):** Irrelevant, incomplete, partial implementations and customizations for the entry test application.
- **Good (60%):** Moderate experience, have deployed application at least at one institute other than own organization.
- **Very Good (80%):** Extensive experience, have deployed application successfully for one or more universities other than own organization.
- **Outstanding (100%):** In addition, positive feedbacks from past clients for successful completion of university projects.

#### 6.5 Work plan for deployment, implementation and user/ICT staff training (10 points)

The detailed work plan for incorporation of NUTECH ICT staff throughout the development including configuration, deployment, customization, implementation. Training methodology to be specifically tailored to the objective of the program and discussed exhaustively so that by the end of the project, ICT Department of NUTECH is enabled to take on the application as well as end user is fully trained on the system.

- **Poor (0%):** No workplan defined.
- **Fair (30%):** Workplan defined without any details.
- **Good (60%):** Workplan defined with timeline.
- **Very Good (80%):** Detailed workplan defined along with timeline and number of sessions both for user and ICT staff training.
- **Outstanding (100%):** In addition, allocation of dedicated staff at NUTECH premises and involvement of team in whole project.

#### 6.6 Experience and Competence of Proposed Dedicated Staff (10 Points)

The assigned team will be judged based on experience of staff in the technologies in which the entry test application has been built by the firm: -

- **Poor (0%):** Basic academic qualification but no experience.
- **Fair (30%):** Occasionally worked in development of project of similar nature.
- **Good (60%):** Completed at least one similar project in the domain in which the application has been built.
- **Very Good (80%):** Completed and deployed more than one projects for the universities.
- **Outstanding (100%):** In addition, staff should have extensive experience in the particular domain.

#### 6.7 Marking Methods

- Marking of the firms shall be based on information provided in Proposals.
- Proposals will be marked on the basis of 70 – 30 i.e. 70% of the proposal strength will be measured in Technical marking and 30% of the proposal strength will be measured in Financial marking.

- Score strength of the technical proposal will be evaluated/calculated through the below mentioned formula

$$\frac{\text{Bidder A technical score}}{100} \times 70$$

- Minimum score of 60% to qualify for further evaluation of technical proposal as per section 6.1.
- Minimum score of 50 specified in “TECHNICAL EVALUATION CRITERIA” will be required to qualify for Financial Score Evaluation.** Bidders acquiring less than 50 marks in the technical evaluation will not be considered for participation/ calculation towards accumulative marking of the bid.
- Score strength of the financial proposal will be evaluated/calculated through the below mentioned formula

$$\frac{\text{Price of lowest bidders}}{\text{Bidder A price}} \times 30$$

- Marks obtained in both technical and financial evaluation will be added to arrive at the combined evaluated score. Bidder acquiring overall highest marks in the combined evaluation will be considered the lowest evaluated bidder.

## 7. Payment Schedule

S #	Benchmark	Milestone/ Deliverable	Payment Schedule
1.	Deployment	Completion of deployment at on-premises servers	80% of CAPEX/deployment/customizations cost
2.	Customizations	Completion of customization after getting UAC from end users (stakeholders)	20% of Remaining CAPEX/deployment/customizations cost
3.	Yearly support	End of year after UAC from project office	100% at end of support year (as per contract)

### Important Note:

- Selected firm will be wholly responsible for flawless conduct of entry test at NUTECH for which firm will provide an undertaking on judicial stamp paper.
- Appropriate requirement of firm's reps at any such conduct will be managed by firm itself.

**TECHNICAL OFFER**  
**NUTECH / SCM / E-Testing App 2021/TD-195**

**Fill in following essential Parameters:-**

1. Validity of Offer: \_\_\_\_\_ Days (Should not be less than **90 days**)
2. Delivery period: \_\_\_\_\_ Days (After placement of order)
3. Warranty/Support Period: \_\_\_\_\_

**1 General**

1. GST Number: \_\_\_\_\_ (Enclose Copy)
2. NTN / CNIC: \_\_\_\_\_ (if exempted, provide valid exemption certificate)

**2 Payment Terms (In continuation of IT Document clause 12)**

S #	Benchmark	Milestone/ Deliverable	Payment Schedule
1.	Deployment	Completion of deployment at on-premises servers	80% of CAPEX/deployment/customizations cost
2.	Customizations	Completion of customization after getting UAC from end users (stakeholders)	20% of Remaining CAPEX/deployment/customizations cost
3.	Yearly support	End of year after UAC from project office	100% at end of support year (as per contract)

