

Shaheed Benazir Bhutto University



TENDER DOCUMENTS

For

The Purchase/supply of Batteries & Developing of Website, Shaheed BB University,
Sheringal, Dir Upper from Recurring Account

**SHAHEED BENAZIR BHUTTO UNIVERSITY,
MAIN CAMPUS SHERINGAL, DIR UPPER**



SHAHEED BENAZIR BHUTTO UNIVERSITY
Sheringal, Dir Upper, Khyber Pakhtoonkhwa
Advertisement No. SBBU/Adv./Td/107-2018
TENDER NOTICE

(Batteries & Developing of Website)

Sealed Tenders are invited from the well established/reputed Firms/Companies/Suppliers, registered with Income Tax/Sales Tax Departments for the supply of Batteries & Developing of Website, SBB University, Sheringal, Dir Upper

TERMS & CONDITIONS:

1. The detailed BOQ/Specifications along with the terms and conditions have been set forth in the tender documents.
2. Tender documents can be obtained from the office of the Deputy Director (Procurement) w.e.f. **28-09-2018 till 16-10-2018 (11:00 A.M.)** during office hours, on payment of non-refundable fee of **Rs. 500/-** for each tender. The documents may also be downloaded from the web site of the university www.sbbu.edu.pk OR **PPRA Web Site** “info@ppra.org.pk”. In case of downloading the documents, the fee can be sent through bank draft from any HBL branch (ONLY), in favor of the Treasurer, Shaheed BB University, Sheringal or online deposit in Account # 18787100000103 (Title Receipt Account SBBU) HBL Sheringal Branch, Dir Upper, KP.
3. Tenders shall be opened on **16.10.2018 at 11.30 A.M.**, (30 minutes after closing time) in the presence (not obligatory) of the interested companies/suppliers or their authorized agents in the office of the Convener, Purchase Committee of the University.
4. Only the manufacturers/firms/companies or its authorized distributors will be eligible to apply.
5. The quotations must be accompanied with a call deposit of 2% from schedule bank of the quoted amount/cost.
6. The suppliers/firms/manufacturers will not be allowed to sublet the work/contract/supply to another supplier/firm/manufacturer.
7. The University shall upon request, communicate the bidder the grounds of rejection, but it is not required to Justify those grounds.
8. Errors and omissions, if any, shall subject to rectification by the University.
9. Samples shall be provided by prospective bidders for any type of item (when required).

Convener Purchase Committee

Shaheed Benazir Bhutto University, Sheringal, Dir Upper

Ph. No. 0944-885405/0302-8395028, Fax. 0944-885805, Email: dayan@sbbu.edu.pk

TENDER DOCUMENT

The Supply of **Batteries & Developing of Website**, SBB University, Sheringal, Dir Upper
The proposals will be opened on **16-10-2018** at **11:30 A.M. sharp** in the **Office of Convener**
Purchase Committee in the presence of the **Purchase Committee** under the **chairmanship** of the
Convener **Purchase Committee**, **Shaheed Benazir Bhutto University**, **Sheringal, Dir Upper**.

Name of the Company / Dealer:

Address of the Correspondent:

Date: _____

Signature and Seal

Telephone No: _____

Fax No: _____

E mail: _____

Rs. 500/- only

Terms & Conditions of the Tender

Note:

- a. **Tenderers should read these conditions carefully and comply strictly while sending their tenders.**
- b. **If any discrepancy, error, or omission found in the tender documents; please contact Deputy Director Procurement on or before the closing date for Tenders.**
- c. **Purchase Committee shall upon request, communicate the bidder the grounds of rejection, but it is not necessary to justify those grounds. The decision of the Purchase Committee shall be final.**

1. General

- All Quotations should reach the undersigned within due date as specified in the advertisement only through registered post/Courier.
- **The soft copy of quotations on a CD/Email must be provided along with Hard copy.**
- Any cutting/ correction in bid will make quotation invalid.
- In case of quoting alternate prices, separate tender shall be purchased.
- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The bidder shall sign and stamp each page of the Technical and Financial Proposal.
- Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- Quotations must be valid for **03 months from the date of opening.**
- Only Manufacturers / Distributors / bona fide Dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration along with documentary proofs for the same.

