PUNJAB INFORMATION TECHNOLOGY BOARD
(PITB)

INVITATION TO BID

Punjab Information Technology Board (PITB), Government of the Punjab, invites bids for the Procurement of:

Tender No. 1 (Hardware / IT Equipment for Implementation of E-FOAS at "ACS-Secretariat, South Punjab"):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Desktop computers	11,014,262/-	220,285/-
2	Laptops	20,300,051/-	406,001/-
3	Tablets	5,250,000/-	105,000/-
4	Scanners	35,394,375/-	707,888/-
5	Printers	18,694,780/-	373,896/-
6	LED / Multimedia	3,800,000/-	76,000/-

Tender No. 2 (Hardware / IT Equipment for PITB's Various Projects (IT Operations-I)):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Android Mobile Phones	4,050,000/-	81,000/-
2	Audio Conference System along with furniture	4,500,000/-	90,000/-
3	Projectors	700,000/-	14,000/-
4	CCTV solution	4,000,000/-	80,000/-
5	Laptops & Desktop Computers	5,220,000/-	104,400/-
6	UPS	2,425,000/-	48,500/-
7	Printers, Scanner & Photocopy Machine	1,000,000/-	20,000/-
8	Servers	4,200,000/-	84,000/-
9	Single Lane Barrier System	3,600,000/-	72,000/-
10	Network Switches & Server Rack	360,000/-	7,200/-

Tender No. 3 (Services of Key Punching Officers for the project titled "IT Based Monitoring System for Improved Service Delivery in Entire Local Government of the Punjab" Under Framework Contract):

Sr. #	Description	Estimated Cost	Bid Security (2%)
1	Key Punching Officer (KPOs)	48,000,000/-	960,000/-

Tender No. 4 (Furniture for the project titled "E-Earn Co-Working Space across Punjab" under Framework Contract):

Sr. #	Description	Estimated Cost	Bid Security (2%)
1	Furniture	4,500,000/-	90,000/-

Tender No. 5 (Hardware / IT Equipment and Networking under the Projects Titled "E-Filing & Office Automation System" and "Smart Monitoring of Development Projects"):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Laptops	3,220,000/-	64,400/-
2	Scanners	8,750,000/-	175,000/-
3	Printers	960,000/-	19,200/-
4	UPS	1,560,000/-	31,200/-
5	Microsoft Surface Pro	1,600,000/-	32,000/-
6	LEDs	6,375,000/-	127,500/-
7	Tablets	2,000,000/-	40,000/-
8	Networking	3,000,000/-	60,000/-

Tender No. 6 (Video Conference System for Irrigation Department):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Video Conferencing Equipment	18,000,000/-	360,000/-
2	LEDs and UPS	3,410,000/-	68,200/-

Tender No. 7 (Hardware / IT Equipment, Wireless LAN Solution, Firewall & Unified Network Management Solution For PITB Datacenter):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	WLAN Solution	14,448,000/-	288,960/-
2	Unified Network Management Solution	2,016,000/-	40,320/-
3	Firewall	9,500,000/-	190,000/-
4	Edge Routers	5,796,000/-	115,920/-
5	Laptops - i5	1,875,000/-	37,500/-
6	Laptops & Dock	2,675,000/-	53,500/-
7	Laptops - i7	400,000/-	8,000/-

Tender No. 8 (Furniture for Projects Titled "Regional Plan-9 Centers" and "National Expansion Plan of NIC's" under Frame Work Contract):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Furniture - Regional Plan-9 Centers	23,657,000/-	473,140/-
2	Furniture - National Expansion Plan of NIC's	32,334,000/-	646,680/-

Tender No. 9 (Hardware / IT Equipment for PITB'S Various Projects (E-Governance-I)):

Lot #	Description	Estimated Cost	Bid Security (2%)
1	Laptops	9,130,000/-	182,600/-
2	Printers	4,050,000/-	81,000/-
3	Cameras	1,750,000/-	35,000/-
4	Routers	4,400,000/-	88,000/-
5	Projectors	1,750,000/-	35,000/-
6	Bio-Metric Attendance Devices	280,000/-	5,600/-
7	Security Cameras Solution	1,400,000/-	28,000/-
8	Temperature Lights with Stands	350,000/-	7,000/-
9	IT accessories	1,316,500/-	26,330/-

2. The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
3. 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.
4. A single package containing Technical and Financial separate Bids, duly completed, signed, stamped, sealed and in complete conformity with Tender Document should be dropped, in the Tender Box, placed at Reception of the PITB office, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore, as per given below schedule:
   a. Bids against tenders mentioned at **(1, 2 & 3)** must be submitted till **1200 hours** and shall be opened at 1230 hours on last date of submission i.e. **25th November, 2020.**
   b. Bids against tenders mentioned at **(4, 5 & 6)** must be submitted till **1500 hours** and shall be opened at 1530 hours on last date of submission i.e. **25th November, 2020.**
   c. Bids against tenders mentioned at **(7 & 8)** must be submitted till **1200 hours** and shall be opened at 1230 hours on last date of submission i.e. **26th November, 2020.**
   d. Bids against tender mentioned at **(9)** must be submitted till **1500 hours** and shall be opened at 1530 hours on last date of submission i.e. **26th November, 2020.**
5. Bids which are incomplete, not sealed, not signed and stamped, late or submitted by other than specified mode will not be considered.
6. 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.

Director (Development & Procurement)
Punjab Information Technology Board
13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road Lahore.
Ph: (042) 35880062, Fax (042) 99232123 Web: www.pitb.gov.pk

(IPL-9541)

Tender Document

Tender No. 406112020-1

PROVISIONING OF KEY PUNCHING OFFICERS FOR THE PROJECT TITLED "IT BASED MONITORING SYSTEM FOR IMPROVED SERVICE DELIVERY IN ENTIRE LOCAL GOVERNMENT OF THE PUNJAB" UNDER FRAMEWORK CONTRACT

Punjab Information Technology Board (PITB)

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

346-B, Ferozepur Road, Lahore, Pakistan

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

URL: www.pitb.gov.pk

Table of Contents

1. Invitation to Bid 5
2. Bidding Details (Instructions to Bidders) 6

TERMS AND CONDITIONS OF THE TENDER 8

3. Definitions 8
4. Headings and Titles 9
5. Notice 9
6. Scope of work and Deliverables: 9
7. Tender Eligibility/Qualification Criteria 9
8. Tender Cost 9
9. Joint Venture / Consortium 10
10. Examination of the Tender Document 10
11. Clarification of the Tender Document 10
12. Amendment of the Tender Document 10
13. Preparation / Submission of Tender 10
14. Tender Price 12
15. Bid Security 13
16. Tender Validity 13
17. Modification / Withdrawal of the Tender 13
18. Opening of the Tender 13
19. Clarification of the Tender 14
20. Determination of Responsiveness of the Bid (Tender) 14
21. Correction of errors / Amendment of Tender 14
22. TECHNICAL EVALUATION CRITERIA 15
23. FINANCIAL PROPOSAL EVALUATION 16
24. Rejection / Acceptance of the Bid 16
25. Award Criteria 17
26. Acceptance Letter 17
27. Performance Security 17
28. Redressal of grievances by the procuring agency 18
29. Contract: 19
30. Framework Contract Duration: 19
31. Contract Documents and Information: 19
32. Contract Language: 19
33. Standards: 19
34. Patent Right: 19
35. Execution Schedule: 19
36. Payment: 19
37. Price: 20
38. Contract Amendment: 20
39. Assignment / Subcontract: 20
40. Extensions in time for performance of obligations under the Contract: 20
41. Liquidated Damages: 20
42. Blacklisting: 21
43. Forfeiture of Performance Security: 21
44. Termination for Default: 21
45. Termination for Insolvency: 21
46. Termination for Convenience: 21
47. Force Majeure: 22
48. Dispute Resolution: 22
49. Statutes and Regulations: 22
50. Taxes and Duties: 22

51. Contract Cost: 22
52. The Client: 23
53. Authorized Representative: 23
54. Waiver: 23
ANNEXURE-A 24
ANNEXURE-B 39
ANNEXURE-C 40
ANNEXURE-D 41
ANNEXURE-E 42
ANNEXURE-F 43
ANNEXURE-G 45
ANNEXURE-H 46
ANNEXURE-I 47
ANNEXURE-J 48
ANNEXURE-K 50

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 websites of Purchaser and PPRA, 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 the 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 No.1, placed at reception of Punjab Information Technology Board, not later than **1200 hours** on last date of submission of bids i.e. **25th November, 2020,** 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 **25th November, 2020**. 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 specifications of the services must be received in writing to the Purchaser till **10th November, 2020**. Any query received after said date may not be entertained. All queries shall be responded to within due time. PITB may host a Pre-bid session at PITB premises (13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore).All Bidders shall be informed of the date and time in advance.

