

کورونا سے بچاؤ کی دیکسین لگوائیں اپنی اور اپنے پیاروں کی زندگیوں کو محفوظ بنائیں



PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)

INVITATION TO BID

1. Punjab Information Technology Board (PITB), Government of the Punjab, invites bids

Tender No. 01: Provisioning of Electronics, Furniture and Renovation Services (Partitioning, Electrical and IT Works etc.) on turnkey basis at Ashiana Shopping Center for Project titled "Centralized Hotline & Feedback for Delivery System & Citizen Contact Center"

Sr. #	Description	Estimated Cost	Bid Security (2%)
1	Provisioning of Electronics, Furniture and Renovation Services (Partitioning, Electrical and IT Works etc.) on Turnkey Basis	38,000,000/-	760,000/-

Tender No. 02: Provisioning of Services for The Establishment of Co-Working Spaces Across Punjab for Project Titled "E-Earn Co-Working Space Across 36 Districts of Punjab"

Lot #	Description	Estimated Cost	Bid Security (1%)
1	Establishment of Co-working Center in Okara	16,800,000	168,000
2	Establishment of Co-working Center in Rawalpindi	16,800,000	168,000
3	Establishment of Co-working Center in Faisalabad	16,800,000	168,000
4	Establishment of Co-working Center in Multan	16,800,000	168,000
5	Establishment of Co-working Center in Gujranwala	16,800,000	168,000
6	Establishment of Co-working Center in Dera Ghazi Khan	16,800,000	168,000
7	Establishment of Co-working Center in Sargodha	16,800,000	168,000
8	Establishment of Co-working Center in Sahiwal	16,800,000	168,000
9	Establishment of Co-working Center in Sialkot	16,800,000	168,000
10	Establishment of Co-working Center in Gujrat	16,800,000	168,000

- The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
- The tender documents are available in the office of the undersigned & the same may be obtained subject to the payment of cost of printing and provision of the document which is Rs. 1000/-. Tender Documents are also available at www.pitb.gov.pk and www.ppra.punjab.gov.pk and may be downloaded free of cost.
- A single package containing Technical and Financial Separate Bids, duly completed, signed, stamped, sealed and in complete conformity with Tender Documents should be dropped, in the Tender Box, placed at Reception of the PITB office, 13th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore, not later than **1200 hours** on last date of submission of bids i.e., **14th February, 2022** and bids shall be opened at **1230 hours** on the same date, as per PPRA Rules, 2014.
- Bids which are incomplete, not sealed, not signed and stamped, late or submitted by other than specified mode will not be considered.
- Income/Sales tax registration certificate and other documents as mentioned in Tender Document must accompany the bids.

Note: PITB management may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

IPL-860

Director (Development & Procurement)
Punjab Information Technology Board

13th Floor, Arfa Software Technology Park, 346-B, Ferozpur Road Lahore.

Ph: (042) 99000000, Fax (042) 99232123 Web: www.pitb.gov.pk

Tender Document

Tender No. 126012022-1

**PROVISIONING OF SERVICES FOR THE ESTABLISHMENT OF
CO-WORKING SPACES ACROSS PUNJAB FOR PROJECT TITLED
“E-EARN CO-WORKING SPACE ACROSS 36 DISTRICTS OF PUNJAB”**



Punjab Information Technology Board (PITB)

13th Floor, Arfa Software Technology Park (ASTP),

346-B, Ferozpur Road, Lahore, Pakistan

Phone: (+ 92) (42) (35880062), Fax: (+92) (42) (99232123)

URL: www.pitb.gov.pk

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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

The tender document is available in the office of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore & the same may be obtained subject to the payment of cost of printing and provision of the document which is Rs. 1,000/-. Tender Document is also available at www.pitb.gov.pk and www.ppra.punjab.gov.pk and may be downloaded free of cost.

All prospective bidders are required to collect a Challan Form from the Procurement Assistant, PITB at above given address; to submit an amount of Rs. 1,000/- in PITB's account. The deposit slip / Challan Form must accompany respective bid.

1.3 Type of Open Competitive Bidding

As per Rule 38(2)(a), Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (iv) The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency; and
- (viii) The lowest evaluated bidder shall be awarded the contract.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security (Earnest Money) as part of Financial bid and as per provisions of the clause "Bid Security" of this document in favor of "**Punjab Information Technology Board**". The complete bids as per required under this tender document must be delivered into the Tender Box, placed at reception of Punjab Information Technology Board, not later than 1200 hours on last date of submission of bids i.e. **14th February, 2022**, late bids shall not be considered. The Technical bids shall be publicly opened in the Committee Room of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, at 1230 hours on **14th February, 2022**. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the Services / Scope of work must be received in writing to the Purchaser till **1st February, 2022**. Any query received after said date may not be entertained. All queries shall be responded to within due time. PITB will host a Pre-bid session at PITB premises (13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore) at **11:00 AM** on **2nd February, 2022**.

The bidder shall submit bids which comply with the Bidding Document. **Alternative bids and options** shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding "**Determination of Responsiveness of Bid**" and "**Rejection / Acceptance of the Tender**" for making their bids substantially responsive to the requirements of the Bidding Document.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Zeeshan Haider

Programme Officer, PITB

Email: zeeshan.Haider@pitb.gov.pk

09th Floor, Arfa Software Technology Park, 346-B,

Ferozpur Road, Lahore, Pakistan.