- Any bidder, interested in bidding for one or more items separately, is allowed to do so. However, preference will be given to bidder offering several items together.
- Supply order/ contract award will be issued to the successful bidders.
- **The single-stage –Single envelope procedure as per PPRA Rules, Govt. of Pakistan will be adopted. The interested parties should submit the bid(s) in a single package containing single envelope marked as Financial Proposal along with Technical data as well as detail about Financial Position, Manpower, Plant & Machinery, Past Performance etc.**
- The contractor shall notify in written form to the purchase committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distribute items of stores to more than one firm/ supplier.
- The Bidder/Supplier shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose off such articles as it thinks fit, at the Bidder/Supplier's risk and cost.

2 Scope of supply

- The firm shall enter into a contract with Shaheed Benazir Bhutto University, regarding the repairs and maintenance of the Item / equipment(s) supplied and will be responsible for the arrangements of spare parts whenever needed.
- Although, specifications and accessories have been provided, yet the University will not accept any excuse for any missing part / item needed for its full working condition.

- The tenderer, whose tender is accepted, shall arrange to supply as per schedule to be provided by the university in supply order.

3. **BID price**

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Prices of the optional accessories should be quoted separately. Rates quoted should be on the basis of F.O.R, Shaheed Benazir Bhutto University, Main Campus, Sheringal, as mentioned in the B.O.Q.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- Security @ 10% of the total bill will be deducted for a period of 12 months and will be released subject to receiving satisfactory report from the concerned office/end user.
- Sales Tax and Income Tax & other applicable Taxes/Levies will be deducted from the supplier's bill as per government rules.

4. **Currencies of BID**

- The prices shall be quoted in Pakistani rupees on F.O.R Sheringal basis,

5. **BID validity**

- The Bid shall remain valid and open for acceptance of the purchaser for a period **Three months** from the specified date of opening.

6. **Earnest Money/Call Deposit**

- The Quotation must be accompanied with a call deposit of 2% of the local quoted prices with their offer in the form of Bank CDR/Demand Draft/Pay order in favor, of the Treasurer Shaheed Benazir Bhutto University, Sheringal (refundable).
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of demand draft, pay order or call deposit, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan.
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The Demand Draft/CDR shall be returned to unsuccessful bidders on written request & to successful bidders on provision of 10% performance bond security.
- The earnest money may be forfeited in the following cases:

- i. When Tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
- ii. When Tenderer does not execute the agreement if any, prescribed within the specified time.
- iii. When the Tenderer does not deposit the security money after supply order is given & accepted.
- iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

7. Signing of BIDS

- The person signing the Bids shall initial/sign all the pages of the bid along with official seal/stamp where entries are made.

8. Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser on or before the prescribed date line during the office hours.

9. Late BIDS

- Late bids will not be entertained and returned unopened to the Bidders.

10. Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

11. Delivery of Items

The tenderer, whose tender is accepted, shall arrange to supply as per schedule to be provided by the university in supply order.

- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment(s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination godown in perfect condition.

- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.,).
- The insurance charges will be borne by the supplier and tendering committee will not be required to pay such charges if incurred.

12. Performance Security

- Within **15 days** of issuance of the purchase/supply order successful bidders shall furnish to Shaheed Benazir Bhutto University, Sheringal Dir Upper the performance security bond equivalent to 10% of the supply order amount in the form of DD/CDR/PO/Bank Guarantee from any bank, the performance security shall be payable to Shaheed Benazir Bhutto University as compensation for any loss resulting from the suppliers failure to complete its obligations.
- The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

13. Forfeiture of Security Deposit

- Security amount in full or part may be forfeited in the following cases:
 - i. When the terms and conditions of contract is breached.
 - ii. When the Tenderer fails to make complete supply satisfactorily.
 - iii. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Committee in this regard shall be final.

14. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
 - i. 90% payment will be made only after the equipment(s) is fully installed and comes in working condition.
 - ii. 10% as per schedule mentioned in Bid Price conditions from the date of commissioning/supply.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.

- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.
- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

15. Prices

- Prices charged by the supplier for goods delivered & services performed under the contract shall not exceed the prices quoted by the supplier in its bids. The quantity of items to be purchased can be increased / decreased at the quoted/approved rates.
- The Purchase Committee reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

16. Standard

- The equipment supplied must be tropicalized and it must be capable of functioning under the climatic conditions of Sheringal, Dir Upper.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

17. Training

- The firm supplying the item/ equipment(s) will demonstrate the operation / working of the equipment(s) to the satisfaction of the quarter concerned and provide training if needed.

18. Calibration of item/equipment

- The approved firm will install the equipment(s) in the presence and to the satisfaction of the Purchase Committee. In case of any defect in the supplied

equipment(s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

19. Guarantee / Warranty

The tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **Twelve months for Website & for Batteries as per Company/Manufacturer's Policy** (exemption for consumables) from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of warranty, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.

