



Government of Pakistan
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)
Ministry of Information Technology & Telecommunications

INVITATION FOR BIDS

Provision of Security Services

Tender No. NITB-4(134)/2020

August 20th, 2020

www.nitb.gov.pk

Plot no 24-B, Street No 6, Sector H-9/1, Islamabad



1. General Terms & Conditions

- 1.1. Services of security company, having trained preferably ex-Army personnel, are required who shall be performing security duty at NITB offices on 24/7/365 basis. Initially, the contract will be awarded for two (02) years extendable on mutually agreed terms & conditions for another two years subject to satisfactory performance.
- 1.2. Security guards shall perform duty on an average 12 hours per day during the month.
- 1.3. For provision of extra/additional guards, NITB will give 02 days' advance notice, however, in case of emergency; guards will be provided on immediate basis.
- 1.4. The Security Company shall provide security services to look after NITB offices/building premises/ property and maintain discipline within the NITB office building premises as per the detail of premises/building/property etc. Shall provide assistance to lock and unlock the office during office working hours (if required). which is to be read as an integral part of this contract/ agreement.
- 1.5. The security company will have to use its force whenever and wherever necessary for the implementation of NITB Management Order etc.
- 1.6. To conduct physical search of persons & vehicles etc. as & when required by NITB Management to control theft and pilferage etc.
- 1.7. The security will be smartly turned out whereby, company will provide uniform to its employees deployed at NITB office building premises including shoes, torches, jackets, umbrella etc., and all the Guards turn out neat & tucked in trouser with head gear, red sash, displaying cards of rank, name plates, identity cards and whistle.
- 1.8. The security company shall at all times enforce discipline among the security personnel and shall not appoint unfit, untrained, inexperienced and overage persons for the subject duties
- 1.9. Any security Guard or security supervisor being engaged by Security Company under this agreement who does not fulfil the requirement set forth by the NITB Management will not be accepted and the security company will immediately replace with suitable personnel or else the guard will be deployed on duty but marked absent for the purpose of salary only.
- 1.10. Security Guard on duty shall not in any case leave his place of duty until and unless reliever arrives. Provision of relievers in times shall be the absolute responsibility of Security Company at their own cost.
- 1.11. Security Company shall be solely responsible for watch and ward, safety of all the moveable and immovable properties of the NITB building.
- 1.12. Security Company shall provide accommodation to its deputed security guards and their billeting/lodging/accommodation will not be NITB's responsibility.
- 1.13. Security Company shall provide & furnish the requisite N.O.C. from the Federal Government as well as the Ministry of Interior with regard to carrying out the security services.
- 1.14. The contract may be terminated either by the NITB or the contractor by giving one month's advance notice.
- 1.15. The successful bidder will deposit a Performance Surety Bond / Cross cheque of PKR 100,000/- as security, which will be returned to Contractor on termination of contract if nothing is outstanding/due against the contractor.



2. About Bidders/Responding Organizations (ROs)

- 2.1. The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department, should be in possession of a valid NTN certificate and RO must be on the Active Tax Payer List of FBR. Copies of the certificates must be provided with the bid document.
- 2.2. The RO must provide following on their letterhead:
 - a) Name of Organization
 - b) Name of owner/ Director's names along with Phone, Fax and official email addresses
 - c) NOC/Letter from Ministry of Interior/ICT Administration
 - d) Location of Head office
 - e) Details of offices across Pakistan
 - f) List of clients especially of public sector.
 - g) Size of company (number of employees)
 - h) Number of years of being incorporated (at least last **10 years in existence**)
 - i) List of certified and dedicated Supervisors/Staff (where applicable)
 - j) Registration, License/NOC from Government of Pakistan (Federal and Provincial) & confirmed by Ministry of Defence, cleared from Special Branch Police.
 - k) Detail of weapons and registration i.e. Valid license
 - l) Mobile Armed response system in case of emergency
 - m) Training program of the company/agency for increasing efficiency and performance of security guards.
 - n) Security guard's standard of expertise in use of fire extinguisher, in case of fire etc.
 - o) Firm's welfare policies for guards
 - p) Affiliation of the firm with any National and International organization/equipment of international standard agency providing security
 - q) Detail of litigation cases, if any
- 2.3. The RO to provide information as per templates available at Annexure-I, Annexure-II, and Annexure-III.
- 2.4. The RO shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bid price MUST be inclusive of all taxes. The RO is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a procurement contract with the Government.
- 2.5. Financial capability and yearly growth rate (business revenue) of RO in past 03 years.
- 2.6. RO must provide value, size and nature of projects done in past 10 years at least with respect to quoted services/products.
- 2.7. RO must be in relevant business /supplies /services for last ten (10) years at least.
- 2.8. RO should have successfully completed three (03) similar projects in size, nature and value.
- 2.9. Affidavit that the firm has never been blacklisted by any Government/Semi Government/Autonomous organization (on stamp paper of Rs. 100)
- 2.10. Affidavit that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that company (on stamp paper of Rs. 100)