Phone: 0423-5880062 (Ext: 1921)

Ittqa Gul

Programme Officer, PITB

Email: ittqa.gul@pitb.gov.pk

09th Floor, Arfa Software Technology Park, 346-B,

Ferozpur Road, Lahore, Pakistan.

Phone: 0423-5880062 (Ext: 1921)

Secondary Contact

M. Usman Ateeq

Programme Manager, PITB

Email: usman.ateeq@pitb.gov.pk

09th Floor, Arfa Software Technology Park, 346-B,

Ferozpur Road, Lahore, Pakistan.

Phone: 0423-5880062 (Ext: 1203)

M. Jahanzaib Khan

Joint Director (e-Procurement)

Email: jahanzaib.khan@pitb.gov.pk

13th Floor, Arfa Software Technology Park, 346-B,

Ferozpur Road, Lahore, Pakistan.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via the Primary Contact and in writing (e-mail) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3. Definitions

In this document, unless there is anything repugnant in the subject or context:

- 3.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- 3.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- 3.3 "Client" means the Project lead of technical wing of the Purchaser for whose' particular project the Goods/Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- 3.4 "Bidder" means the interested Firm/Company/Supplier/Distributors that may provide services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.6 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 "Contractor / Vendor" means the Bidder whose bid has been accepted and awarded Letter of Intent for a specific item followed by the signing of Contract.
- 3.8 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 "Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Goods or Services in question.
- 3.10 "Day" means calendar day.
- 3.11 "Force majeure shall mean any event, act or other circumstances not being an event, act or circumstances under the control of the purchaser or of the contractor. Non-availability of materials/supplies or of import license or of export permit shall not constitute Force majeure.
- 3.12 "Goods" means hardware, equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract against each relevant Lot.
- 3.13 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.14 "Prescribed" means prescribed in the Tender Document.
- 3.15 "Purchaser" means the Punjab Information Technology Board (PITB) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.16 "Services" means the tasks to be performed by the bidder pursuant to the Contract made in accordance with the listed scope under Clause 6 / Annexure-A.
- 3.17 "Works" means work to be done by the Contractor under the Contract.
- 3.18 "Taking-Over Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- 3.19 "Works" means work to be done by the Contractor under the Contract.
- 3.20 "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. Headings and Titles

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. Notice

In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor, the Purchaser and the Client, the same shall be:

5.1 in writing;

5.2 is sued within reasonable time;

5.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and

5.4 T he words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. Scope of work and Deliverables

The required scope of work & specifications is given at **Annexure-A**

7. Tender Eligibility/Qualification Criteria

7.1 Eligible Bidder is a Bidder who:

7.1.1 Has a registered / incorporated company / firm in Pakistan;

7.1.2 has valid Registration of Sales Tax (GST) & National Tax Number (NTN);

7.1.3 Has submitted bid with complete compliance against the scope of work for the lot(s) and relevant bid security against each Lot separately. Non-compliance of the same shall cause rejection of the bid;

7.1.4 Has not been blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan (Submission of undertaking); Blacklisting status of bidders, as publicized on PPRA's website, on the day of Bid Opening, will be considered final for the determination of eligibility;

7.1.5 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.

Note:

- i. In case of Joint venture, other JV partners should also comply the above conditions of eligibility.
- ii. Verifiable documentary proof for all above requirements is a mandatory requirement, noncompliance will lead to disqualification.

8. Tender Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. Joint Venture / Consortium

Joint Venture / Consortium are also eligible for this tender as long as the joint venture complies with the following conditions.

9.1. For organization specific qualification criteria, the lead / prime bidder and JV partner credentials are valid for evaluations.

9.2. The Tenderers may form a joint venture. An Agreement Deed to that effect, legally executed and signed by all the partners shall be submitted with the bid.

- 9.3. One partner of formulated joint venture will be designated the lead / prime partner and would be get into legal contract with Purchaser and would be liable to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners. A power of attorney to that effect, legally executed, signed by all the partners shall be submitted with the Tender/bid.
- 9.4. There must be at least one locally registered company (Partner) of good repute, with relevant experience and proven track record, in the joint venture.
- 9.5. All the partners shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Tender, and in case of successfully qualifying both technical and financial evaluation, the Contract Deed, to that effect, shall be signed by the lead partner.
- 9.6. Partners other than the lead / prime would also be bound by the terms and conditions of the contract.

10. Examination of the Tender Document

The Bidder is expected to examine the Tender Document, including all instructions and terms and conditions.

11. Clarification of the Tender Document

The Bidder may require further information or clarification of the Tender Document, within 05 (five) calendar days of issuance of tender in writing. The clarification and its replies will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing (e.g. e-mail & letter) only. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

12. Amendment of the Tender Document

- 12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Bidders as per Rule-25(4) of Punjab Procurement Rules, 2014.
- 12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-29 of Punjab Procurement Rules, 2014.