- The tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the purchase Committee, the tenderer shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment(s).

20. Conforming Tender

- A conforming tender is defined as follows:
 - i. It is submitted on time.
 - ii. It is lodged at the nominated place.
 - iii. All required forms are completed.
 - iv. Documents are properly signed.
 - v. It complies with the tender conditions.
 - vi. There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

21. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tenderer engaged in collusion with other tenderers shall be disqualified from tendering.

22. Delivery Schedule

- For items Delivery Schedule should be **One (1) month** from the signing of Contract within 15 days after issuance of Supply Order for Batteries & Two (2) months from the signing of Contract within 15 days after issuance of Supply Order for Website.
- Keeping in view the actual problems/delays in delivering the respective items, Delivery Schedule can be relaxed with the approval of the Competent Authority.

23. Delay in Delivery

- In case of delay in the delivery, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

Conditions with Percentage

- a. Delay up to one fourth period of the prescribed delivery period.

2.5 %

- b. Delay exceeding one fourth but not exceeding half of the prescribed period.

5.0 %

- c. Delay exceeding half but not exceeding three fourth of the prescribed period.

7.5 %

- d. delay exceeding three fourth of the prescribed period.

10.0 %

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount shall be 10%.
- The 10% Security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

24. Recoveries

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

Contract Agreement

This agreement is made this day date-month-2018 between the **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** (hereinafter called as Party One which shall include the successors and assignees in the Board/Centre) and the Tenderer/Contractor, M/S XYZ (hereinafter called as Party Two which includes its successors and assignees) Whereas the Party One having invited tender, **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** decided to accept the tender of **M/S XYZ**

The detail of items is as under for the supply of (quoted items in tender)

SUPPLY ORDER FOR THE PURCHASE OF =====, TENDER # 00/2018, Supply Order NO # SBBU/Proc/000 DATED 00-00-2018, amounting to Rs-000,000/- Rupees

Now this deed witnessed as follows:

- (a) The SBBU Dir Upper hereby appoints M/S XYZ for the work/items mentioned in **S.O NO # SBBU/Proc/000 DATED 00-00-2018, TENDER # 00/2018, & SBBU** agrees to pay the amount mentioned in **S.O NO # SBBU/Proc/000 DATED 00-00-2018, TENDER # 00/2018**
1. The work/items will be supplied to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** as per specifications mentioned in the supply order and tender documents as well as warranty.
 2. Delivery of work/items and relevant bill(s) to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** will be completed within the specified period from the date of contract as per supply order conditions.
 3. All the items will be delivered at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** at the cost of the firm/supplier.
 4. The function and operation of the equipments/items will be demonstrated at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** by the firm/supplier.
 5. Sub-standard or not according to specification, the items will be rejected and returned on the expenses of the firm/supplier.
 6. A performance bond @ 10% (Rs-00,000) of the S. Order amount in the shape of bank draft/call deposit/D.D./Bank Guarantee will be submitted to **Treasurer Shaheed Benazir Bhutto University Sheringal, Dir Upper** at the time of contract. The performance bond security will be returned after completion of supply order.
 7. Failure in supply of items within stipulated period shall entail forfeiture of earnest money & performance bond.
 8. The Party Two agrees for completion of the job according to the designs and samples approved by the SBBU within specified period from the date of contract. In case of delay, the SBBU reserves the right to impose a penalty up to 10% of the total amount of the contract as per tender terms & conditions.

Signature: _____

Name: **M/S XYZ**

Seal of the firms: _____

Witness # 1

Convener Purchase Committee

SBBU Sheringal, Dir Upper

Witness # 2

Part A :---List of Batteries for SBBU Sheringal under the Recurring Account

| S.# | Name of Item | Specification | Quantity |
|------------|--------------------------|---|-----------------|
| 1 | Batteries 200 Amp 12V | Equivalent to the quality standard of AGS GX-200F 27 plates by all respects with warranty period must be mentioned in bid documents | 70 Nos. |
| 2 | | | |

Part B :---

**Tender Invitation for
“Development of Website for
Shaheed Benazir Bhutto University,
Sheringal”**

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1. Description of Work

Shaheed Benazir Bhutto University (SBBU), Sheringal Khyber Pakhtunkhwa Pakistan invites proposals from companies having a legal presence in Pakistan for **“Development of Website for Shaheed Benazir Bhutto University.”** This project aims to replace the existing website and establish web presence of **SBBU** in line with its market position and ongoing media campaign. Project will aim to achieve;