**3 Details of Foreign Principal Information with account details)**

1. Name / Title: \_\_\_\_\_
2. Address: \_\_\_\_\_

OEM Name:	Firm Name:	Signature:
OEM Focal Person:	Firm Focal Person:	Official Seal:
OEM Phone Number:	Firm Phone Number:	Name & CNIC:
OEM Email Id:	Firm Email Id:	Designation:

**Annex C**

**FINANCIAL OFFER**  
**NUTECH / SCM / E-Testing App 2021/TD-195**

Ser	Description	Total Price PKR (Including Tax)
1.	Pricing for deployment and customization e.g., Major/ Minor customizations cost (CAPEX)	
2.	Support cost (during conduct of entry test) and minor customizations (if any) during support period including recurring cost (if applicable) – (OPEX) For 1 <sup>st</sup> Year	
3.	For 2 <sup>nd</sup> Year	
4.	For 3 <sup>rd</sup> Year	
<b>Total</b>		

<b>Firm Name:</b>	_____
<b>Signature:</b>	_____
<b>Name:</b>	_____
<b>Designation:</b>	_____

Tender No \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Firm Address \_\_\_\_\_  
Date \_\_\_\_\_  
Telephone No \_\_\_\_\_  
E-Mail \_\_\_\_\_

To,

DD SCM Office  
NUTECH University  
I-12, Main IJP Road,  
Islamabad.

Dear Sir

1. I / We hereby offer to supply to the NUTECH University the stores/Project detailed in schedule to the tender inquiry or such portion thereof as you may specify in the acceptance of tender at the price offered against the said schedule and further agree that this offer will remain valid up to 90 days after opening of Financial offer and will not be withdrawn or altered in terms of rates quoted and the conditions already stated therein or on before this date. I / we shall be bound by a communication of acceptance to be dispatched within the prescribed time.

2. I / we have understood the instructions to Tenders and General Conditions Governing Contract available at NUTECH website and have thoroughly examined the specifications / drawing and / or patterns quoted in the schedule here to and am/are fully aware of the nature of the stores/Project required and my/ our offer is to supply stores/Project strictly in accordance with the requirements.

Yours Faithfully.

(Signature of Tenderer)

Designation

Date:

Individual signing tender and / or other documents connected with a contract must be signed by principal authorized rep/ OEM rep/ Authorized partner firm rep.

**SPECIMEN FOR "ADVANCE PAYMENT BANK GUARANTEE"**

Guarantee No: \_\_\_\_\_ Date \_\_\_\_\_ Amount: \_\_\_\_\_ Valid upto: \_\_\_\_\_

In Favour of:

National University of Technology (NUTECH), IJP Road, I-12, Islamabad

Subject: **Advance Payment Bank Guarantee**

Contract No: \_\_\_\_\_ DATED: \_\_\_\_\_

Dear Sir,

1. We [Name of Guarantor] understand that you have entered into contract with M/S [Name of Firm] (hereinafter called Our Client), for provision of [Name of stores/Project]. And as per the above mentioned Contract, you are liable to pay to Our Client an amount of [Amount of Guarantee] in advance, which shall be released against a Bank Guarantee. 2. Bank & seller firm shall inform your office regarding termination of the validity of this bank Guarantee one clear month before the actual expiry date of this Bank Guarantee.

3. Now, we hereby irrevocably undertake to immediately make payment on to your orders, merely upon receipt of your first written notice, an amount not exceeding [Amount of Guarantee] that may be claimed by you at your own discretion without it being necessary for you to prove or even assert to the Bank any default whatsoever of Our Client under the Contract.

4. Claims against this Guarantee shall be lodged on us through written request/s on your proper Letter Head. Unless claims are not presented on or before the Validity Date, all rights and benefits under this guarantee shall be forfeited and we shall be released from all claims, demands or liabilities of any kind whatsoever.

5. This Guarantee shall remain in force up to the above mentioned Validity Date which can however, be extended upon request of Our Client.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Bank Stamp:

**"Specimen For Bank Guarantee Against Performance/Warranty Guarantee"**

Guarantee No: \_\_\_\_\_ Date \_\_\_\_\_ Amount: \_\_\_\_\_ Valid upto: \_\_\_\_\_

In Favour of: National University of Technology (NUTECH), IJP Road, I-12, Islamabad