13. Preparation / Submission of Tender

- 13.1 The Bidder is allowed to bid for any or all Lots separately.
- 13.2 The Tender and all documents relating to the Tender, exchanged between the Bidder and the Purchaser, shall be in English. Any printed literature furnished by the Bidder in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- 13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Bidder or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.
- 13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal. Each

proposal shall be in two sets i.e. the original and the copy. In the event of any discrepancy between the original and the duplicate, the original shall govern.

13.5 Technical Proposal shall comprise the following, **without quoting the price**:

13.5.1 Technical Proposal Form (Annexure-B)

13.5.2 Covering letter duly signed and stamped by authorized representative (**Annexure-E**)

13.5.3 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (**Annexure-G&H**).

13.5.4 Evidence of eligibility of the Bidder and the Goods / Services.

13.6.6 Evidence of conformity of the Goods / the Services to the Tender Document

13.6.7 Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.

13.6.8 Valid Registration Certificate for Income Tax & Sales Tax

13.6.9 Power of Attorney, if an authorized representative is appointed (**Annexure-F**)

13.7 The Financial Proposal shall comprise the following:

13.7.1 Financial Proposal Form (Annexure-C)

13.7.2 Price Schedule (Annexure-D)

13.7.3 Bid Security (Earnest Money), as per provisions of the clause Bid Security of this document.

13.8 The Bidder shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Proposal Tender for

Tender Name: [Name of Tender]

Tender No. []

Lot No: **[LOT Number]**

[Punjab Information Technology Board]

[13th Floor, Arfa Software Technology Park, 346-B,
Ferozpur Road, Lahore, Pakistan]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

13.9 The Bidder shall seal the Duplicate Technical Tender in an envelope duly marked as under:

Duplicate Technical Proposal for

Tender Name: [Name of Tender]

Tender No. []

Lot No: **[LOT Number]**

[Punjab Information Technology Board]

[13th Floor, Arfa Software Technology Park, 346-B,
Ferozpur Road, Lahore, Pakistan]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.10 The Bidder shall follow the same process for the Financial Tender.

13.11 The Bidder shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for
Tender Name: [Name of Tender]
Tender No. []
Lot No: **[LOT Number]**

Strictly Confidential
[Punjab Information Technology Board]
[13th Floor, Arfa Software Technology Park, 346-B,
Ferozpur Road, Lahore, Pakistan]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.12 The Bidder shall again seal the sealed envelopes of Duplicate Technical Proposal and the Duplicate Financial Proposal in an outer envelope, duly marking the envelope as under:

Duplicate Tender for
Tender Name: [Name of Tender]
Tender No. []
Lot No: **[LOT Number]**

Strictly Confidential
[Punjab Information Technology Board]
[13th Floor, Arfa Software Technology Park, 346-B,
Ferozpur Road, Lahore, Pakistan]

[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

13.13 The Bidder may enclose soft copies of the Technical Proposal, including all Forms, Annexes, Schedules, Documents, Brochures, Literature, etc., in the form PDF and Scanned images, with the hard copies.

13.14 The Tender shall be dropped in the prescribed Tender Box placed at the Reception of the Purchaser's office, not later than **1200 hours** on last date of submission of bids. No late bid shall

be accepted.

- 13.15 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, letters, forms and all relevant documents as part of the bids submitted by the Bidder.

14. Tender Price

- 14.1 The quoted price shall be:
- 14.1.1 in Pak Rupees;
 - 14.1.2 inclusive of all taxes, duties, levies, insurance, freight, etc.;
 - 14.1.3 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
 - 14.1.4 Including all charges up to the delivery point at Punjab Government Office(s) in Punjab (if required).
- 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 14.3 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).
- 14.4 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item. In case of Contract of imported Equipment/Services offered Ex-Warehouse/Off-the-Shelf from within the Purchaser's country, import duties and sales and other taxes already paid shall be shown separately (if required by the Purchaser).

15. Bid Security (Earnest Money)

- 15.1 The bid security amount has been calculated as per provisions of Rule-27 "Bid Security" of PPRA Rules, 2014 (i.e. not exceeding five percent of the estimated cost), the Bidder shall furnish the Bid Security (Earnest Money) as under:
- 15.1.1 for amounts as mentioned in following table against different lots (Estimated cost of 2 years' contract):

Lot #	Description	Estimated Cost	Bid Security (1%)
1	Establishment of Co-working Center in Okara	16,800,000	168,000
2	Establishment of Co-working Center in Rawalpindi	16,800,000	168,000
3	Establishment of Co-working Center in Faisalabad	16,800,000	168,000
4	Establishment of Co-working Center in Multan	16,800,000	168,000
5	Establishment of Co-working Center in Gujranwala	16,800,000	168,000
6	Establishment of Co-working Center in Dera Ghazi Khan	16,800,000	168,000
7	Establishment of Co-working Center in Sargodha	16,800,000	168,000
8	Establishment of Co-working Center in Sahiwal	16,800,000	168,000
9	Establishment of Co-working Center in Sialkot	16,800,000	168,000
10	Establishment of Co-working Center in Gujrat	16,800,000	168,000

- 15.1.2 Denominated in Pak Rupees;
- 15.1.3 Separately against each Lot given in this Tender Document.
- 15.1.4 As part of financial bid envelope.
- 15.1.5 in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser;
- 15.1.6 Have a minimum validity period of one hundred and eighty (180) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the

following conditions:

- 15.2.1 If the Bidder withdraws the Tender during the period of the Tender validity specified by the Bidder on the Tender Form; or
 - 15.2.2 If the Bidder does not accept the corrections of his Total Tender Price; or
 - 15.2.3 If the Bidder, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 15.3 The Bid security shall be returned to the technically unsuccessful Bidder with unopened/sealed financial bid while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only after the award of the contract. The Bid Security shall be returned to the successful Bidder upon furnishing of the Performance Security.