- It should provide for flexibility to modify the design when a major event must be published.
- Design should be flexible to accommodate new pages.
- Design should allow changing the interface templates for fresh new look as and when required.
- The site should be based on international standards such as W3C standard for HTML and WAI etc.
- It should be compatible with various browsers including IE, Mozilla Firefox, Chrome and Opera etc.
- It should provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees, and conference registration etc.
- It should provide online tracking facility for job applicants and students seeking admissions etc.
- The website should allow the users to syndicate, aggregate and set up the notification of data using RSS feeds.
- The website should allow users to share their views, feedback, solutions and suggestions online through the webmaster.
- It should provide a search module for efficient information retrieval.
- The webmail should have a direct mailing facility where mails could be sent to different contact persons.
- The site should allow for creation of/linking to new websites for different schools, campuses and centers etc.
- The website should incorporate necessary security features against hacking and defacement. All logins and payments transaction must operate on secure protocols. It should provide support for website security audit.
- Enhance the presentation of the contents so that they sync with the new website design.
- Develop an extremely user-friendly information architecture which keeps the users engaged and allows them to utilize the information of the website in different ways.
- Website architecture that is scalable and expandable.
- Development of consistent visual elements and layouts for the website and its internal elements.
- User-friendly, visually appealing features that allow users to acquire relevant information.

- Flexibility for administrator(s) to change the graphic background theme when required.

2. Project Methodology

The development methodology should follow an iterative-prototype approach especially during early design phase. The project development cycle will include the following phases.

- a. **Requirement analysis:** After being awarded this assignment, the selected firm will carry out a detailed requirement analysis with the SBBU web development team for finalizing the proposed site map and graphical layout of the website. During this phase the functionality of different pages will be determined, about dynamic and static aspects, etc.
- b. **Finalization of requirement analysis:** Based on the input from the preceding phase, the site map, graphical layout, page functionality, etc. will be finalized between both teams.
- c. **Website content preparation:** The draft for website content will be prepared by SBBU team and finalized with the website development firm.
- d. **Implementation and unit testing:** During this phase, the vendor will carry out the implementation as per the requirements and contents finalized during the preceding phases. During this stage the vendor will provide access to the completed pages/modules to SBBU for user testing and feedback.
- e. **Final testing:** After completion of development efforts, final testing will be carried out by vendor's Quality Assurance team for the final website. The detailed QA report will be shared with SBBU for final testing of website by the SBBU team. This testing will include performance testing of website after hosting.

3. Scope of website project

- a. SBBU will be relying on the vendor's expertise in similar projects for implementing the best practices in website design and presentation etc.
- b. Website response should be optimized for user experience i.e., no unnecessary delay should be experienced by the users during browsing.
- c. Website should be viewable with the popular versions of major browsers like IE, Opera, Chrome, Firefox, etc. and should work with all commonly used resolutions.
- d. The website should provide an appealing and eye-catching graphic experience to the visitors.

- e. It is an end-to-end solution, with the development firm responsible from requirement analysis to the final upload on the pre-designated hosting service, as selected by SBBU.
- f. The site will completely be in English language with the provision of Urdu/Pushto text and graphics on pages, wherever required.

4. Scope of website content

- The bidder may visit Office of the Director IT during working hours for discussion on scope of website content, or any project related clarification.
- The existing website www.sbbu.edu.pk can be used as a reference for scope of content.
- In addition to that the scope of content should include but should not be limited to the following contents.

About SBBU:

About SBBU should be mentioned in top menu. It will contain;

- a. Vice Chancellor / Board of Governors (if any) information
- b. Mission and vision statement.
- c. History etc.

This information should be editable.

2. Webmail:

All faculty members have their university email addresses which are maintained by Gmail. There should be a link on website so that staff members can easily access their webmail.

3. Search tool:

Search tool should be available on website to search any content of website.

4. Downloadable forms:

There should be a place on website from where students and staff members can download any application form or any other document. Website administrator should have rights to upload or delete any document.

5. Contact us:

Any person can contact or query to the university administration.

6. Rules and regulations of university:

All the rules and policies for students and staff members should be displayed on website. This content should also be manageable or editable by administrator.

7. Role management system:

Website should contain the following roles:

- a. Website Administrator: should have the complete rights to add, update or delete any information from the website. He should also have the rights to

add or delete users of the website. He can restrict operators to specific links or specific rights.

- b. Operators: will upload or update any information on the website.

8. Alumni:

Alumni page will help to communicate SBBU with their former students and share their experiences.