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

Bilal Javaid
Project Coordinator
Email: bilal.javed@pitb.gov.pk
13th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan.

Secondary Contact

Mariam Zaib
Program Manager
Email: mariam.zaib@pitb.gov.pk
13th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan.

M. Jahanzaib Khan
Assistant Director (Development & Procurement), PITB
Email: jahanzaib.khan@pitb.gov.pk
13th Floor, Arfa Software Technology Park, 346-B,
Ferozepur 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 and / or letters) 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 / Local Government & Community Development Department, Govt. of the Punjab 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 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 "In writing" means communicated in written form e.g., by registered mail, e-mail / fax (followed by a formal registered mail), delivered with proof of receipt.

3.13 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

3.14 "Proposal" means the Technical Proposal and the Financial Proposal for the provision of the Services submitted by a bidder in response to this RFP.

3.15 "RFP" means Request for Proposals, including any amendments that may be made by the procuring agency for the selection of bidder.

3.16 "Prescribed" means prescribed in the Tender Document.

3.17 "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.

3.18 "SBD" means Standard Bidding Documents.

3.19 "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.

3.20 "TEC" means the Technical Evaluation Committee, constituted for the purpose of evaluating the technical proposals received.

3.21 "Training Session" means a period of time where the bidder provides instruction on a particular training for software application.

3.22 "Works" means work to be done by the Contractor under the Contract.

3.23 "KPO" means Key Punching Officer.

3.24 "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

5.1 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:

5.1.1 in writing;

5.1.2 issued within reasonable time;

5.1.3 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

5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. Scope of work and Deliverables:

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

7. Tender Eligibility/Qualification Criteria

Eligible Bidder is a Bidder who:

7.1 Has a registered / incorporated company / firm in Pakistan with relevant business experience of last three (03) years;

7.2 Has valid Registration of Sales Tax (ST) & National Tax Number (NTN);

7.3 Has submitted bid for complete requirement with relevant bid security;

7.4 Has not been blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan (Submission of undertaking);

7.5 Conforms to the clause of "Responsiveness of Bid" given herein this tender document;

7.6 Goods and Services can only be supplied / sourced / routed from origin" in "eligible" member countries;

7.7 Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

Note: 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 not eligible for this tender.

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 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-25(4) of Punjab Procurement Rules, 2014.

13. Preparation / Submission of Tender

13.1 The Bidder must bid for complete scope under this tender.

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 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted) and Affidavit (Integrity Pact) (**Annexure-G&H**)
- 13.5.3 Covering letter duly signed and stamped by authorized representative. (**Annexure-E**)
- 13.5.4 Evidence of eligibility of the Bidder and the Goods / Services.
- 13.5.5 Evidence of conformity of the Goods / Services to the Tender Document.

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

13.5.7 Valid Registration Certificate for Income Tax & Sales Tax

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

13.6 The Financial Proposal shall comprise the following:

13.6.1 Financial Proposal Form (**Annexure-C**)

13.6.2 Price Schedule (**Annexure-D**)

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

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

Original Technical Tender for
Tender Name: [Name of Tender]
Tender No. 406112020-1

[Name of the Purchaser]
[Address of the Purchaser]

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

13.8 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. 406112020-1

[Name of the Purchaser]
[Address of the Purchaser]

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

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

13.10 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. 406112020-1

Strictly Confidential

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

13.11 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. 406112020-1

Strictly Confidential

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Bidder]

[Address of the Bidder]

[Phone No. of the Bidder]

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

13.13 The Tender shall be dropped in the prescribed Tender Box placed at the Reception of the Purchaser's office, during office hours, up to due date and time.

13.14 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.

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).

15. Bid Security

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 fixed amount as mentioned in following table:

Sr. #	Description	Estimated Cost	Bid Security Amount (2%)
1	Key Punching Officer (KPOs)	48,000,000/-	960,000/-

15.1.2 denominated in Pak Rupees;

15.1.3 As part of financial bid envelope,

15.1.4 in the form of Bank Guarantee / Demand Draft / Pay Order / Call Deposit Receipt in the name of the Purchaser;

15.1.5 Have a minimum validity period of one hundred and twenty (120) 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 period of ninety (90) 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. **25TH November, 2020**, in the presence of the Bidder(s) for which they shall ensure their presence without further invitation, as per provision of Rule-30 of 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.

18.2 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.

18.3 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. 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;

20.1.3 meets the delivery period / point for the Goods / the Services;

20.1.4 in compliance with the rate and limit of liquidated damages;

20.1.5 offers fixed price quotations for the Goods / the Services, 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;

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; (Preparation / Submission of Tender)

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 Goods / Services 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

PASS MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened.

PROVISO: Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 50%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 50%.

If Pass Marks are decreased to 50%, then ALL bidders with scores greater than or equal to 50% shall be considered EQUALLY as approved in the Technical Evaluation, and their Financial Bids shall be opened.

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria 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 will be rejected.

Category	Description	Points
Legal (Mandatory)	Valid Income Tax Registration *Registered for at least last three (03) years	Required
	Valid Sales Tax Registration (Status = Active with relevant authority)	Required
	<u>Single Undertaking covering following aspects :</u> i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the scope of work of services to be procured mentioned vide Annexure-A of this document.	Required

Experience	Worth of projects of similar nature i.e. Outsourcing of Human Resource in last three (03) years (Verifiable through relevant purchase orders / contracts) (Max Points 100)	20 - 30 million	50 Points
		30.1 - 40 million	70 Points
		40.1 million & above	100 Points
Financial Strength	Worth of Current Assets verifiable from last Audited report. (Max Points 100)	10 - 15 million	50 Points
		15.1 - 20 million	70 Points
		20.1 million & above	100 Points

Note:

i. Verifiable documentary proof for all above requirements and criteria points is mandatory 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 shall be allowed to take part in the Financial Proposal(s) opening.

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)/Services 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 relevant bid security is not submitted; 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 mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

24.2.14 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.

24.2.15 the Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

24.2.16 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

24.2.17 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 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, 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 Intent 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.

27. Performance Security

27.1 The successful Bidder/The Contractor, shall furnish Performance Security as under:

27.1.1 within twenty-eight (28) days of the issuance of the Intent Letter from the Purchaser;

27.1.2 in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;

27.1.3 for a sum equivalent to 5% of the contract value;

27.1.4 denominated in Pak Rupees;

27.1.5 have a minimum validity period until the date of expiry of 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.

27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:

27.2.1 If the Contractor commits a default under the Contract;

27.2.2 If the Contractor fails to fulfill the obligations under the Contract;

27.2.3 If the Contractor violates any of the terms and conditions of the Contract.

27.3 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. The Performance Security shall be returned to the Bidder within thirty working days after the expiry of its validity on written request from the Contractor.

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.

29. Contract:

The Purchaser shall, after receipt of the Performance Security from the successful Bidder, send the Contract provided in the Tender Document, to the successful Bidder. Within three working days of the receipt of such Contract, the Bidder shall sign and date the Contract and return it to the Purchaser.

30. Framework Contract Duration:

Framework Contract duration shall initially be for the period of one (1) year, starting from the issuance of LOI and extendable for next two (02) years on yearly basis. 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 / Service or any part thereof.

35. Execution Schedule:

The Contractor shall start delivery of services within two (02) weeks after issuance of intimation letter by project team, subsequent to the issuance of Letter of Intent (LOI.

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.

Payment shall not be made in advance. The Purchaser shall make payment for the Services provided as per actual to the Contractor after issuance of satisfactory certificate by concerned project team, as per Government policy, in Pak Rupees, through treasury cheque.

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 Payments shall be made against successful delivery of services at end of each month as per actual.

36.6 The contractor shall submit attendance certificate of each KPO duly signed by designated person by the purchaser / the Client for the purpose or other documentary evidence as the Purchaser may require.

36.7 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:

39.1 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.

39.2 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, with a copy to the client, 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 with a copy to the client, 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 / service provisioning, 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 other right of action / remedy it may have, deduct from the Contract Price against undelivered portion, as liquidated damages, a sum of money @10% of daily amount of the quoted cost

of a resource (Key Punching Officer), will be charged per day per resource. Provided that the amount so deducted shall not exceed, in the aggregate, 10% of the Contract Price.

42. 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.

43. Forfeiture of Performance Security:

43.1 The Performance Security shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:

43.1.1 If the Contractor commits a default under the Contract;

43.1.2 If the Contractor fails to fulfill any of the obligations under the Contract;

43.1.3 If the Contractor violates any of the terms and conditions of the Contract.

43.2 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.

43.3 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.

44. 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 with a copy to the client, 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.

45. 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.

46. Termination for Convenience:

46.1 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. .

46.2 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:

46.2.1 to have any portion thereof completed and delivered; and/or

46.2.2 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.

47. Force Majeure:

47.1 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 actions 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.

47.2 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.

47.3 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.

47.4 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.

47.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

48. Dispute Resolution:

48.1 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.

48.2 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 on the parties.

49. Statutes and Regulations:

49.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

49.2 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.

49.3 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.

50. 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, applicable at time of contract.

51. 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.

52. The Client:

52.1 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.

52.2 The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.

52.3 The Client shall conform to all the relevant clauses of this Tender Document to carry out all responsibilities assigned thereto in a timely manner.

53. Authorized Representative:

53.1 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.

53.2 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.

53.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.

53.4 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.

53.5 Notwithstanding Clause 53.2, 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.

53.6 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.

54. 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 Proposals (hereinafter referred to as "the Tender") to outsource services of key punching officers (hereinafter referred to as "the Services") for Local Government & Community Development Department (hereinafter referred to as "the Client") in 455 Local Governments (hereinafter referred to as "the Location or Office") across 36 Districts of Punjab.

DATA ENTRY SERVICES

1. Project Background:

Local Government & Community Development (LG&CD) department provides many vital services to the citizens of Punjab through its 'Local Governments (LGs)' and 'Assistant Director Local Government (ADLGs)' and they perform different jobs / activities in this regard. This project focuses on following different services or functions of LG&CD department i.e.:

I. Sanitation & Solid Waste Management
II. Human Resource Management lnformation System & Bio-Metric Attendance
III. E-Bidding / E-Auctioning
IV. E-Billing System for Taxation & Fees Collection
V. Building Control Management System
VI. Financial Management System
VII. Water Supply & Disposal System
VIII. Assets Management lnformation System
IX. Annual Development Program
X. Daak Management System
XI. Complaint Redressal System
XII. Performance Management by Monitoring of KPIs

Local Government & Community Development department has launched a program to strengthen resource & operations management system of its LGs by undertaking several IT initiatives to improve the efficiency of service delivery, transparency & smart monitoring.

2. High Level Scope:

The Project scope is to perform data entry and scanning of documents related with either of the components mentioned above. It can be ranging from uploading / digitizing employee's personal, official or any other profile related data, their service history, details of inquiries, scanning of employee related or any other relevant document / letter etc. in HRMIS, scanning and uploading building plans in building control management system, data entry of complaints in complaint Redressal system, scanning of office files and uploading them in system etc. in 455 Local Governments (LGs) across 36 Districts of Punjab.

3. Scope and Services

I. The Purchaser requires the Contractor to provide 100 KPOs in 455 Local Governments across 36 districts of Punjab for digitization of data and scanning of documents.
II. These resources shall provide support to the client department and purchaser in execution of the entire project.

List of Locations

Sr.	Division	District	Office Type	Office Name
1	Bahawalpur	Bahawalpur	Tehsil Council	Tehsil Council, Bahawalpur Saddar
2	Bahawalpur	Bahawalpur	Tehsil Council	Tehsil Council, Ahmedpur East
3	Bahawalpur	Bahawalpur	Tehsil Council	Tehsil Council, Hasilpur
4	Bahawalpur	Bahawalpur	Tehsil Council	Tehsil Council, Yazman
5	Bahawalpur	Bahawalpur	Tehsil Council	Tehsil Council, Khairpur Tamewali
6	Bahawalpur	Bahawalpur	Metropolitan Corporation	Metropolitan Corporation, Bahawalpur
7	Bahawalpur	Bahawalpur	Municipal Committee	Municipal Committee, Uch Sharif
8	Bahawalpur	Bahawalpur	Municipal Committee	Municipal Committee, Ahmedpur East
9	Bahawalpur	Bahawalpur	Municipal Committee	Municipal Committee, Yazman
10	Bahawalpur	Bahawalpur	Municipal Committee	Municipal Committee, Hasilpur
11	Bahawalpur	Bahawalpur	Municipal Committee	Municipal Committee, Khairpur Tamewali
12	Bahawalpur	Bahawalpur	Town Committee	Town Committee, Tibba Miani (Samasatta)
13	Bahawalpur	Bahawalpur	Town Committee	Town Committee, Khanqa Sharif
14	Bahawalpur	Bahawalpur	Town Committee	Town Committee, Mubarikpur
15	Bahawalpur	Bahawalpur	Town Committee	Town Committee, Chanigoth
16	Bahawalpur	Bahawalpur	Town Committee	Town Committee, Qaimpur
17	Bahawalpur	Bahawalnagar	Tehsil Council	Tehsil Council, Bahawalnagar
18	Bahawalpur	Bahawalnagar	Tehsil Council	Tehsil Council, Chistian
19	Bahawalpur	Bahawalnagar	Tehsil Council	Tehsil Council, Haroonabad
20	Bahawalpur	Bahawalnagar	Tehsil Council	Tehsil Council, Fortabbas
21	Bahawalpur	Bahawalnagar	Tehsil Council	Tehsil Council, Minchinabad
22	Bahawalpur	Bahawalnagar	Municipal Committee	Municipal Committee, Bahawalnagar
23	Bahawalpur	Bahawalnagar	Municipal Committee	Municipal Committee, Chistian
24	Bahawalpur	Bahawalnagar	Municipal Committee	Municipal Committee, Haroonabad
25	Bahawalpur	Bahawalnagar	Municipal Committee	Municipal Committee, Fortabbas
26	Bahawalpur	Bahawalnagar	Municipal Committee	Municipal Committee,Minchinabad
27	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Donga Bonga
28	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Faqirwali
29	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Kichiwala
30	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Mandi Sadiq Ganj
31	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Ahmedpur Meclodgunj
32	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Maroot
33	Bahawalpur	Bahawalnagar	Town Committee	Town Committee, Dahranwala
34	Bahawalpur	Rahim Yar Khan	Tehsil Council	Tehsil Council, Rahim Yar Khan
35	Bahawalpur	Rahim Yar Khan	Tehsil Council	Tehsil Council, Sadiqabad
36	Bahawalpur	Rahim Yar Khan	Tehsil Council	Tehsil Council, Khanpur
37	Bahawalpur	Rahim Yar Khan	Tehsil Council	Tehsil Council, Liaqatpur
38	Bahawalpur	Rahim Yar Khan	Municipal Corporation	Municipal Corporation, Rahim Yar Khan

39	Bahawalpur	Rahim Yar Khan	Municipal Corporation	Municipal Corporation, Sadiqabad
40	Bahawalpur	Rahim Yar Khan	Municipal Committee	Municipal Committee, Khanpur
41	Bahawalpur	Rahim Yar Khan	Municipal Committee	Municipal Committee, Liaqatpur
42	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Ahmedpur Lamma
43	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Tranda Saway Khan
44	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Kot Samaba
45	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Zahirpir
46	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Khan Bela
47	Bahawalpur	Rahim Yar Khan	Town Committee	Town Committee, Sanjar Pur Nao
48	Dera Ghazi Khan	Dera Ghazi Khan	Tehsil Council	Tehsil Council, Dera Ghazi Khan
49	Dera Ghazi Khan	Dera Ghazi Khan	Tehsil Council	Tehsil Council, Taunsa Sharif
50	Dera Ghazi Khan	Dera Ghazi Khan	Tehsil Council	Tehsil Council, Kot Chutta
51	Dera Ghazi Khan	Dera Ghazi Khan	Tehsil Council	Tehsil Council, Koh-e-Suleman
52	Dera Ghazi Khan	Dera Ghazi Khan	Metropolitan Corporation	Metropolitan Corporation, Dera Ghazi Khan
53	Dera Ghazi Khan	Dera Ghazi Khan	Municipal Committee	Municipal Committee, Taunsa Sharif
54	Dera Ghazi Khan	Dera Ghazi Khan	Municipal Committee	Municipal Committee, Kot Chutta
55	Dera Ghazi Khan	Dera Ghazi Khan	Town Committee	Town Committee, Shadan Lund
56	Dera Ghazi Khan	Dera Ghazi Khan	Town Committee	Town Committee, Choti Zareen
57	Dera Ghazi Khan	Dera Ghazi Khan	Town Committee	Town Committee, Sakhi Sarwar
58	Dera Ghazi Khan	Dera Ghazi Khan	Town Committee	Town Committee, Vehova
59	Dera Ghazi Khan	Layyah	Tehsil Council	Tehsil Council, Layyah
60	Dera Ghazi Khan	Layyah	Tehsil Council	Tehsil Council, Karor Lal Esan
61	Dera Ghazi Khan	Layyah	Tehsil Council	Tehsil Council, Chaubara
62	Dera Ghazi Khan	Layyah	Municipal Committee	Municipal Committee, Layyah
63	Dera Ghazi Khan	Layyah	Municipal Committee	Municipal Committee, Chowk Azam
64	Dera Ghazi Khan	Layyah	Municipal Committee	Municipal Committee, Karor Lal Esan
65	Dera Ghazi Khan	Layyah	Municipal Committee	Municipal Committee, Chaubara

66	Dera Ghazi Khan	Layyah	Town Committee	Town Committee, Fatehpur
67	Dera Ghazi Khan	Layyah	Town Committee	Town Committee, Kot Sultan
68	Dera Ghazi Khan	Muzaffargarh	Tehsil Council	Tehsil Council, Muzaffargarh
69	Dera Ghazi Khan	Muzaffargarh	Tehsil Council	Tehsil Council, Alipur
70	Dera Ghazi Khan	Muzaffargarh	Tehsil Council	Tehsil Council, Jatoi
71	Dera Ghazi Khan	Muzaffargarh	Tehsil Council	Tehsil Council, Kot Addu
72	Dera Ghazi Khan	Muzaffargarh	Municipal Corporation	Municipal Corporation, Muzaffargarh
73	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Kot Addu
74	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Daira Din Panah
75	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Sinawan
76	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Chowk Sarwer Shaheed
77	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Jatoi
78	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Alipur
79	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Khan Garh
80	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Khanpur Shumail
81	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Rohillanwali
82	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Shah Jamal
83	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Baseera
84	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Eshanpur
85	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Mir Hazar Khan
86	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Seetpur
87	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Ghalwan
88	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Khairpur Sadat
89	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Jhuggi Wali
90	Dera Ghazi Khan	Muzaffargarh	Town Committee	Town Committee, Sher Sultan
91	Dera Ghazi Khan	Muzaffargarh	Municipal Committee	Municipal Committee, Gujrat
92	Dera Ghazi Khan	Rajanpur	Tehsil Council	Tehsil Council, Rajanpur

93	Dera Ghazi Khan	Rajanpur	Tehsil Council	Tehsil Council, Rojhan
94	Dera Ghazi Khan	Rajanpur	Tehsil Council	Tehsil Council, Jampur
95	Dera Ghazi Khan	Rajanpur	Tehsil Council	Tehsil Council, De-Excluded Area
96	Dera Ghazi Khan	Rajanpur	Municipal Committee	Municipal Committee, Rajanpur
97	Dera Ghazi Khan	Rajanpur	Municipal Committee	Municipal Committee, Rojhan
98	Dera Ghazi Khan	Rajanpur	Municipal Committee	Municipal Committee, Jampur
99	Dera Ghazi Khan	Rajanpur	Municipal Committee	Municipal Committee, Fazilpur
100	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Dajal
101	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Muhammad Pur
102	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Haji Pur
103	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Kotla Mughlan
104	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Kot Mithan
105	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Umar Kot
106	Dera Ghazi Khan	Rajanpur	Town Committee	Town Committee, Bangla Icha
107	Faisalabad	Faisalabad	Tehsil Council	Tehsil Council, Chak Jhumra
108	Faisalabad	Faisalabad	Tehsil Council	Tehsil Council, Jaranwala
109	Faisalabad	Faisalabad	Tehsil Council	Tehsil Council, Tandlianwali
110	Faisalabad	Faisalabad	Tehsil Council	Tehsil Council, Sammundari
111	Faisalabad	Faisalabad	Tehsil Council	Tehsil Council, Saddar
112	Faisalabad	Faisalabad	Metropolitan Corporation	Metropolitan Corporation, Faisalabad
113	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Chak Jhumra
114	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Khurrianwala
115	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Jaranwala
116	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Tandlianwali
117	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Sammundari
118	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Sadhar
119	Faisalabad	Faisalabad	Municipal Committee	Municipal Committee, Dijkot
120	Faisalabad	Faisalabad	Town Committee	Town Committee, Mamu Kanjan
121	Faisalabad	Faisalabad	Town Committee	Town Committee, Gar Fateh Shah
122	Faisalabad	Faisalabad	Town Committee	Town Committee, Makuana
123	Faisalabad	Faisalabad	Town Committee	Town Committee, Satiana
124	Faisalabad	Faisalabad	Town Committee	Town Committee, Roshanwala (243RB)
125	Faisalabad	Chiniot	Tehsil Council	Tehsil Council, Chiniot
126	Faisalabad	Chiniot	Tehsil Council	Tehsil Council, Lalian
127	Faisalabad	Chiniot	Tehsil Council	Tehsil Council, Bhowana

128	Faisalabad	Chiniot	Municipal Corporation	Municipal Corporation, Chiniot
129	Faisalabad	Chiniot	Municipal Committee	Municipal Committee, Lalian
130	Faisalabad	Chiniot	Municipal Committee	Municipal Committee, Bhowana
131	Faisalabad	Chiniot	Municipal Committee	Municipal Committee, Chenab Nagar
132	Faisalabad	Jhang	Tehsil Council	Tehsil Council, Jhang
133	Faisalabad	Jhang	Tehsil Council	Tehsil Council, Shorkot
134	Faisalabad	Jhang	Tehsil Council	Tehsil Council, Ahmedpur Sial
135	Faisalabad	Jhang	Tehsil Council	Tehsil Council, 18 Hazari
136	Faisalabad	Jhang	Municipal Corporation	Municipal Corporation, Jhang
137	Faisalabad	Jhang	Municipal Committee	Municipal Committee, Shorkot
138	Faisalabad	Jhang	Municipal Committee	Municipal Committee, Ahmadpur Sial
139	Faisalabad	Jhang	Municipal Committee	Municipal Committee, 18 Hazari
140	Faisalabad	Jhang	Town Committee	Town Committee, Hassu Balail
141	Faisalabad	Jhang	Town Committee	Town Committee, Gar Maharaja
142	Faisalabad	Jhang	Town Committee	Town Committee, Rodu Sultan
143	Faisalabad	Toba Tek Singh	Tehsil Council	Tehsil Council, Toba Tek Singh
144	Faisalabad	Toba Tek Singh	Tehsil Council	Tehsil Council, Gojra
145	Faisalabad	Toba Tek Singh	Tehsil Council	Tehsil Council, Kamalia
146	Faisalabad	Toba Tek Singh	Tehsil Council	Tehsil Council, Pir Mahal
147	Faisalabad	Toba Tek Singh	Municipal Committee	Municipal Committee, Toba Tek Singh
148	Faisalabad	Toba Tek Singh	Municipal Committee	Municipal Committee, Gojra
149	Faisalabad	Toba Tek Singh	Municipal Committee	Municipal Committee, Kamalia
150	Faisalabad	Toba Tek Singh	Municipal Committee	Municipal Committee, Pir Mahal
151	Gujranwala	Gujranwala	Tehsil Council	Tehsil Council, Wazirabad
152	Gujranwala	Gujranwala	Tehsil Council	Tehsil Council, Nowshera Virkan
153	Gujranwala	Gujranwala	Tehsil Council	Tehsil Council, Sadar Gujranwala
154	Gujranwala	Gujranwala	Tehsil Council	Tehsil Council, Kamoke
155	Gujranwala	Gujranwala	Metropolitan Corporation	Metropolitan Corporation, Gujranwala
156	Gujranwala	Gujranwala	Municipal Corporation	Municipal Corporation, Kamoke
157	Gujranwala	Gujranwala	Municipal Committee	Municipal Committee, Wazirabad
158	Gujranwala	Gujranwala	Municipal Committee	Municipal Committee, Qila Dedar Singh
159	Gujranwala	Gujranwala	Municipal Committee	Municipal Committee, Ghakkar
160	Gujranwala	Gujranwala	Municipal Committee	Municipal Committee, Nowshera Virkan
161	Gujranwala	Gujranwala	Town Committee	Town Committee, Alipur Chatta
162	Gujranwala	Gujranwala	Town Committee	Town Committee, Tatlay Aali
163	Gujranwala	Gujranwala	Town Committee	Town Committee, Sadhoke
164	Gujranwala	Gujranwala	Town Committee	Town Committee, Sohdra
165	Gujranwala	Gujranwala	Town Committee	Town Committee, Wahndo

166	Gujranwala	Gujranwala	Town Committee	Town Committee, Nokhar
167	Gujranwala	Hafizabad	Tehsil Council	Tehsil Council, Hafizabad
168	Gujranwala	Hafizabad	Tehsil Council	Tehsil Council, Pindi Bhattian
169	Gujranwala	Hafizabad	Municipal Corporation	Municipal Corporation, Hafizabad
170	Gujranwala	Hafizabad	Municipal Committee	Municipal Committee, Pindi Bhattian
171	Gujranwala	Hafizabad	Town Committee	Town Committee, Sukheki
172	Gujranwala	Hafizabad	Town Committee	Town Committee, Jalalpur Bhattian
173	Gujranwala	Hafizabad	Town Committee	Town Committee, Vaneki Tarrar
174	Gujranwala	Hafizabad	Town Committee	Town Committee, Rasulpur Tarrar
175	Gujranwala	Gujrat	Tehsil Council	Tehsil Council, Gujrat
176	Gujranwala	Gujrat	Tehsil Council	Tehsil Council, Kharian
177	Gujranwala	Gujrat	Tehsil Council	Tehsil Council, Sara-i-Alamgir
178	Gujranwala	Gujrat	Municipal Corporation	Municipal Corporation, Gujrat
179	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Kharian
180	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Sara-i-Alamgir
181	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Jalalpur Jattan
182	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Kunjah
183	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Mangowal
184	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Lalamusa
185	Gujranwala	Gujrat	Town Committee	Town Committee, Shadiwal
186	Gujranwala	Gujrat	Municipal Committee	Municipal Committee, Dinga
187	Gujranwala	Mandi Bahauddin	Tehsil Council	Tehsil Council, Mandi Bahauddin
188	Gujranwala	Mandi Bahauddin	Tehsil Council	Tehsil Council, Phalia
189	Gujranwala	Mandi Bahauddin	Tehsil Council	Tehsil Council, Malakwal
190	Gujranwala	Mandi Bahauddin	Municipal Committee	Municipal Committee, Mandi Bahauddin
191	Gujranwala	Mandi Bahauddin	Municipal Committee	Municipal Committee, Phalia
192	Gujranwala	Mandi Bahauddin	Municipal Committee	Municipal Committee, Malakwal
193	Gujranwala	Sialkot	Tehsil Council	Tehsil Council, Sialkot
194	Gujranwala	Sialkot	Tehsil Council	Tehsil Council, Daska
195	Gujranwala	Sialkot	Tehsil Council	Tehsil Council, Sambrial
196	Gujranwala	Sialkot	Tehsil Council	Tehsil Council, Pasrur
197	Gujranwala	Sialkot	Municipal Corporation	Municipal Corporation, Sialkot
198	Gujranwala	Sialkot	Municipal Committee	Municipal Committee, Daska
199	Gujranwala	Sialkot	Municipal Committee	Municipal Committee, Sambrial
200	Gujranwala	Sialkot	Municipal Committee	Municipal Committee, Pasrur
201	Gujranwala	Sialkot	Town Committee	Town Committee, Kamanwala
202	Gujranwala	Sialkot	Town Committee	Town Committee, Uggoki
203	Gujranwala	Sialkot	Town Committee	Town Committee, Kotli Loharan
204	Gujranwala	Sialkot	Town Committee	Town Committee, Jamke Cheema
205	Gujranwala	Sialkot	Town Committee	Town Committee, Bhopalwala

206	Gujranwala	Sialkot	Town Committee	Town Committee, Chawinda
207	Gujranwala	Sialkot	Town Committee	Town Committee, Pakki Kotli
208	Gujranwala	Sialkot	Town Committee	Town Committee, Langrali
209	Gujranwala	Sialkot	Town Committee	Town Committee, Akhbrabad
210	Gujranwala	Sialkot	Town Committee	Town Committee, Dalowali
211	Gujranwala	Sialkot	Town Committee	Town Committee, Bherth
212	Gujranwala	Narowal	Tehsil Council	Tehsil Council, Narowal
213	Gujranwala	Narowal	Tehsil Council	Tehsil Council, Shakargarh
214	Gujranwala	Narowal	Tehsil Council	Tehsil Council, Zafarwal
215	Gujranwala	Narowal	Municipal Committee	Municipal Committee, Narowal
216	Gujranwala	Narowal	Municipal Committee	Municipal Committee, Shakargarh
217	Gujranwala	Narowal	Municipal Committee	Municipal Committee, Zafarwal
218	Gujranwala	Narowal	Town Committee	Town Committee, Ahmedabad
219	Gujranwala	Narowal	Town Committee	Town Committee, Baddomalhi
220	Lahore	Lahore	PLGB	PLGB (HQ)
221	Lahore	Lahore	Metropolitan Corporation	Metropolitan Corporation, Lahore
222	Lahore	Kasur	Tehsil Council	Tehsil Council, Kasur
223	Lahore	Kasur	Tehsil Council	Tehsil Council, Chunian
224	Lahore	Kasur	Tehsil Council	Tehsil Council, Pattoki
225	Lahore	Kasur	Tehsil Council	Tehsil Council, Kot Radha Kishan
226	Lahore	Kasur	Municipal Corporation	Municipal Corporation, Kasur
227	Lahore	Kasur	Municipal Committee	Municipal Committee, Chunian
228	Lahore	Kasur	Municipal Committee	Municipal Committee, Pattoki
229	Lahore	Kasur	Municipal Committee	Municipal Committee, Kot Radha Kishan
230	Lahore	Kasur	Municipal Committee	Municipal Committee, Phool Nagar
231	Lahore	Kasur	Municipal Committee	Municipal Committee, Ellahabad
232	Lahore	Kasur	Town Committee	Town Committee, Raja Jang
233	Lahore	Kasur	Municipal Committee	Municipal Committee, Mustafabad
234	Lahore	Kasur	Town Committee	Town Committee, Khudian
235	Lahore	Kasur	Town Committee	Town Committee, Kanganpur
236	Lahore	Kasur	Town Committee	Town Committee, Jambar
237	Lahore	Kasur	Town Committee	Town Committee, Habib Abad
238	Lahore	Kasur	Town Committee	Town Committee, Changa Manga
239	Lahore	Kasur	Town Committee	Town Committee, Usman Wala
240	Lahore	Nankana	Tehsil Council	Tehsil Council, Nankana Sahib
241	Lahore	Nankana	Tehsil Council	Tehsil Council, Shahkot
242	Lahore	Nankana	Tehsil Council	Tehsil Council, Sangla Hill
243	Lahore	Nankana	Municipal Committee	Municipal Committee, Nankana Sahib
244	Lahore	Nankana	Municipal Committee	Municipal Committee, Shahkot
245	Lahore	Nankana	Municipal Committee	Municipal Committee, Sangla Hill
246	Lahore	Nankana	Town Committee	Town Committee, Warburton
247	Lahore	Nankana	Town Committee	Town Committee, Mor Khunda
248	Lahore	Nankana	Town Committee	Town Committee, Mandi Faizabad
249	Lahore	Nankana	Town Committee	Town Committee, Syedwala
250	Lahore	Nankana	Town Committee	Town Committee, Bucheki
251	Lahore	Sheikhupura	Tehsil Council	Tehsil Council, Sheikhupura

252	Lahore	Sheikhupura	Tehsil Council	Tehsil Council, Muridke
253	Lahore	Sheikhupura	Tehsil Council	Tehsil Council, Ferozewala
254	Lahore	Sheikhupura	Tehsil Council	Tehsil Council, Safdarabad
255	Lahore	Sheikhupura	Tehsil Council	Tehsil Council, Sharaqpur Sharif
256	Lahore	Sheikhupura	Municipal Corporation	Municipal Corporation, Sheikhupura
257	Lahore	Sheikhupura	Municipal Corporation	Municipal Corporation, Muridke
258	Lahore	Sheikhupura	Municipal Corporation	Municipal Corporation, Ferozewala
259	Lahore	Sheikhupura	Municipal Committee	Municipal Committee, Farooqabad
260	Lahore	Sheikhupura	Municipal Committee	Municipal Committee, Sharaqpur
261	Lahore	Sheikhupura	Municipal Committee	Municipal Committee, Safdarabad
262	Lahore	Sheikhupura	Town Committee	Town Committee, Manawala
263	Lahore	Sheikhupura	Town Committee	Town Committee, Ferozewatwan
264	Lahore	Sheikhupura	Town Committee	Town Committee, Jhabran
265	Lahore	Sheikhupura	Town Committee	Town Committee, Narang Mandi
266	Lahore	Sheikhupura	Town Committee	Town Committee, Khanpur Nabipur
267	Lahore	Sheikhupura	Town Committee	Town Committee, Kot Pindi Das
268	Lahore	Sheikhupura	Town Committee	Town Committee, Khanqa Dogran
269	Lahore	Sheikhupura	Town Committee	Town Committee, Nagal Sadan
270	Lahore	Sheikhupura	Town Committee	Town Committee, Sacha Soda
271	Multan	Multan	Tehsil Council	Tehsil Council, Multan Saddar
272	Multan	Multan	Tehsil Council	Tehsil Council, Shujabad
273	Multan	Multan	Tehsil Council	Tehsil Council, Jalalpur Pir Wala
274	Multan	Multan	Metropolitan Corporation	Metropolitan Corporation, Multan
275	Multan	Multan	Municipal Committee	Municipal Committee, Shujabad
276	Multan	Multan	Municipal Committee	Municipal Committee, Jalalpur Pir Wala
277	Multan	Multan	Town Committee	Town Committee, Sikanderabad
278	Multan	Multan	Town Committee	Town Committee, Makhdoom Rasheed
279	Multan	Multan	Town Committee	Town Committee, Keser Pur
280	Multan	Multan	Town Committee	Town Committee, Qadir Pur Raan
281	Multan	Multan	Town Committee	Town Committee, Luthar
282	Multan	Multan	Town Committee	Town Committee, Basti Malook
283	Multan	Lodhran	Tehsil Council	Tehsil Council, Lodhran
284	Multan	Lodhran	Tehsil Council	Tehsil Council, Dunyapur
285	Multan	Lodhran	Tehsil Council	Tehsil Council, Kahror Pacca
286	Multan	Lodhran	Municipal Committee	Municipal Committee, Lodhran
287	Multan	Lodhran	Municipal Committee	Municipal Committee, Dunyapur
288	Multan	Lodhran	Municipal Committee	Municipal Committee, Kahror Pacca
289	Multan	Lodhran	Town Committee	Town Committee, Gelay Wal
290	Multan	Lodhran	Town Committee	Town Committee, Dhanote
291	Multan	Lodhran	Town Committee	Town Committee, Gogran
292	Multan	Khanewal	Tehsil Council	Tehsil Council, Khanewal
293	Multan	Khanewal	Tehsil Council	Tehsil Council, Kabirwala
294	Multan	Khanewal	Tehsil Council	Tehsil Council, Jahanian
295	Multan	Khanewal	Tehsil Council	Tehsil Council, Mian Channu

296	Multan	Khanewal	Municipal Committee	Municipal Committee, Khanewal
297	Multan	Khanewal	Municipal Committee	Municipal Committee, Kabirwala
298	Multan	Khanewal	Municipal Committee	Municipal Committee, Jahanian
299	Multan	Khanewal	Municipal Committee	Municipal Committee, Mian Channu
300	Multan	Khanewal	Town Committee	Town Committee, Abdul Hakeem
301	Multan	Khanewal	Town Committee	Town Committee, Tulamba
302	Multan	Khanewal	Town Committee	Town Committee, Sarai Sidhu
303	Multan	Khanewal	Town Committee	Town Committee, Makhdoom Pur Pahoran
304	Multan	Vehari	Tehsil Council	Tehsil Council, Vehari
305	Multan	Vehari	Tehsil Council	Tehsil Council, Burewala
306	Multan	Vehari	Tehsil Council	Tehsil Council, Mailsi
307	Multan	Vehari	Municipal Corporation	Municipal Corporation, Burewala
308	Multan	Vehari	Municipal Committee	Municipal Committee, Vehari
309	Multan	Vehari	Municipal Committee	Municipal Committee, Mailsi
310	Multan	Vehari	Town Committee	Town Committee, Luddan
311	Multan	Vehari	Town Committee	Town Committee, Machiwal
312	Multan	Vehari	Town Committee	Town Committee, Gaggoo
313	Multan	Vehari	Town Committee	Town Committee, Tibba Sultan Pur
314	Multan	Vehari	Town Committee	Town Committee, Jalla Jeem
315	Multan	Vehari	Town Committee	Town Committee, Karampur
316	Multan	Vehari	Town Committee	Town Committee, Garh Mor
317	Multan	Vehari	Town Committee	Town Committee, Mithru
318	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Rawalpindi
319	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Kahuta
320	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Gujar Khan
321	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Kotli Sattian
322	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Kallar Syedan
323	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Murree
324	Rawalpindi	Rawalpindi	Tehsil Council	Tehsil Council, Taxila
325	Rawalpindi	Rawalpindi	Metropolitan Corporation	Metropolitan Corporation, Rawalpindi
326	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Kahuta
327	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Kotli Sattian
328	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Gujar Khan
329	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Murree
330	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Kallar Syedan
331	Rawalpindi	Rawalpindi	Municipal Committee	Municipal Committee, Taxila
332	Rawalpindi	Rawalpindi	Town Committee	Town Committee, Doultala
333	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Attock
334	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Hazro
335	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Hassanabdal
336	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Fatehjang
337	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Pindi Gheb
338	Rawalpindi	Attock	Tehsil Council	Tehsil Council, Jand
339	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Attock
340	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Hazro
341	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Hassanabdal

342	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Fatehjang
343	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Pindi Gheb
344	Rawalpindi	Attock	Municipal Committee	Municipal Committee, Jand
345	Rawalpindi	Attock	Town Committee	Town Committee, Mirza
346	Rawalpindi	Jhelum	Tehsil Council	Tehsil Council, Sohawa
347	Rawalpindi	Jhelum	Tehsil Council	Tehsil Council, Dina
348	Rawalpindi	Jhelum	Tehsil Council	Tehsil Council, Jhelum
349	Rawalpindi	Jhelum	Tehsil Council	Tehsil Council, Pind Daden Khan
350	Rawalpindi	Jhelum	Municipal Corporation	Municipal Corporation, Jhelum
351	Rawalpindi	Jhelum	Municipal Committee	Municipal Committee, Dina
352	Rawalpindi	Jhelum	Municipal Committee	Municipal Committee, Sohawa
353	Rawalpindi	Jhelum	Municipal Committee	Municipal Committee, Pind Daden Khan
354	Rawalpindi	Jhelum	Town Committee	Town Committee, Domeli
355	Rawalpindi	Jhelum	Town Committee	Town Committee, Khewra
356	Rawalpindi	Chakwal	Tehsil Council	Tehsil Council, Chakwal
357	Rawalpindi	Chakwal	Tehsil Council	Tehsil Council, Talagang
358	Rawalpindi	Chakwal	Tehsil Council	Tehsil Council, Choa Saidan Shah
359	Rawalpindi	Chakwal	Tehsil Council	Tehsil Council, Kallar Kahar
360	Rawalpindi	Chakwal	Tehsil Council	Tehsil Council, Lawa
361	Rawalpindi	Chakwal	Municipal Committee	Municipal Committee, Chakwal
362	Rawalpindi	Chakwal	Municipal Committee	Municipal Committee, Talagang
363	Rawalpindi	Chakwal	Municipal Committee	Municipal Committee, Choa Saidan Shah
364	Rawalpindi	Chakwal	Municipal Committee	Municipal Committee, Kallar Kahar
365	Rawalpindi	Chakwal	Municipal Committee	Municipal Committee, Lawa
366	Rawalpindi	Chakwal	Town Committee	Town Committee, Bhoun
367	Rawalpindi	Chakwal	Town Committee	Town Committee, Dhudhiyal
368	Sahiwal	Sahiwal	Tehsil Council	Tehsil Council, Sahiwal
369	Sahiwal	Sahiwal	Tehsil Council	Tehsil Council, Chichawatni
370	Sahiwal	Sahiwal	Metropolitan Corporation	Metropolitan Corporation, Sahiwal
371	Sahiwal	Sahiwal	Municipal Committee	Municipal Committee, Chichawatni
372	Sahiwal	Sahiwal	Town Committee	Town Committee, Kameer
373	Sahiwal	Sahiwal	Town Committee	Town Committee, Harappa
374	Sahiwal	Pakpattan	Tehsil Council	Tehsil Council, Pakpattan
375	Sahiwal	Pakpattan	Tehsil Council	Tehsil Council, Arifwala
376	Sahiwal	Pakpattan	Municipal Committee	Municipal Committee, Pakpattan
377	Sahiwal	Pakpattan	Municipal Committee	Municipal Committee, Arifwala
378	Sahiwal	Pakpattan	Town Committee	Town Committee, Qaboola
379	Sahiwal	Pakpattan	Town Committee	Town Committee, Malka Hans
380	Sahiwal	Okara	Tehsil Council	Tehsil Council, Okara
381	Sahiwal	Okara	Tehsil Council	Tehsil Council, Renala Khurd
382	Sahiwal	Okara	Tehsil Council	Tehsil Council, Depalpur
383	Sahiwal	Okara	Municipal Corporation	Municipal Corporation, Okara
384	Sahiwal	Okara	Municipal Committee	Municipal Committee, Depalpur
385	Sahiwal	Okara	Municipal Committee	Municipal Committee, Hujra
386	Sahiwal	Okara	Municipal Committee	Municipal Committee, Haveli Lakha

387	Sahiwal	Okara	Municipal Committee	Municipal Committee, Renala Khurd
388	Sahiwal	Okara	Town Committee	Town Committee, Basirpur
389	Sahiwal	Okara	Town Committee	Town Committee, Mandi Ahmad
390	Sahiwal	Okara	Town Committee	Town Committee, Gogera
391	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Sargodha
392	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Sillanwali
393	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Sahiwal
394	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Shahpur
395	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Bhera
396	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Bhalwal
397	Sargodha	Sargodha	Tehsil Council	Tehsil Council, Kot Momin
398	Sargodha	Sargodha	Metropolitan Corporation	Metropolitan Corporation, Sargodha
399	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Sillanwali
400	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Sahiwal
401	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Shahpur Saddar
402	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Bhera
403	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Kot Momin
404	Sargodha	Sargodha	Municipal Committee	Municipal Committee, Bhalwal
405	Sargodha	Sargodha	Town Committee	Town Committee, Bhagtanwala
406	Sargodha	Sargodha	Town Committee	Town Committee, 46 Adda
407	Sargodha	Sargodha	Town Committee	Town Committee, Dharema
408	Sargodha	Sargodha	Town Committee	Town Committee, Shahpur City
409	Sargodha	Sargodha	Town Committee	Town Committee, Jhawarian
410	Sargodha	Sargodha	Town Committee	Town Committee, Phularwan
411	Sargodha	Sargodha	Town Committee	Town Committee, Miani
412	Sargodha	Sargodha	Town Committee	Town Committee, Farooka
413	Sargodha	Sargodha	Town Committee	Town Committee, Bhabra
414	Sargodha	Bhakkar	Tehsil Council	Tehsil Council, Bhakkar
415	Sargodha	Bhakkar	Tehsil Council	Tehsil Council, Darya Khan
416	Sargodha	Bhakkar	Tehsil Council	Tehsil Council, Kallur Kot
417	Sargodha	Bhakkar	Tehsil Council	Tehsil Council, Mankera
418	Sargodha	Bhakkar	Municipal Committee	Municipal Committee, Bhakkar
419	Sargodha	Bhakkar	Municipal Committee	Municipal Committee, Darya Khan
420	Sargodha	Bhakkar	Municipal Committee	Municipal Committee, Kallur Kot
421	Sargodha	Bhakkar	Municipal Committee	Municipal Committee, Mankera
422	Sargodha	Bhakkar	Town Committee	Town Committee, Dullewala
423	Sargodha	Bhakkar	Town Committee	Town Committee, Jandanwala
424	Sargodha	Bhakkar	Town Committee	Town Committee, Haiderabad
425	Sargodha	Bhakkar	Town Committee	Town Committee, Kotla Jam
426	Sargodha	Khushab	Tehsil Council	Tehsil Council, Khushab
427	Sargodha	Khushab	Tehsil Council	Tehsil Council, Quaidabad
428	Sargodha	Khushab	Tehsil Council	Tehsil Council, Noorpur
429	Sargodha	Khushab	Tehsil Council	Tehsil Council, Naushera
430	Sargodha	Khushab	Municipal Committee	Municipal Committee, Khushab
431	Sargodha	Khushab	Municipal Committee	Municipal Committee, Quaidabad
432	Sargodha	Khushab	Municipal Committee	Municipal Committee, Noorpur
433	Sargodha	Khushab	Municipal Committee	Municipal Committee, Naushera

434	Sargodha	Khushab	Municipal Committee	Municipal Committee, Jauharabad
435	Sargodha	Khushab	Town Committee	Town Committee, Hadali
436	Sargodha	Khushab	Town Committee	Town Committee, Mitha Tiwana
437	Sargodha	Khushab	Town Committee	Town Committee, Girote
438	Sargodha	Mianwali	Tehsil Council	Tehsil Council, Mianwali
439	Sargodha	Mianwali	Tehsil Council	Tehsil Council, Isa Khel
440	Sargodha	Mianwali	Tehsil Council	Tehsil Council, Piplan
441	Sargodha	Mianwali	Municipal Committee	Municipal Committee, Mianwali
442	Sargodha	Mianwali	Municipal Committee	Municipal Committee, Isa Khel
443	Sargodha	Mianwali	Municipal Committee	Municipal Committee, Piplan
444	Sargodha	Mianwali	Town Committee	Town Committee, Daud Khel
445	Sargodha	Mianwali	Town Committee	Town Committee, Musa Khel
446	Sargodha	Mianwali	Town Committee	Town Committee, Wan Bhachran
447	Sargodha	Mianwali	Town Committee	Town Committee, Pakki Shah Mardan
448	Sargodha	Mianwali	Town Committee	Town Committee, Mochh
449	Sargodha	Mianwali	Town Committee	Town Committee, Kamar Mushani
450	Sargodha	Mianwali	Town Committee	Town Committee, Kala Bagh
451	Sargodha	Mianwali	Town Committee	Town Committee, Kundian
452	Sargodha	Mianwali	Town Committee	Town Committee, Hernoli
453	Sargodha	Mianwali	Town Committee	Town Committee, Khola
454	Sargodha	Mianwali	Town Committee	Town Committee, Chakrala
455	Sargodha	Mianwali	Town Committee	Town Committee, Pai Khel
456	Sargodha	Mianwali	Town Committee	Town Committee, Swance

III. The eligibility criteria of KPOs shall be as follow;

a. Must have a valid CNIC.
b. Minimum 12 years of education.
c. Multilingual with complete command on English & Urdu.
d. Able to communicate confidently and politely, with good communication skills.
e. Have sound knowledge of use of internet, email, MS Office (Word, PowerPoint, Excel etc.), commonly used android applications and hardware like mobile phone, laptop, printer and scanner etc.
f. Minimum experience of 01 year of relevant field i.e. data entry, day-to-day operational tasks, data gathering / surveys etc.

IV. The Contractor shall provide details (resumes) of the short-listed KPOs. The Purchaser may or may not conduct interviews of short-listed KPOs and make final selection.

V. The Contractor shall provide its own equipment i.e. Laptops and internet connectivity to the deputed staff to perform the data entry and other services.

Minimum Specifications of Laptops

Processor	5th Generation Intel® Core™ i3 Processor 1.6GHz
Operating System	Windows 7/8/10
Memory	4 GB DDR3 On-board
HHD	250 GB SATA SSD
Battery & LCD Size	Battery 2-3 Hours, min 14" Screen Size
Connectivity WLAN	LAN Built-in 10/100/1000 Gigabit Ethernet (Microsoft Windows, Linux Supportive) Built-in Wi-Fi 802.11 & Bluetooth supported

Ports	2 x USB 2.0 1 x USB 3.0
Power Adapter & External Mouse	Original Power Adapter and external optical Mouse

VI. The Contractor shall provide internet device such as Internet Dongle / USB to each KPO for performing different activities.

VII. The Purchaser or The Client shall monitor day-to-day operations and performance of the KPOs. The decision of the Purchaser or Client will prevail in every case of dispute.

VIII. The contractor shall not be allowed to further outsource the data entry services to any other third-party.

IX. The documents for scanning and uploading will be provided by the supervisory staff of PITB / LGCDD on daily / weekly basis.

X. Where required, the Contractor shall do the manual data entry in relevant fields of web-based system i.e. captions, Dates or any other particulars.

XI. Any Error and omission made during data entry process shall be corrected by the contractor in their own capacity.

XII. The Contractor shall ensure the integrity of data and no scanned data shall be saved on Laptop or any other storage device.

XIII. The purchaser shall communicate the deployment plan (No. of KPOs and location) at the time of issuance of Letter of Intent (LOI).

XIV. Data Entry shift will be based on 8 hours and 6 days a week (Monday to Saturday). The Purchaser may ask the contractor to work on weekends when & where required.

XV. The Contractor shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen Compensation Act, Insurance etc.).

XVI. The Contractor shall establish and maintain all proper records including, but not limited to, accounting records required by any law, code, practice or corporate policy applicable from time to time, including records and returns as applicable under labor legislations.

XVII. The Purchaser shall not be liable for any damage / loss to assets, resources and manpower deployed by the Contractor.

XVIII. Expenses related to transportation, lodging, entertainment, travelling etc. for their staff will be solely borne by the contractor.

XIX. The Contractor will ensure that salaries of data entry operators will be as per Government of Punjab minimum salary rules and disburse in first week of every month.

XX. Contractor shall replace the resource as per below table after request is made from the Purchaser or Client. The request to replace KPO(s) can be made on various grounds as mentioned below:

I. Shift adherence i.e. late arrivals, left early etc.
II. A KPO shall be replaced if he / she avails 2 uninformed leaves in a month. Total quota of leaves shall be as per contractor's rules and policies.
III. Data entry speed shall not be less than 30 words / minute.
IV. KPO shall not be found engaged in any illegal or unlawful activity or misconduct.
V. KPO shall make sure the data integrity. Any kind of data shall not be shared or leaked with anyone except the concerned personnel of the purchaser or client department.

Penalty on Replacement of Resources		
Sr #	**Replacement of Resources**	**Penalty**
1	Within 5 days of intimation	Nil
2	Within 6 to 10 days	2 % of monthly billed value of that KPO
3	Within 11 to 15 days	3 % of monthly billed value of that KPO
4	< 15 days	5 % of monthly billed value of that KPO

4. Responsibility Matrix:

R= Responsible I = Input required		
Activity	**Stakeholders**	
	PITB	**Contractor**
Deployment of Human Resources	I	R
Training	R	R
Software for Data Entry	R	-
Provisioning of IT equipment and internet	I	R
Table, Chair, Electricity	R	-
Quality of Data while scanning and uploading ***Note:*** *quality of data means the pages being scanned should be clearly visible and readable as per industry standards and uploaded in PDF format.*	I	R
Quality assurance after uploading and issuance of satisfactory certificate	R	I
Maintenance and security of Hardware issued to vendor (if any) by the purchaser	I	R
Human Resource Backup / Reliever	I	R

I= Input R=Responsible

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _ (Name and address of 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 services 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 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

Financial Cost Sheet / Price Table

Data Entry Services

Description	No. of KPOs (1)	Unit Rate per KPO / month (Incl. all Taxes if applicable) Rs. (2)	Total Cost / month (Incl. all Taxes) Rs. (3=1x2)
Key Punching Officers (8 hours Shift, 6 days a week i.e. Monday to Saturday) (with laptops & internet connectivity)	100		
Total cost for 1 year			**X**

Box X: AMOUNT HERE WILL DETERMINE THE LOWEST BID

Notes to the Price Table:

1) List of locations is given in **Annexure-A.**
2) **X** will determine the total bid cost for all items.
3) Quantity / Number of KPOs present figures for the purposes of evaluation only and does not bind purchaser for the purchase as listed.
4) The bids must be prepared on the units given in Table above.
5) Payment against all above mentioned services will only be made on as per actual basis.

_____

In the capacity of

Duly authorized by

Signature of authorized person

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 biding.

_____

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

(To be submitted on legal stamp paper)

AFFIDAVIT

(Integrity Pact)

We _(Name of the bidder / supplier)_ 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 render the Services against Tender Name. _____, Tender 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 Intent 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 2020.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

ANNEXURE-J

CHECKLIST FOR BID SUBMISSION

Technical Proposal

Part –A (04 Document)

i. Bid Submission Form/Covering letter duly signed and stamped by authorized representative. **(Annexure-E)**

ii. Income Tax Registration certificate (NTN)

iii. Sales Tax Registration Certificate

iv. **Single Undertaking**

The compliance, delivery schedule and black listing statement should be made as per mentioned in tender documents and the following can 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, 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 (**Annex-A)**

Part –B (02 Documents)

i. Technical Proposal Form **(Annexure-B)**

ii. Technical Bid/ Scope of services clearly mentioned.

Part-C (04 Documents)

Qualification documents

i. 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.

ii. **Relevant experience documents** (Purchase Orders / Contracts) for specified period i.e. 3 year / 1 year etc.

iii. Power of Attorney, if an authorized representative is appointed, dully signed & stamped. (Annexure-F).

iv. 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)

i. Financial Proposal Form (Annexure-C), dully signed & stamped. (**AS per tender document)**

ii. Price Schedule (Annexure-D), duly signed & stamped. **(Tax Calculation)**

iii. Bid Security, as per provisions of the clause Bid Security of this document.

ANNEXURE-K

CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

Bank's Copy

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: Rs. 1,000/- In Words: Rupees one thousand only

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CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

PITB's Copy

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: Rs. 1,000/- In Words: Rupees one thousand only

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CASH DEPOSIT SLIP

For Punjab Information Technology Board, Lahore

No.

Date:

Deposited in:

Customers's Copy

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: Rs. 1,000/- In Words: Rupees one thousand only