**Subject: In compliance with terms of Performance/Warranty Guarantee Bank Guarantee**

Contract No: \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

1. Whereas your good-self have entered into Contract No\_\_ dated\_with M/s [Firm Name] Located at [Firm Address], Herein after referred to as our customer and that one of the conditions of the Contract is submission of Bank Guarantee by our customer to your good-self for a sum of [Amount].
2. Incompliance with this stipulation of subj contract, we hereby agree and undertake as under:-
  - a. To pay to you unconditionally on demand and / or without any reference to our Customer an amount not exceeding the sum of [Amount] as would be mentioned in your written Demand Notice.
  - b. To keep this Guarantee in force till [Validity Date].
  - c. That the validity of this Bank guarantee shall be kept two clear year ahead of the original / extended delivery period or the warrantee of the stores/Project which so ever is later in duration on receipt of information from your office. Our liability under this Bank Guarantee shall cease on the closing of banking hours on the last date of validity of this Bank Guarantee. Claim received there after shall not been entertained by us whether you suffer a loss or not. On receipt of payment under this Guarantee, this documents i.e., Bank Guarantee must be clearly cancelled, discharged and returned to us.
  - d. That we shall inform your office regarding termination of the validity of this bank Guarantee on clear month before the actual expiry date of this Bank Guarantee.
  - e. That with the consent of our customer you may amend / alter any term / cause of the contractor add / delete any term / clause to / from this contract without making any reference to us. We do not reserve any right to receive any such amendment / alternation or addition / deletion provided such like actions do not increase our monetary liability under

this Bank Guarantee which shall be limited only [Amount].

- f. That the bank guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer / Supplier or Vendor.
- g. That this is an unconditional Bank guarantee, which shall be cashed on sight on presentation without any reference to our Customer / Supplier or Vendor.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Desig\_\_\_\_\_

Bank Stamp\_\_\_\_\_

Note: No changes in the above given BG format shall be accepted.



**"SELLER'S WARRANTY CERTIFICATE"****(To be provided on stamp paper)**

Contract No: \_\_\_\_\_

Dated: \_\_\_\_\_

Validity \_\_\_\_\_ years from the date of final acceptance of the stores/Project.

We hereby guarantee that we are the genuine and original Source of provisioning the stores/Project to our Buyer. We also undertake that nothing in the manufacturing of these stores/Project has been obtained through unauthorized means.

1. We hereby warrant and undertake that the stores/Project and all the associated spares/ accessories supplied under the terms and conditions of the above Contract, are:

- a. brand new, complete in all respects, possessing good quality and standard workmanship; and
- b. liable for replacement/rectification free of charge, if during the Warranty period the same are found defective before or under normal use or these do not remain within the limits and tolerances stated under the specifications or in any way not in accordance with the terms of this Contract. All expenses incurred in removal, re-provisioning and reinstallation of such defective stores/Project or their parts shall also be borne by us.

2. The Warranty shall remain valid for a period of \_\_\_\_\_ years from the date of final acceptance of the stores/Project.

Signature &amp; Stamp \_\_\_\_\_

Name &amp; CNIC \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*Sellers warranty must be provided by the Seller (firm) on Rs 100 stamp paper along with bank guarantee/CDR/Pay Order without changing a word. BG with additional clauses will be rejected.

**CHECK LIST****(This checked list must be attached with your technical offer, duly filled and****Signed by authorized signatory)**

Tender No \_\_\_\_\_

Date \_\_\_\_\_

1	Tender Processing Fee	a. Tender processing fee ref no _____ b. Bank _____ c. Amount _____		
2	EM/ Bid Bond	a. EM/ Bid Bond ref no _____ b. Bank _____		
3	Form Annex A, A-1, B and C signed by Authorized Signatory		<b>Yes</b>	<b>No</b>
4	Offering specification of items as per IT		<b>Yes</b>	<b>No</b>
5	Quoted Currency as per IT		<b>Yes</b>	<b>No</b>
6	Accounting unit/Qty as per IT		<b>Yes</b>	<b>No</b>
7	Delivery Schedule as per IT		<b>Yes</b>	<b>No</b>
8	Country of origin of stores/Project _____			
9	Name of OEM:- _____			
10	Original Performa invoice (Mandatory)		<b>Yes</b>	<b>No</b>
11	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details		<b>Yes</b>	<b>No</b>
12	Blacklisting certificate.		<b>Yes</b>	<b>No</b>
13	Verifiable OEM Certificate		<b>Yes</b>	<b>No</b>
14	Warranty Period as per IT		<b>Yes</b>	<b>No</b>
15	ATPs provided		<b>Yes</b>	<b>No</b>

Note: Fill and/or mark Yes/No where required

\_\_\_\_\_

Signature of Firm Auth Signatory