9. Top students:

Front page should contain information about the toppers of the university in recent examination. Initially the information about the toppers will be added by admin. Further it will be auto selected from the examination system.

10. Current events:

All event held in the university should be visible and easily accessible to the website users. The pictures of these events will be used in slider of the front page with little description of the event.

11. Photo gallery:

It will cover all events, functions, seminars, workshops and all other images of the university. All the images should be categorized for the easy access of user. It should be manageable by the admin.

12. Social media Links:

Social media links such as Facebook, Twitter LinkedIn etc. should be available on website.

13. Site map:

Complete roadmap of the website should be available on website to assist visitors.

14. Google map:

Google map will be available on website to locate the university.

15. Tender information:

All the information about tenders will be uploaded on website by administrator. Tender information will automatically be changed to already processed when its date expires.

16. Career:

- Job portal will display all jobs available in SBBU. When the job application period ends, the status of specific job will automatically be changed to expire. All 6 months expired jobs will also display and after 6 months expiry, these jobs will automatically be deleted from website.
- The candidate should be able to apply online.
- To track the application by the candidate.

17. Video/image place:

Specific place should be allocated on main page for video. The video will be plug-in from another site such YouTube etc.

18. Societies info:

All the societies their members, description, and events of that society will be displayed. Society events will be maintained by the admin and information will be uploaded by operators.

19. Academic calendar:

Complete academic calendar with a calendar view will be maintained. Users should be able to view previous year calendar also.

20. Scholarships:

Scholarship information, eligibility, and images regarding scholarship will be displayed on this page.

21. Research / conferences:

All the research activities will be uploaded here and updated by admin.

22. SEO management:

Search engine optimization will be handled in the website. Backend administration of metadata and keywords will be provided to admin.

23. E-Magazine and newsletter:

E-Magazine and newsletter will be displayed on website and maintain archive.

24. Translator:

Website will facilitate the international users by translating website into their languages.

25. Google analytics:

Website administrator will have the rights to view analytics about the website. For example, how many times website is visited and from which region website is mostly accessed.

26. News feed:

News will scroll on the website. News should have a starting date and expiry date. After the expiry date, news will be removed from news section automatically.

27. Faculty profile requirement:

A dynamic page for entering faculty info into database and display when clicking on each department in chronological level.

Profile View

| | |
|---------------------------|---------------------------------|
| Name: | Mr. Sami Ullah (name and photo) |
| Designation | Lecturer |
| Department | Department of Computer Sciences |
| Email | Sami@sbbu.edu.pk |
| Education | MS in Computer Science |
| Experience | 11 yrs. |
| Research interests | Internet of Things |
| Specialization | |
| Honors / Awards | |

Later faculty profile page will be accessed through faculty ID and password and can be updated by the faculty members themselves.

28. Complaints / suggestions:

Feedback form should be available on website and these complaints/suggestions should automatically be emailed to the concerned person of the university.

29. Admin control panel:

A complete admin control panel is required to manage the website from the front-end i.e., to add news and events, to add/delete faculty, department etc. along with their internal pages creation in defined format.

5. Tentative Sitemap

▪ About Us

- Reasons to Choose SBBU
- Preface/ VC's message
- Chancellor's Message
- CM's Message
- About the University: An Overview
- Vision and Mission
- Logo
- Structure of the University: Small write up on SBBU unitary structure
- Campuses
- Future plans and initiatives
And more if required

▪ Admissions

- Undergraduate Studies
 - Programs
 - Admissions criteria
 - Medium of instruction
 - Admissions calendar
 - Fees and scholarships
 - Admission form
 - Hostel
 - Merit List(Merit list should be generated dynamically by feeding data from excel sheet, and other databases)
- Postgraduate Studies
 - Programs
 - Admissions criteria
 - Medium of instruction
 - Admissions calendar
 - Fees and scholarships
 - Admission form
 - Hostel
 - Merit List(Merit list should be generated dynamically by feeding data from excel sheet, and other databases)
- Research
 - Programs