3. Preparation of Bids

- 3.1. As per PPRA rules, Single Stage –Two envelope procedure will be used for the said procurement.



- 3.2. The bids shall be submitted in sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened.
- 3.3. **Technical Proposal:** Envelope for Technical Proposal shall be marked **TECHNICAL PROPOSAL** “clearly” in bold and legible letters to avoid confusion. It must contain two (02) hard copies and two (02) soft copies of the technical proposal (each being physically separated, sealed and labelled as “Technical Proposal”). Each envelope should contain similar supporting documents.
- 3.4. **Financial Proposal:** Envelope for Financial Proposal shall be marked **FINANCIAL PROPOSAL** “clearly” in bold and legible letters to avoid confusion. It must contain two (02) hard copies and 02 soft copies of Financial Proposals sealed and marked separately.
- 3.5. **Soft copies of both Technical and financial proposals must be provided along with bid envelopes in inerasable format.** In case of any difference between hard and soft copy, the hard copy will prevail.
- 3.6. **Bid Bond/Security:** A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% of exact amount of the total cost of the bid must be submitted along with the proposal.
- 3.7. The Bid Bond to be enclosed in a **SEPARATE ENVELOPE**, labelled as “**BID BOND**”, and should be **SEALED**. **It must be ensured by the RO that bid bond should not be in the envelope of financial OR technical proposal. In the technical bid, RO must confirm on company’s letter head that the Bid Bond is being submitted separately as required by NITB.**
- 3.8. RO should duly fill in and submit the **Bid Forms** (01, 02, 03)
- 3.9. RO may bid for one, any number or for all lots (if applicable).
- 3.10. RO shall submit an **Affidavit** that it is not blacklisted by any Federal, Provincial Public sector organization.
- 3.11. RO must provide at least three (03) performance and backup support certificates from the previous customers.
- 3.12. All bids and prices must remain valid for a period of **120 days** from the closing date of the submission of tender documents. However, the ROs are encouraged to state a longer period of validity of the bids.
- 3.13. The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 3.14. Equipment/Items/Supplies should have three (03) years local warranty (where applicable), including parts and labour with onsite support.
- 3.15. The end user licenses, end user warranties and end user contracting support services will be in the name of Customer **which is National Information Technology Board (NITB) in our case**
- 3.16. All equipment/items should be supplied through verifiable distribution channels.
- 3.17. RO should clearly indicate the duration of delivery (MUST be within given timeframe) of items/equipment/services after the award of procurement contract.

4. Pre-Bid Meeting:

- 4.1. A Bidders’ meeting will be held in the premises of National Information Technology Board (NITB), **at Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051-9265054 on 4th September, 2020 at 11:00 AM.**
- 4.2. All queries relating to Tender Notice should be e-mailed to jamil.rahman@nitb.gov.pk at least three (03) days before the meeting. Answers to the submitted queries shall be given on priority basis in the meeting.



5. Submission of Bids

- 5.1. Bids shall be delivered by hand or courier in a **SEALED CONFIDENTIAL COVER** and must reach to **Deputy Director (Admin)** National Information Technology Board (NITB), Plot no 24-B, Street No 6, Sector H-9/1, Islamabad (Phone: 051-9265054) on or before the last date indicated in Tender Notice i.e. **14th September, 2020 at 11:00 am.** **BIDS/PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
- 5.2. All bids submitted after the time prescribed in tender notice/documents shall be rejected and returned without being opened.