16. Tender Validity

The Tender shall have a minimum validity of one hundred and eighty (180) days from the last date for submission of the Tender. The Purchaser may solicit the Bidder's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Bidder may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

- 17.1 The Bidder may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

- 18.1 Tenders (Technical Bids) shall be opened at **1230** hours on the last date of submission of bids i.e. **14th February, 2022**, in the presence of the Bidder(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30
- 18.2 PPRA Rules, 2014. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 18.3 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 18.4 No Bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser

20. Determination of Responsiveness of the Bid (Tender)

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. For each Lot a substantially responsive Tender is one which:
 - 20.1.1 meets the eligibility criteria given herein this tender document/ the Goods / the Services;
 - 20.1.2 meets the Technical Specifications for the Goods / the Services against each Lot;

- 20.1.3 meets the delivery period / point for the Goods / the Services against each Lot;
 - 20.1.4 in compliance with the rate and limit of liquidated damages against each Lot;
 - 20.1.5 offers fixed price quotations for the Goods / the Services against each Lot, whereby no optional offer / bid or price is allowed;
 - 20.1.6 is accompanied by the required Bid Security as part of financial bid envelope against each Lot;
 - 20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope;
 - 20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
 - 20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Services / Goods or limits the Purchaser's rights or the Bidder's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Bidder by correction or withdrawal of the material deviation or reservation.

21. Correction of errors / Amendment of Tender

- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
 - 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
 - 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Bidder.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against each Lot will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Category	Description	Points
Legal (Mandatory) Requirements to be filled by bidder	Valid Income Tax Registration of the firm	Required
	Valid Sales Tax Registration (Status = Active with relevant authority)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.	Required

/ lead partner in case of JV	ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of Services / Scope of Work mentioned vide Annexure-A of this document.	
Legal (Mandatory) Requirements to be filled by other JV partners in case of JV	Valid Income Tax Registration of the firm	Required
	Valid Sales Tax Registration (Status = Active with relevant authority)	Required
	Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.	Required

For Lot # 1-10

Financial Strength (Mandatory)	Verifiable from any of the following: 1) Working capital verifiable from last audited report (5 Million for one center). 2) Active bank credit line of 5 Million for one center (active at least from last 6 months) (with documentary proof from the bank). 3) Average balance of Bank Statement of minimum 5 Million for one center for a period of last six (6) months (with documentary proof from the bank).	Required
Past Experience (Mandatory)	The bidder or in case of JV, the Lead / JV Partner should have experience of working on similar projects i.e. operations of call center / co-working space / incubation centers / freelancing trainings / software houses etc. With a minimum experience of six (6) months (Undertaking to be provided regarding past experience and Purchaser will have the right to visit the facility(s) for verification).	Required

Note:

- i. Verifiable documentary proof for all above requirements and criteria points are required and marks will be awarded on the basis of these verifiable proofs. Bidder must include checklist for above requirements in their bid.
- ii. The result of the technical evaluation will be announced at least one (01) day before the opening of financial bids. Said one-day time will be given for the grievance regarding technical qualification /disqualification of the bidders. However, after lapse of given time between the declaration of technical evaluation report and opening of the financial, no grievance petition would be entertained concerning the technical qualification / disqualification of the bidder. The objection after the opening of the financial bid would remain restricted to the financial bid only.

23. FINANCIAL PROPOSAL EVALUATION

- 23.1 Technically qualified/successful Bidder(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives against each Lot shall be allowed to take part in the Financial Proposal(s) opening against their relevant Lot(s).
- 23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

- 23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
 - 23.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
 - 23.2.3 In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- 23.3 The Purchaser will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the signed contract in this regard.

24. Rejection / Acceptance of the Bid

- 24.1 The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request, communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).
- 24.2 The Tender shall be rejected if it is:
 - 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
 - 24.2.2 submitted in other than prescribed forms, annexes, schedules, documents / by other than specified mode; or
 - 24.2.3 incomplete, partial, conditional, alternative, late; or
 - 24.2.4 Bid not submitted separately against each Lot and relevant bid security is not submitted against each Lot separately; or
 - 24.2.5 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
 - 24.2.6 the Bidder refuses to accept the corrected Total Tender Price; or
 - 24.2.7 the Bidder has conflict of interest with the Purchaser; or
 - 24.2.8 the Bidder tries to influence the Tender evaluation / Contract award; or
 - 24.2.9 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
 - 24.2.10 the Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
 - 24.2.11 the Bidder fails to meet the evaluation criteria requirements (clause-22);
 - 24.2.12 the Bidder has been blacklisted by any public or private sector organization;
 - 24.2.13 the Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
 - 24.2.14 The Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 24.2.15 There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
 - 24.2.16 The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.
 - 24.2.17 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

24.2.18 If the rates quoted by vender are not workable or on higher side etc.

25. Award Criteria

- 25.1. At first step, eligible Bidder(s) as per clause-7 (Tender Eligibility) of this tender document fulfilling the qualification and technical evaluation criteria against each Lot will stand technically qualified.
- 25.2. At second step, technically qualified and successful Bidder(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each Lot, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter to the successful Bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each Lot.