- Admissions criteria
 - Medium of instruction
 - Admissions calendar
 - Fees and scholarships
 - Admission form
 - Hostel
 - Merit List(Merit list should be generated dynamically by feeding data from excel sheet, and other databases)
- **Academic**
 - Programs
 - Undergraduate Programs
 - BS Honors in Computer Science
 - Bulletin of Information
 - Admissions (link to Admissions page)
 - Faculty information
 - Curriculum schema
 - Course contents
 - Etc.
 - BS Honors in Bio Science
 - Bulletin of Information
 - Admissions (link to Admissions page)
 - Faculty information
 - Curriculum schema
 - Course contents
 - Etc.
 - Postgraduate Programs
 - MS in ***
 - Bulletin of Information
 - Admissions (link to Admissions page)
 - Faculty information
 - Curriculum schema
 - Course contents
 - etc
 - MA in ***
 - Bulletin of Information
 - Admissions (link to Admissions page)
 - Faculty information
 - Curriculum schema
 - Course contents
 - etc
 - Research & Doctorial Programs
 - Bulletin of Information
 - Admissions (link to Admissions page)
 - Faculty information
 - Curriculum schema
 - Course contents
 - etc
 - Schools and campuses
 - Wari Campus
 - etc
 - Centers
 - SHARC
 - Etc.
- **Examination**
 - Admission notifications
 - Roll Number slip searching facility

- Date sheets of the examinations
 - Result search / DMC viewing facility
 - Online Apply for degree and transcript verification and application tracking system and SMS service (visit for help:<http://www.uop.edu.pk/examinations/?q=verification>)
 - Downloads i.e. admission forms, degree forms, etc
 - Staff and profiles
 - Syllabus
 - Fee structure
 - Faculty corner
 - Etc.
- **QEC** (A full-width slideshow displaying pictures about various activities, events, etc. along with its description and details link.)
 - Link to our Online evaluation system (already developed)
 - Directors & profiles
 - QEC Staff
 - Functions and structure
 - Vision and Mission
 - Downloads i.e. proforma etc.
 - Events and news
 - MoUs
 - News Letters
 - Memberships
 - Teams
 - Gallery
- **Faculty**
 - Permanent Faculty
 - Departments
 -
 - Visiting Faculty
 - Departments
 -
 - Adjunct Faculty
 - Faculty listing A-Z
 - Current Faculty Openings (link career)
 - Online Applications Page(link career)
 - Track your Application(link career)
- **Research and Collaborations**
 - Conferences and Seminars
 - Upcoming events
 - Past events
 - Academic Research Programs (PhD and MPhil stuff)
 - Research in the Schools of Study (This would link to the Schools and/or thematic)
 - Collaborations:
 - Current collaborations
 - Potential collaborations

- International Academic Affairs Task Group: link to the webpage of the group, which shall have contact info and details on their work

- **Publications and Journals (ORIC)**
 - Functions
 - Team and their profiles
 - Journals
 - Recent Publications
 - Forthcoming Publications
 - Publications Archive
 - More...

- **Services**
 - Administration
 - Admissions Office
 - Functions
 - Team and profiles
 - others
 - Recruitment office
 - Functions
 - Team and profiles
 - others

 - Planning Unit
 - Functions
 - Team and profiles
 - others

 - Finance Division
 - Functions
 - Team and profiles
 - others

 - IT Division
 - Functions
 - Team and profiles
 - others

 - Registrar Office
 - Functions
 - Team and profiles
 - others
 - Provost Office
 - Functions
 - Team and profiles
 - Others
 - Finance Office
 - Functions
 - Team and profiles
 - others
 - Right to Information

- How to File an RTI
 - Information Officer
 - Team and profiles
- Governance
 - Organizational Chart
 - Vice Chancellor office
 - Board of Management
 - others
- Facilities
- Campuses
 - Main Campus
 - Wari Campus
- Library
 - Library Remote Access
 - Access to digital Library inside the campus
- IT and Computing
- Hostel
- Catering Facilities
 - Main Campus
 - wari Campus
- Medical Centre
- Guest House
- Crèche (nursery school)
- Student Services
 - Student Services Office
 - Fee waivers and Scholarships
 - Language Cell
 - Mentorship
 - Counseling
 - Career Centre
 - Prime Minister Laptop Scheme and Fee Reimbursement Scheme
- Staff Services
 - Academic Services Office
 - Research Grants
 - Medical Reimbursement
- **Visitors**
 - Media
 - Business partners
 - Parents and community
 - Alumni
 - Friends of SBBU
- **Intranet**
 - Student Intranet
 - Circulars and Notifications
 - Extracurricular Activities
 - Seminars and Events

- Faculty Intranet
 - Circulars and Notifications
 - Extracurricular Activities
 - Seminars and Events

- **Terms of Use and Disclaimer**
- **Webmaster**
- **External Links**
 - Facebook
 - Twitter
 - YouTube
- **A-Z Index**
 - Faculty Index
 - Staff Index
- **Search**
- **Web mail login**

6. Design and Layout

The website should have an elegant design with white/pastel background, light colours, a neat, uncluttered look and a user-friendly, easy-to-navigate layout. Some of the chosen websites which are like the 'feel' required by the University are listed below, to indicate the kind of look that SBBU seeks for its own website:

<http://www.giki.edu.pk/>
<http://www.uea.ac.uk/>
<http://www.wits.ac.za/>
<http://www.harvard.edu/>
<http://www.tiss.edu/>
<http://www.vt.edu/>
<http://www.keele.ac.uk/>
<http://www.soas.ac.uk/>
http://www.adriindia.org/dashboard.php?section_id=2

Note: The above are guidelines and not definite references for scope of content.