6. Opening, Evaluation and Rejection of Bids

- 6.1. Technical bids will be opened on the same date at NITB (above mentioned address clause 5.1) **at 11:30 AM** in front of bidder sort their representatives' who May choose to be present.
- 6.2. Details of technical specifications required by NITB are attached at Annexure-II. Initial evaluation/screening will be done as per Annexure-I; whereas, technical evaluation as per Annexure-II. ROs should provide all details in required templates as provided under:
 - a) Annexure-I for Initial Screening
 - b) Annexure-II for technical evaluation (technical proposal envelope)
 - c) Annexure-III for financial evaluation (financial proposal envelope).
- 6.3. Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b) in general and PPRA Rule: 36-b (viii) in particular.
- 6.4. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.
- 6.5. NITB may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- 6.6. NITB shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.
- 6.7. In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

7. Disqualification and Blacklisting of suppliers and contractors

- 7.1. NITB shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
- 7.2. Suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corruptor fraudulent practices shall face permanent or temporary bar, from participating in procurement proceedings.

8. Acceptance of Bids and Award of Procurement Contract

8.1. Acceptance of Bid and Award Criteria

The bidder after qualifying through the given criteria in **Annexure-I** and **Annexure-II** will be called in for opening of financial proposal/bid. In financial opening the lowest bidder will be selected as per PPRA



rules, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the procurement contract, within the original or extended period of bid validity.

8.2. **Procuring Agency's Right over quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of procurement contract to increase or decrease, the quantity of goods/services up to 15% as originally specified in the Annexure-III without any change in unit price or other terms and conditions. Payment will be made for the items/services actually delivered as per rate (per unit) provided by the bidder.

8.3. **Notification of Award**

8.3.1. Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted.

8.3.2. The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

8.3.3. The enforcement of the Contract shall be governed by Rule 44 of the PPRA-

8.4. **Signing of Contract**

8.4.1. After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document

8.4.2. The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

8.4.3. If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

8.4.4. The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the NITB with the Bank of the successful bidder.

9. **Performance Guarantee**

9.1. The successful Bidder shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the procurement contract, a sum equivalent to **ten percent (10%)** of the total procurement Cost, on the Form and in the manner prescribed by the Procuring Agency. This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.

9.2. Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

9.3. Performance security shall be released after closing of contract.

10. **Contractor's responsibilities: -**

10.1. The successful bidder shall deploy security guards, well trained, healthy and medically Cat 'A' with maximum age limit of 54 years.

10.2. Security guards shall hold CNIC as well as firm's identity cards

10.3. The successful bidder shall provide semi-automatic shotgun (pump action) where required with 20 rounds valid license and authority letter, in working condition and will replace/maintain the weapon at



its own cost and custody. (No cartridge will be chambered by the guards unless there is some real emergency).

- 10.4. On written report from NITB, the firm shall replace the unsuitable guard(s)
- 10.5. Security guards shall be employees of the successful bidder and will execute a contract of employment with the successful bidder to perform duties for NITB.
- 10.6. The successful bidder shall be responsible for payment of wages, Government dues, workman compensation, old age benefits, social security, group insurance etc. as per law
- 10.7. The security guards shall be at the disposal of NITB.
- 10.8. No guard will be deployed without Police and NADRA verification and their clearance will be shared with NITB.
- 10.9. All Guards will be trained in weapon handling and shall be put through firing practice during every six months from the date of contract. However, guards firing practice/record will be shared for information of NITB.
- 10.10. Daily Guard Deployment timings will be reviewed on quarterly basis to adjust with sunrise/sunset for the convenience of NITB as well as the service provider.
- 10.11. Daily attendance record will be maintained separately by NITB and the service provider for the preparation of monthly invoice.
- 10.12. Security Guards' monthly salary will not be withheld on pretext of invoice clearance by NITB

11. Terms of payment

- 11.1. Payment against security services shall be made in the following manners.
- 11.2. Monthly fixed cost payment will be made to the successful bidder on actual basis
- 11.3. The company shall issue consolidated invoice by 20th of each month and payment shall be made within 10-15 days of receipt of invoice, after deduction of applicable taxes etc. on total invoice amount. Levy of GST or other Government taxes, if any, will be extra to the rates mutually agreed and will be indicated in the invoice separately.
- 11.4. Payment towards worker's insurance and EOBI or any other dues that may become applicable shall be paid by the service provider/firm at no extra cost to NITB.
- 11.5. All the payments shall be made through cross cheque in the Pak Rupees.
- 11.6. Taxes will be deducted as per government rules at the time of payment.
- 11.7. Invoice shall be addressed to Deputy Director (Admin) NITB who shall process for making payment to the security company.

12. Default by contractor

- 12.1. If the contractor fails to supply the requisite services, refuses or fails to comply with a valid instruction of the NITB, the NITB may give notice and stating the default.
- 12.2. If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of NITB notice, the NITB may by a second notice cancel the order and performance security will be confiscated.

13. Renewal of contract

- 13.1. The contract is renewable upto **period of two (02) years** on mutual consent (agreed terms & conditions) of both NITB and contractor, subject to satisfactory performance, with 10% annual increase. Moreover, on renewal of the contract, contractor will submit renewed Bank Guarantee equivalent to 10% of the Contractual value for the whole period.
- 13.2. The contractor will provide renewed Registration, License/NOC from Government of Pakistan (Federal and Provincial) & confirmed by Ministry of Interior, cleared from Special Branch Police to oblige renewal of the contract.



14. Debarment / blacklisting of firm

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

- a) Consistent failure to provide satisfactory performance.
- b) Contractor becomes insolvent.
- c) Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- d) Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- e) Commission of fraud.
- f) Contractor abandons the contract.
- g) Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- h) Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- i) Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc., giving false evidence, furnishing of false information of serious nature.

14.2 Executive Director (ED), NITB will constitute a committee comprising of three NITB officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of ED, NITB.

14.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NITB also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.



ANNEXURE-I Basic Evaluation Criteria

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

SR. NO.	GENERAL TERMS AND CONDITIONS COMPLIANCE	CLAUSE	YES/NO
1	The Responding Organization (RO) must be registered with Sales Tax and Income Tax Department, should be in possession of a valid NTN certificate and RO must be on the Active Tax Payer List of FBR. Copies of the certificates must be provided with the bid document.	2.1	
2	Has NOC/Letter from Ministry of Interior/ICT Administration	2.2 c)	
	List of clients especially in public sector (at least 3)	2.2 f)	
	Size of company (number of employees, at least 100+)	2.2 g)	
	List of certified and dedicated Supervisors/Staff (at least 4)	2.2 i)	
	License/NOC from GoP and clearance from Special Branch Police	2.2 j)	
	Details of weapons and registration i.e. valid Licenses (at least 20)	2.2 k)	
	Mobile Armed response system in case of emergency	2.2 l)	
3	Financial capability and yearly growth rate (business revenue) in past 03 years	2.5	
4	RO must be in relevant business/supplies for at least last ten (10) years.	2.7	
5	RO should have successfully completed three (03) similar projects in size, nature and value.	2.8	
6	A bid bond, in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% of the total cost of the bid must be submitted along with the proposal.	3.6	
7	RO shall submit an Affidavit that it is not blacklisted by any Federal, Provincial Public sector organization.	3.10	
8	RO must provide at least three (03) performance and backup support certificates from the previous customers.	3.11	



ANNEXURE-II
Technical Evaluation Criteria

SR. NO	DESCRIPTION	MARKS
1	Registration, License NOC from Govt.	Mandatory
2	Regional Offices	Mandatory
3	NOC/Letter from Interior Ministry & ICT Administration	Mandatory
4	Professional Experience (minimum 10 years)	Mandatory
5	Market presence (15 Marks)	15
6	Financial soundness (10 marks)	10
7	Mobility / Response system	10
8	Training Program/ Facility	20
9	Firm's Welfare policies /Scheme for Guards	10
10	Strength of Security Guards	10
11	Physical Verification of Office by Procurement Committee/ Market Reputation	20
12	Wireless network and frequency allocation	05
Total Marks		100

Note: Minimum passing marks for technical qualification are 70% besides compliance of all mandatory clauses.



ANNEXURE III **Financial Proposal**

Staff planning along with monthly service charges all inclusive

SR. NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL RATES IN PKR PER MONTH
01	Security Supervisor	01		
02	Security Guard (Un armed)	05		
03	Security Guard (Armed)	01		
04	Monthly visits of Quality Assurance Manager with Reports	Minimum 04 per month		

Note: NITB may increase or decrease the number of Security Guards at any time, furthermore it is requested that ROs may bid in unit.

Total Employees =

Total Service Charges Including =

All Taxes apply as per rule =



SCOPE OF WORK

SECURITY SERVICES TO BE PROVIDED

DAILY SERVICES ON 24/7/365 basis.