27. Performance Security

- 27.1 The successful Bidder/The Contractor against each Lot, shall furnish Performance Security as under:
 - 27.1.1 within twenty-eight (28) days of the receipt of the Acceptance Letter from the Purchaser;
 - 27.1.2 Lot wise Performance Security (separate for each Lot, if the bidder is successful for more than one Lot) would be submitted by the bidder.
 - 27.1.3 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
 - 27.1.4 for a sum equivalent to 5% of the contract value;
 - 27.1.5 denominated in Pak Rupees;
 - 27.1.6 Have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. Performance security shall not be acceptable with any validity less than the prescribed time period.
 - 27.1.7 If the Contractor fails / delays provision of Performance Security within twenty-eight (28) days of the receipt of the Letter of Intent from the Purchaser, a sum of money @0.25% of the total Performance Security, for every day beyond twenty-eight (28) days of the receipt of the Letter of Intent from the Purchaser, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security.

28. Redressal of grievances by the procuring agency

- 28.1 The Purchaser has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 28.2 Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- 28.3 The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 28.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
- 28.5 Any bidder not satisfied with the decision of the committee of the Purchaser may lodge an appeal in the relevant court of jurisdiction.

II. General Conditions of Draft Contract

29. Contract

The Purchaser shall send the Contract provided in the Tender Document, to the successful Bidder along with the Letter of Intent (LOI). Within twenty-eight (28) days from the issuance of Letter of Intent, the successful Bidder shall sign the Contract.

30. Contract Duration

The Contract duration shall be for the period of **two (2) years**, starting from the date of issuance of Letter of Intent and extendable up to next one (1) year. Extension of contract shall be based on provisioning of satisfactory services by the service provider, needs, requirements, and approved budgetary provisions of the Purchaser.

31. Contract Documents and Information

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

32. Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

33. Standards

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

34. Patent Right

The Contractor shall indemnify and hold the Purchaser harmless against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods / the Service or any part thereof.

35. Execution Schedule

The contractor shall start providing services within 60 days from the issuance of Letter of Intent (LOI) date.

- 35.1 Milestone1: The contractor shall provide complete co-working spaces in all respects from capital up-gradation of building to operational clearance of building within 60 days subsequent to the issuance of LOI.
- 35.2 Enrollment and start of Batch after the issuance of LOI, PITB will start registration process with (15) days online advertisement deadline. Consequent to which the enrollment procedure will be started. Each session will be of 6 months & there will be two consecutive sessions per center in a year.

36. Payment:

- 36.1 The Contractor shall provide all necessary supporting documents along with invoice.
- 36.2 The Contractor shall submit an Application for Payment (Invoice), to the Purchaser. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence as the Purchaser may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Services delivered, up to the date of the

Application for Payment and subsequent to the period covered by the last preceding Payment, if any.

36.3 The Purchaser shall pay within thirty (30) days the amount verified by the project team and issuance of satisfactory certificate by the team. The Purchaser shall make payment for the Services provided as per actual to the Contractor, as per Government policy, in Pak Rupees, through treasury cheque and in accordance with the following schedule:

36.3.1 PITB will open registrations for candidates in each district for a period of 15 days.

36.3.2 After registrations PITB will send shortlisted candidates monthly invoices through portal by implementing selection criteria.

36.3.3 The shortlisted freelancer will make monthly advance payment of their share per seat

36.3.4 Partner will upload the paid invoice on e-Earn partner portal which will be verified by the project team.

36.3.5 At the end of each month center evaluation will be conducted to evaluate the performance of the center, occupied seats (based on verified invoices) in the center and the quality of services provided. Upon satisfactory performance verified by project team, PITB will pay their share of up-to 70% government contribution per seat price according to the occupancy for that month.

36.4 The contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.

36.5 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Acceptance Letter i.e. Letter of Intent (LOI) till completion of the signed contract in this regard.

37. Price:

The Contractor shall not charge prices for the Goods supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

38. Contract Amendment:

38.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.

38.2 The Contractor shall not execute any change until and unless the Purchaser has allowed the said change, by written order served on the Contractor

38.3 The change, mutually agreed upon, shall constitute part of the obligations under this contract, and the provisions of the Contract shall apply to the said change.

38.4 No variation in or modification in the contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

39. Assignment / Subcontract:

38.5 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

38.6 The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

40. Extensions in time for performance of obligations under the Contract:

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor, extend the Contractor's time for performance of its obligations under the Contract.

41. Liquidated Damages:

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action/ remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.25% of the total Contract Price against undelivered portion, which is attributable to such part of the Services / the Works, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

42. Penalty Charges on Late Submission of Performance Security

If the Contractor fails / delays provision of Performance Security within twenty-eight (28) days of the receipt of the Letter of Intent from the Purchaser, a sum of money @0.25% of the total Performance Security, for every day beyond twenty-eight (28) days of the receipt of the Letter of Intent from the Purchaser, will be deducted as Penalty Charges. Provided that total amount of Penalty Charges so deducted shall not exceed, an amount equal to the value of Bid Security

43. Blacklisting:

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Punjab Procurement Rules, 2014 and PITB Procurement Regulations and Guidelines.

44. Forfeiture of Performance Security:

- 44.1 The Performance Security shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:
 - 44.1.1 If the Contractor commits a default under the Contract;
 - 44.1.2 If the Contractor fails to fulfill any of the obligations under the Contract;
 - 44.1.3 If the Contractor violates any of the terms and conditions of the Contract.
- 44.2 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended.
- 44.3 If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action/ remedy it may have, forfeit Performance Security of the Contractor.

45. Termination for Default:

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Purchaser may allow in writing), after receipt of such notice.

46. Termination for Insolvency:

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

47. Termination for Convenience:

- 47.1 Any of the parties may, at any time, by written notice served on the other party with a copy to the Client, terminate the Contract, in whole or in part, for its convenience, without any compensation to the other party.
- 47.2 The Services which are complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Services, the Purchaser may elect:
- 47.2.1 to have any portion thereof completed and delivered; and/or
- 47.2.2 to cancel the remainder and pay to the Contractor an agreed amount for partially completed Services, Works and materials / parts previously procured by the Contractor for the purpose of the Contract.

48. Force Majeure:

- 48.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.
- 48.2 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.
- 48.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 48.4 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.
- 48.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

49. Dispute Resolution:

- 49.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.
- 49.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan

Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding to all parties.

50. Statutes and Regulations:

- 50.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- 50.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.
- 50.3 The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

51. Taxes and Duties:

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

52. Contract Cost:

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

53. The Client:

- 53.1 The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.
- 53.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.
- 53.3 The Client shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

54. Authorized Representative:

- 54.1 The Purchaser, the Client or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
- 54.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser, the Client or the Contractor.
- 54.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 54.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.
- 54.5 Notwithstanding Clause 54.2, any failure of the Authorized Representative to disapprove any Goods or Services or Works shall not prejudice the right of the Client to disapprove such Goods or Services or Works and to give instructions for the rectification thereof.
- 54.6 If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser, the Contractor may refer the matter to the Purchaser who shall confirm, reverse or vary such decision or instruction.

55. Waiver:

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

ANNEXURE-A

Punjab Information Technology Board (PITB), (hereinafter referred to as “the Purchaser”) invites / requests for Proposals (hereinafter referred to as “the Tenders”) for the provision of services for the establishment Co-working Centers across (10) Districts of Punjab (hereinafter referred to as “the Services”).

1. Project Background:

The government of Punjab, under the leadership of its Chief Minister, has the vision to provide state of the art facilities by making co-working spaces for freelancers across Punjab. Co-Working spaces in Punjab will not only help freelancers formalizing their business activities but also connect with other freelance professionals to combine strengths in growing a bigger business. This can be done by equipping freelancers with a professional working environment that they can leverage to enhance productivity and efficiency in a globally competitive market. Moreover, proposed project design aims to support institution (Public or Private) that want expand, branch out to co-working business. Proposed project design including government help and support will ensure cost effectiveness and economies of scales for interested parties to grow, operate and expand business across Punjab.

2. High Level Scope:

e-Earn Punjab Program’s strategic operations will be run by PITB. Under the program Co-working centers will be established across Punjab with capacity of up to 80 students each center. Head office team will provide fee mechanism for enrolled students across Punjab to ensure profitability of Co-Work Space for partner institution. In this program Government will also support Partner institution by sharing financial risk of partner. Partner will spread this contribution on fee of all enrolled students in order to observe equitable approach for all enrolled students. All enrolled students will be entitled to have seat in co-work space by paying financial support amount to partner. Partner will be responsible to develop, maintain and manage all operations of site with guidance and help of head office team. The partner may propose additional features to the solution based on the business model and best industry practices. Partner after selection will develop/upgrade the space into Co-Work Space, operations will start after successful development/upgradation of co-work space.

3. Districts:

The detailed services to be provided against each LOT is mentioned under Scope of Services heading. The proposals should also be submitted against each LOT with respect to the services provided in each district.

LOT # 1		
Sr.#	District Name	Services
1	Okara	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 2		
Sr.#	District Name	Services
1	Rawalpindi	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 3		
Sr.#	District Name	Services
1	Faisalabad	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 4		
Sr.#	District Name	Services
1	Multan	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 5		
Sr.#	District Name	Services
1	Gujranwala	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 6		
Sr.#	District Name	Services
1	Dera Ghazi Khan	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 7		
Sr.#	District Name	Services
1	Sargodha	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 8		
Sr.#	District Name	Services
1	Sahiwal	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 9		
Sr.#	District Name	Services
1	Sialkot	Detailed Services to be provided are mentioned below in Scope of Services.

LOT # 10		
Sr.#	District Name	Services
1	Gujrat	Detailed Services to be provided are mentioned below in Scope of Services.

4. **Scope of Services for LOT # 01-10:**

The Contractor shall start the services within 60 days (inclusive of Public Holidays) from the issuance of LOI:

- i. The contractor shall provide completed co-working spaces in all respects from capital upgradation of building to operational clearance of building including but not limited to the undermentioned renovation, maintenance, internet and networking.
- ii. The facility should have a minimum of 4000 SQFT area.
- iii. Commercial location with easy accessibility to public transportation.
- iv. The co-working space has to be developed on ground or first or second floor or combination of these floors (*the location of the facility will be finalized after getting in writing approval from PITB).

- v. Partner shall develop co-working site with input from PITB which includes complete branding, interior designing, and Furniture design etc. (Reference pictures of the interior and furniture shall be consulted for better understanding of the requirements.
- vi. CCTV Cameras with parking display (Camera access should be given to PITB)
- vii. Separate Kitchen area (Cafeteria) & seating area should be provided.
- viii. Mail & Package handling with Virtual Commercial address facility for candidates should be available.
- ix. Secured space with separate security guard 24/7 for the facility.
- x. Daily Cleaning of the facility.
- xi. Separate restrooms for male & female within the premises of the facility.
- xii. Proper lighting equipment to be installed at the space according to the design and sun shades and blinds should be installed.
- xiii. High Speed Internet with at least 6 connections of 40-MBPS (dedicated with LAN Cables) & backup of at least 40-MBPS as well.
- xiv. Power generator requirement for Uninterrupted Power backup for all the electronics equipment installed (during load-shedding hours).
- xv. Meeting room with video call facilities available.
- xvi. Lounge area with bean bags, ergonomic chairs & sofas.
- xvii. Completely functional HVAC/Air conditioning facility with 24-degree room temp minimum.
- xviii. Contractor shall provide a working hour shift from 11:00AM to 11:00PM (12 Hours) to the candidates at the co-working centers which can be changed district wise.
- xix. Added facilities like printing, photocopy, scanning and projector should be available at the space and contractor can charge for these added facilities as per market rates.
- xx. Fire extinguisher and fire safety protocols to be installed at the center by the contractor.
- xxi. All utility bills and salaries of personnel hired at the centers shall be paid by the contractor.
- xxii. Locker rooms to be provided at the facility.
- xxiii. Biometric/Facial recognition facility to be installed at the entrance of the facility and its access to be given to PITB.
- xxiv. Contractor shall advertise and market in their local area to attract more applications.
- xxv. Following manpower should be hired at each center by the Contractor with input from PITB
Head office team:

Sr. #	Manpower	Vacancies
1	Community Manager	1
2	IT Specialist/Technical Staff	1
3	Receptionist	1
4	Office Boy	2
5	Security Guard	1

5. General Terms and Conditions:

- i. Expenses related to transportation, lodging, entertainment, travelling etc. for their staff will be solely borne by the contractor.
- ii. All utility bills and expenses of the centers shall be responsibility of the contractor and needs to be paid on time.
- iii. Any kind of illegal activity at the co-working center will result in termination of the contract and legal action against the contractor.

- iv. Contractor shall only use the brand name “e-Earn co-working spaces”.
- v. The brand name of e-Earn co-working spaces will not be used for outsourcing / or any other activities not mentioned in the contract by the contractor.
- vi. The project steering committee will have the right to amend the execution strategy.
- vii. Financial Support payment will depend upon the occupancy of the seats, satisfactory performance & quality of services provided at the centers.
- viii. Contractor & PITB shall collectively perform the marketing activities to create awareness and filling the seats at full occupancy will be responsibility of the contractor.

8. Responsibility Matrix:

<u>R = Responsibility ; I = Input</u>		
ACTIVITY	STAKEHOLDERS	
	PITB	CONTRACTOR
Deployment of Human Resources	I	R
Semi-Formal Trainings	I	R
Quality Assurance of the Services Provided	R	R
Maintenance & Security of the premises	I	R
Verification of Attendance	R	R
Completely established space as per proposed model	I	R
Designing of the co-working Space as per PITB	I	R
Biometric/Facial recognition Attendance at the Facility	I	R
Utility Bills	-	R
Furniture for the co-working space as per PITB	I	R
Marketing Activities for the center	R	R

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _____

(Name and address of Client / Purchaser) _

Dear Sir,

We, the undersigned, offer to provide the_ (insert title of assignment) _ in accordance with your Request for Proposal/Tender Document No. _____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

—

(Name and address of Client / Purchaser) _

Dear Sir,

We, the undersigned, offer to provide the _ (Insert title of assignment) _ in accordance with your Request for Proposal No. _____ dated _ (insert date) _ and our Technical Proposal. Our attached Financial Proposal is for the sum of _ (insert amount in words and figures) _. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Price Schedule/ Financial Cost Sheet (separately for each lot)

Services for the establishment of Co-working Centers

Lot No.01

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Okara	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by

Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.02

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Rawalpindi	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by

Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.03

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Faislabad	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.04

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Multan	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.05

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Gujranwala	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.06

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
DG Khan	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.07

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Sargodha	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.08

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Sahiwal	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.09

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Sialkot	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Lot No.10

District Name	No. of Centers (A)	No. of Seats per center per session (B)	Number of Batches per center per year (C)	Total Seat (D=AxBxC)	Unit Cost / seat (Inc. all taxes) (E)	Total Cost (Inc. all taxes) (F=D*E)
Gujrat	1	80	2	160		
Total Cost for 1 year						F
Total Cost for 2 years (X=F*2)						X

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

NOTE:

- 1) List of Districts is given in **Annexure-A**.
- 2) **X** will determine the total bid cost for all items/services under each lot.
- 3) The bids shall be prepared on the units given in Table above.
- 4) Payment against all above mentioned services will only be made on as per actual basis.

In the capacity of

Signature of authorized person

Duly authorized by Name & Official Seal:

Date _____ Place _____

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

ANNEXURE-E

Format for Covering Letter

To

(Name and address of Purchaser)

Sub: _____.

Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items/ Services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of ____ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_ incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

ANNEXURE-F

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a)** To be executed by an authorized representative of the bidder.
- b)** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c)** Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d)** In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

ANNEXURE-G

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-H

AFFIDAVIT

(To be submitted on legal stamp paper)

(INTEGRITY PACT)

We (Name of the bidder / supplier / service provider) being the first duly sworn on oath submit, that Mr. / Ms. (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company), hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20____ Notary Public

ANNEXURE-I

PERFORMANCE SECURITY

Issuing Authority:

Date of Issuance:

Date of Expiry:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name. (Insert procurement title), Tender No. (insert tender document No.), (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within twenty eight (28) days of the receipt of the Acceptance Letter (Letter of Intent) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____ (5% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank], (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor before the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later**.

Date this _____ day of 2022.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE-J

CHECKLIST FOR BID SUBMISSION

TECHNICAL PROPOSAL

PART-A (04 DOCUMENT)

1. Bid Submission Form/Covering letter duly signed and stamped by authorized representative. **(Annexure-E)**
2. Income Tax Registration certificate **(NTN)**
3. General Sales Tax Registration **(Status = Active with FBR)**
4. **Single Undertaking**

The compliance, delivery schedule and black listing statement should be made as per mentioned in tender documents. The following six things could be collectively mentioned or given on a paper i.e., **Stamp paper or Letter head of company.**

One Undertaking consisting on the following: -

- A. **Firm Blacklisting** i.e., firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or Autonomous Body anywhere in Pakistan.
- B. **Compliance to Terms & condition mentioned in Tender document**, i.e. (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) **(Annexure-G)**.
- C. **Compliance to Delivery Schedule & Execution Schedule** as per tender document
- D. **Compliance to the technical specifications** to be procured mentioned vide **(Annexure-A)**

PART-B (02 DOCUMENT)

1. Technical Proposal Form **(Annexure-B)**
2. Technical Bid/BOQ clearly mentioned Quoted Model with Technical specification offered, along with Brochures / Literature and online web link.

PART-C (05 DOCUMENTS)







1. **Financial Reports: Annual Audited Report Last Year**, if required. In case of financial experience audit report or any other financial documents the dates should be considered.
2. **Relevant Experience Documents:** (Purchase Orders / Contracts) for specified period i.e., 3 years /1 year etc.
3. **Power of Attorney:** if an authorized representative is appointed, duly signed & stamped. **(Annexure-F)**
4. **Integrity Pact.**
(Note: No extra document will be received during evaluation process. Bidders are requested to send complete bid. Un-conditional Bids required to be submitted.)

FINANCIAL PROPOSAL

PART- D (03 DOCUMENTS)

1. **Financial Proposal Form (Annexure-C)**, duly signed & stamped. **(As per tender document)**
2. **Price Schedule (Annexure-D)**, duly signed & stamped. **(Tax Calculation)**
3. **Bid Security**, as per provisions of the clause Bid Security of this document

ANNEXURE-K

 PITB.GOV.PK	CASH DEPOSIT SLIP		No. _____
	For Punjab Information Technology Board, Lahore		Date: _____
Deposited in:		Bank's Copy	
 BOP پانچاب گورنمنٹ Punjab Government	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C #	CPA 260-1
Applicant Information:			
Company Name: _____			
Tender No. & Tender Title: _____			
Transaction Detail:			
Amount In Figures: <input type="text" value="Rs. 1,000/-"/>		In Words: <u>Rupees one thousand only</u>	
.....			
 PITB.GOV.PK	CASH DEPOSIT SLIP		No. _____
	For Punjab Information Technology Board, Lahore		Date: _____
Deposited in:		PITB's Copy	
 BOP پانچاب گورنمنٹ Punjab Government	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C #	CPA 260-1
Applicant Information:			
Company Name: _____			
Tender No. & Tender Title: _____			
Transaction Detail:			
Amount In Figures: <input type="text" value="Rs. 1,000/-"/>		In Words: <u>Rupees one thousand only</u>	
.....			
 PITB.GOV.PK	CASH DEPOSIT SLIP		No. _____
	For Punjab Information Technology Board, Lahore		Date: _____
Deposited in:		Customers's Copy	
 BOP پانچاب گورنمنٹ Punjab Government	The Bank of Punjab, ASTP Branch (0320) ASTP, Lahore.	A/C #	CPA 260-1
Applicant Information:			
Company Name: _____			
Tender No. & Tender Title: _____			
Transaction Detail:			
Amount In Figures: <input type="text" value="Rs. 1,000/-"/>		In Words: <u>Rupees one thousand only</u>	