7. Project terms and conditions

- a. Any indirect cost (licensing, etc.) if incurred as a choice of development platform will be borne by the website development firm.
- b. Project quality should be in line with the reference websites mentioned by the firm.
- c. It is required that this website development project be delivered in Version 1.0 and Version 2.0. Where the version 1.0 will be a limited version of final website developed in line with the approved theme and layout, but made available in approved time, allowing SBBU to replace its existing site.

8. Deliverables

The firm shall develop SBBU website as per the requirements approved by SBBU. The firm(s) shall be liable to provide the following items within the time frame.

- a. Complete functionality required in Requirement Specification approved by SBBU.
- b. Source code of complete website (It will be the property of SBBU).
- c. Free one-year bug removal warranty for any error in the provided code, etc.

9. Project duration and payment terms

- a. The version 1.0 should preferably be provided within five to six weeks after issue of job order by SBBU.
- b. The version 2.0 should be delivered within 9 weeks after issue of job order, or 6 weeks after finalization of requirement and content, whichever is earlier.
- c. The payment terms would be 40 % advance, 30% after delivery of version 1.0 of website and remaining 30% after delivery and testing of final website (version 2.0).

10. Proposal submissions

As per requirement specification provided with this tender document, proposals from different firms should contain following information.

- a. Technical Proposal will include the following:
 - i. All documents mentioned in S. No. 12.
 - ii. Sample templates of Home (Main) and internal page, given either as color printout or uploaded on a website, mentioning the address of these pages.
 - iii. Proposed Site Map.
- b. Financial proposal will essentially include the following:
 - i. Total cost of website, mentioning the modular/effort wise breakdown of the complete website development.

Sealed envelopes should be clearly marked as **“Technical Proposal”**, and **“Financial Proposal.”** The envelopes must be enclosed in a single package and be clearly marked as **“Development of Shaheed Benazir Bhutto University Official Website.”**

The last date for submission of proposals is **16-10-2018 at 11:00 a.m.** Proposals will be opened on the same day at **11:30 a.m.** Technical proposal and requirement specification will be opened by SBBU while the Financial Proposal will be kept in safe custody. After evaluation of Technical Proposal, the Financial Proposals of successful firm(s) will be opened publicly at Director IT Office. Date and time for this will be communicated to successful firm(s) of Technical Evaluation.

11. Technical Proposal

Technical proposal should include following documents.

1. Executive Summary.
2. Company profile.
3. Company's years of experience.
4. Company experience in conducting similar projects especially in educational sector. Please ensure that reference of past work should be included in this section, including list of contact persons along with their contact details.
5. Organization chart and list of team members along with their specialization.

6. An affidavit to the effect that the firm has not been blacklisted by any Government / Semi Government / other Public-Sector organization.
7. National Tax Registration certificates.
8. Copy of ISO/CMM Certificate if available.
9. Financial strength certificate showing the annual turnover using audited statement or Bank statement for last two years.

12. General terms and conditions

The solution provider must adhere to the following general requirements:

1. Shaheed Benazir Bhutto University, Sheringal reserves the right to accept/reject any or all bids, at any stage of the tender process. Reasons will only be given on written request.
2. A 2% bid bond as earnest money of the tender value in the shape of Bank Draft in favor of Shaheed Benazir Bhutto University, Sheringal should be included in the financial proposal. The Technical Proposal should clearly state that a bid bond has been included in the Financial Proposal. Please do not disclose the amount of the bid or the bid bond in the Technical Proposal.
3. Incomplete and conditional tender will not be accepted.
4. The amount deposited as earnest money will be refunded to the successful bidder after providing deliverables and its acceptance from the competent authorities. While earnest money of unsuccessful bidders can be collected from the Finance Department, Treasurer office within thirty days of final award of contract.
5. The successful bidder shall coordinate with the concerned person appointed by SBBU.
6. The Government taxes will be deducted from the Contractor as per rules.
7. Proposals sent to SBBU by fax or email will not be accepted.
8. Proposals submitted after due date and time will be rejected.
9. All participating recipients of this tender will be notified in writing by the SBBU regarding any changes made to this document for the purposes of clarification.
10. SBBU will not bear any expense incurred in the preparation of proposals in response to this tender.
11. Bids not confirming to the terms, conditions and specifications stipulated in this document will be rejected.
12. SBBU has the right to add, enhance or remove any functionality not disturbing the major scope of work. However SBBU will make effort to notify the same and allow equal response time to all vendors.