1. The successful bidder shall deploy security guards, well trained, healthy and medically Cat 'A' with maximum age limit of 54 years. Overage guards will not be accepted.
2. Security guards shall hold CNIC as well as firm's identity cards.
3. The successful bidder shall provide semi-automatic shotgun (pump action) where required with 20 rounds valid license and authority letter, in working condition and will replace/maintain the weapon at its own cost and custody. (No cartridge will be chambered by the guards unless there is some real emergency).
4. On written report from NITB, the firm shall replace the unsuitable guard(s)
5. Security guards shall be employees of the successful bidder and will execute a contract of employment with the successful bidder to perform duties for NITB.
6. The successful bidder shall be responsible for payment of wages, Government dues, workman compensation, old age benefits, social security, group insurance etc. as per law
7. The security guards shall be at the disposal of NITB.
8. No guard will be deployed without Police and NADRA verification and their clearance will be shared with NITB.
9. All Guards will be trained in weapon handling and shall be put through firing practice during every six months from the date of contract. However, guards firing practice/record will be shared for information of NITB.
10. Daily Guard Deployment timings will be reviewed on quarterly basis to adjust with sunrise/sunset for the convenience of NITB as well as the service provider.
11. Daily attendance record will be maintained separately by NITB and the service provider for the preparation of monthly invoice.
12. Security Guards' monthly salary will not be withheld on pretext of invoice clearance by NITB.

PRESENTATION OF UPDATED DUTY ROSTER

1. Company Supervisor will put up / show updated Daily duty roster and activities of every preceding week as per layout provided by the NITB.
2. Incident reporting
3. In-out recording and reporting of exceptional movement etc.



BID COMPLIANCE FORM

Bidder shall submit this form duly filed and signed with the bid.

Sr #	Description	Complied	Not Complied	Partially Complied (give details)
1	General			
2	Eligibility Criterion of Bidders			
3	Cost of tendering			
4	Clarifications of Tender Documents			
5	Amendment of Tender Documents			
6	Preparation of Bid			
7	Languages			
8	Price			
9	Tender Security			
10	Validity of Bids			
11	Deadline for submission of bids			
12	Modification & Withdrawal of bid			
13	Opening of Bid			
14	Responsiveness of Bids			
15	Evaluation Criterion			
16	Clarifications / Correction of Bid			
17	Commercial Compliance Statement			
18	Award Criteria & NITB's Right			
19	Variation Order			
	Contract Conditions			
1	Performance Security			
2	Contractor responsibilities			
3	Terms of Payment			
4	Default by Contractor			
5	Renewal of Contract			
6	Debarment / Blacklisting of Firm			



BID FORM-01
LETTER OF INTENT

Bid Ref No.: _____
Date: _____ Date of the Opening of Technical Bid
Name of the Tender: _____

To,
DEPUTY DIRECTOR (ADMN)
National Information Technology Board (NITB)
Plot no 24-B, Street No 6
Sector H-9/1, Islamabad

LETTER OF INTENT

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid (Annexure-III) or such other sums as may be determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Security/Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

Dated This: _____

Signed: _____

In the capacity of: _____ **(title or position)**

Duly authorized to sign this bid for and on behalf of: _____ **(name of Bidder)**



BID FORM-02 DOCUMENTARY EVIDENCE

Name of the Firm: _____
Bid Reference No: _____
Date of opening of Bid: _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-2.

SR. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT'S NAME	PAGE NUMBER IN THE BID
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Growth Rate			
5	Registration/Incorporation/Business Certificate			
6	Complete Company profile			
7	Operational Office in Islamabad			
8	Evidence of Firm's Last three (03) years Performance (Projects of similar nature)			
9	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization			
10	Bid Validity period of 120 days			
11	Compliance with schedule of requirements			
12	Submission of required amount of bid security with Financial Bid			
13	Original Bidding documents duly signed/stamped			



BID FORM-03
FIRM'S PAST PERFORMANCE

Name of the Firm: _____
 Bid Reference No: _____
 Date of opening of Bid: _____

NAME OF THE CLIENT/INSTITUTION	PURCHASE ORDER NO.	DESCRIPTION OF ORDER	VALUE OF ORDER	DATE OF COMPLETION	WORK COMPLETION CERTIFICATE BY CLIENT

Note: 1. Bidders may use additional Sheets if required.
 2. All certificates are to be attached with this form

Signature: _____
 Name: _____
 Designation: _____
 Official Stamp: _____