13. Selection Criteria

The evaluation composition will be as under:

| S No. | Description | Evaluation Weight-age |
|-------|--------------------|-----------------------|
| 1 | Technical Proposal | 50% |
| 2 | Financial Proposal | 50% |

The technical proposal will be evaluated first, and financial proposals of the technically qualified firms will be opened in second stage. The proposals will be evaluated technically on the basis as defined in Technical Evaluation Sheet as attached at Annex. 'A' and only bidders scoring 50% of the allotted weight-age (or 50 out of 100) will be considered technically qualified. For financial bid only, the website development cost will be considered, and scoring will be determined as per Annexure 'B'.

The total score will be determined by adding score for Technical proposal (Annexure A) and Financial Proposal (Annexure B), and bidder having the highest score will be awarded the job order for this tender.

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in this document and submit all the related information that can be required for evaluation or verification purpose. Failure to furnish all information required by the tender or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.

14. Clarifications

Further clarification relating to this Tendering shall be directed to:

Contact Person :

Phone :

Mobile :

Fax :

ANNEX A : TECHNICAL EVALUATION CRITERIA

| Criteria | | Scale for Rewarding Points | |
|---------------------------|--|---|---------------|
| 1. Company Profile | | | |
| 1.1. | Establishment, Date of Incorporation | 10years or above | 5 points |
| | | 5 – 9 years | 3 points |
| | | 2 - 5 years | 2 points |
| | | None of above | 1 point |
| 1.2. | List of International Certifications (ISO, CMM etc.) | CMMI level 3 or above | 5 points |
| | | ISO | 3 points |
| | | None of above | 1 points |
| 1.3. | Strength of technical team | 40 or above | 5 points |
| | | 30-39 | 3 points |
| | | 15-29 | 2 points |
| | | None of above | 1 points |
| 2. | Company's financial strength in last two years. | Rs. 30 Million or above | 10 points |
| | | Rs. 15 - 30 Million | 5 points |
| | | Rs. 0 – 4 Million | 1 point |
| 3. | Relevant Experience generally and specifically in Education institute related to website development. | 5 or more websites for Public sector Universities | 15 points |
| | | 5 or more websites for any Education institutes | 10 points |
| | | 3 to 5 websites for educational institutes | 7 points |
| | | 3 to 5 websites for any Firms of similar nature | 5 points |
| | | None of Above | 1 point |
| 4. | Quality of any 3-website developed by bidder | Assessed by evaluation team of SBBU | Max 15 points |
| 5. | Proposed Site Map | Assessed by evaluation team of SBBU | Max 20 points |
| 6. | Layout and graphical presentation of proposed and Main and Inside Web page | Assessed by evaluation team of SBBU | Max 25 points |

Technical proposal weight-age= Total Points scored by bidder x (50/100)

ANNEX B : FINANCIAL EVALUATION CRITERIA

A. Evaluation of Financial Bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The bidder with lowest financial bid (L1) will be awarded 100% score.
- Financial Scores for other than L1 Bidders will be evaluated using the following formula:

Financial Score of a Bidder= $\left\{\left(\frac{\text{Financial Bid of L1}}{\text{Financial Bid of the Bidder}}\right) \times 100\right\}\%$ (adjusted to 2 decimals)

B. Errors & Rectification: Arithmetical errors will be rectified on the following basis:-

- If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- If there is a discrepancy between words and figures, the amount in words will prevail.

C. Joint Evaluation of Technical & Financial Bids

The following is the procedure for evaluation as applicable to technically qualified bids:

The technical and financial scores secured by each bidder will be added with weight of 50:50 respectively and a Composite Bid Score arrived at, using the formula: $S = S(T) * 0.5 + S(F) * 0.5$

Where T = score on technical bid; and F = score on financial bid

SIGN AND SEAL:

The Tenderer must sign and affix his seal on every page of the Tender Document and the complete Signed Tender Document must be submitted along with the technical bid.

I/We accept the above terms and conditions of tender.

Tenderer's Name: Signature:

Seal of the Tenderer: Date: