



Government of Pakistan

NATIONAL INFORMATION TECHNOLOGY BOARD

(NITB)

Request for Proposal for

Procurement of Technical Equipment

May, 2024

Tender No. NITB-4(359) 2022

www.nitb.gov.pk



Data Sheet

Bid Selection Method	Single Stage - One Envelope: The method of selection is Cost Based Selection. RFP is available under Tender link of following websites https://nitb.gov.pk and https://www.ppra.org.pk
Bid Security	PKR 200,000/-
Deliverables	As per clause 9 of this document.
Contact Person	Assistant Directory (Admin) Email: javed.iqbal@nitb.gov.pk Phone: 051-9265063
Language	Proposals should be submitted in English language.
Currency	Prices quoted should be in PKR.
Delivery Timelines	As detailed in Clause 9 of this document.
Taxes	The quoted prices should include all applicable taxes and duties etc.
Proposal Validity	Proposals/bids must remain valid for minimum of ninety (90) days after the bid submission date.
Bidder must submit	Two (02) copies of financial proposal (one original and one photocopy). A printable and searchable copy in a USB flash drive of the financial proposal should also be provided. Proposal shall contain separate envelope for the bid security.
Proposal Submission Address	National Information Technology Board Plot # 24-B, Street # 06, H-9/1, Islamabad
Submission Date & Time	Bids must be submitted on or before 21 st June, 2024 at 11:00 AM. The Bids will be opened on the same day at 11:30 AM at NITB office.



Pre-bid Meeting	A Pre-bid meeting will be held in the National Information Technology Board (NITB) premises on 7 th June, 2024 at 11:00 AM, at NITB office.
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Executive Summary:

National IT Board (NITB) is an autonomous board and is mandated to undertake and coordinate e-government initiatives at Federal Ministries/Divisions and Departments, provide consulting and advisory services in acquiring and implementing IT solutions as well as IT capacity building of staff of these organizations. NITB intends through this tender to purchase the following items along with installation & configuration services from the eligible bidders. After-sale support, warranty and in-house trainings are also required (where applicable).

1. Invitation to Bids:

The National Information Technology Board, hereinafter called “NITB” and/or the ‘Procuring Agency’, intends to invite bids against the RFP titled “**Procurement of Technical Equipment**” from eligible Bidders.

1.1 PPRA Rules to be followed

Public Procurement Regulatory Authority (PPRA) Rules (Public Procurement Rules, 2004) will be strictly followed. These may be obtained from PPRA’s website.

In this document, unless otherwise mentioned to the contrary, "Rule" / “Rules” means a Rule / Rules under the Public Procurement Regulatory Authority Rules, 2004.

1.2 Mode of Advertisement(s)

This RFP is being placed online at PPRA's and NITB websites, as well as being advertised in print media. Bidding document containing detailed instructions, terms and conditions and this advertisement can be downloaded from NITB and PPRA websites.

1.3 Type of Open Competitive Bidding

As per the Rules ‘Single Stage - One Envelope Procedure’ shall be followed.

- The bid shall comprise a single package containing the financial proposal.
- The envelope shall be marked as “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion.



- The Bidders will be first checked for the eligibility, as per the requirements in eligibility criteria. Thereafter, all eligible bidders shall be shortlisted as per 100% compliance of requirements of this document.
- The contract may be awarded to bidder offering competitive prices.
- The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- The Procuring Agency shall incur no liability, solely by virtue of its invoking Rule 33 (1) towards Bidder who have submitted bids or proposals.
- Notice of the rejection of all bids or proposals shall be given promptly to all Bidders that submitted the proposals.

2. Instructions to Bidders:

2.1 Language

The Bid and all documents relating to the Bid, exchanged between the Bidder and the Procuring Agency, 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 Bid.

2.2 Bid Document

The bid document can be downloaded from the NITB and/or PPRA websites.

2.3 RFP Clarifications and Questions

To ensure fair consideration for all Bidders, NITB prohibits communication to or with any department, officer or employee during the evaluation process.

No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the Procuring Agency may seek and accept clarifications to the bid resulting in modification of the bid that do not change the substance of the bid.

Any request for clarification in the bid, made by the Procuring Agency shall invariably be in writing. The response to such request shall also be in writing.

2.4 Pre-Bid Meeting

A pre-bid meeting will be scheduled according to Annexure A i.e. at 11:00 am on 7th June 2024, at the NITB premises to respond to queries of interested bidders.



- Queries from the bidders (if any) for seeking clarifications regarding the specifications of the supplies must be received in writing to the NITB latest by 24 hours before the pre-bid meeting. NITB reserve the right not to address any verbal query, or the phone calls during pre-bid meeting.
- If any queries raise during the pre-bid meeting should be submitted in writing on the same day of the pre-bid meeting, reply to those queries will be responded within 24 hours by NITB.
- Bidders should note that during the period from the advertisement of the RFP till the receipt of the bids, all queries should be communicated to contact person(s), mentioned in this document, in writing via e-mail or postal mail only.
- Any oral interpretations or clarifications of this RFP shall not be relied upon.
- Bidder shall include the following reference as the subject of email/letter:
“Procurement of Technical Equipment”

2.5 RFP / Bid Price

The quoted prices shall be:

- In Pak Rupees'
- Inclusive of all taxes, duties, levies, insurance etc.
- Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation.
- Including all charges up to the delivery point.
- If not specifically mentioned in the Bid, it shall be presumed that the quoted price is as per the requirements given in this document, where no prices are entered against any item, the price of that item shall be deemed to be free of charge, and no separate payment shall be made for such item(s).
- Withholding Tax, Sales Tax and Other Taxes: The Bidder is hereby informed that the NITB will deduct tax at the rate prescribed under the Tax Laws of Federal Government of Pakistan, from all payments for products and services rendered by any Bidder who signs a contract with NITB.

2.6 RFP Schedule

Critical dates and milestones in connection with this RFP are mentioned as Annexure-A

2.6.1 Timeline of the Delivery:

Delivery Time will be 15 to 20 days after the issuance of PO.



3. Confidentiality:

No information pertaining to this RFP or the examination, clarification, evaluation, comparison and award of this RFP shall be disclosed to other Bidders or any other persons not officially connected with the RFP process, including, but not limited to, the Bidder's own affiliate companies and subsidiaries. The Bidder is not permitted to make any public announcement or release any information regarding this RFP without NITB's prior written approval.

NITB reserves the right to share the Bidder's response to this RFP with its personnel, advisors and affiliates.

In the event the Bidder commits a breach of confidentiality, NITB reserves the right to disqualify the Bidder from this RFP process and also take action under the Rules.

The Bidder shall state clearly those elements of its response that it considers confidential and/or proprietary. Failure to properly identify and mark confidential or proprietary information may result in all information received being deemed non-confidential, non-proprietary, and in the public domain.

3.1 Notices

In this document, unless otherwise specified, wherever provision is made for sending / exchanging notice, certificate, order, consent, approval or instructions amongst the Parties, the same shall be:

- In writing;
- Served by sending the same by courier or registered post to their principal office as they shall notify for the purpose.

3.2 Joint Venture

No Joint Venture is allowed for and under this RFP.

3.3 Corrupt Practices and Conflict of Interest

NITB requires that bidders / contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices.

NITB will reject a proposal for award or revoke the award of contract, if it determines that the bidder recommended for award was engaged in any corrupt or fraudulent practices or has already been blacklisted.

Any false information or misstatement on the part of the bidder will lead to disqualification/ blacklisting/ initiation of legal proceedings regardless of the price or quality of the product.

The bidders are required to mention clearly and in detail if there exists any conflict of interest. Existence of a conflict of interest or non-disclosure of a conflict of interest will lead to, at any stage, disqualification of the bidders and may also lead to blacklisting of the bidders for future procurement processes. A conflict of interest in the bidding process occurs when an individual or entity involved in the evaluation or selection of bids has a personal or financial interest that could compromise impartiality or fairness. This conflict may lead to biased decision-making that favors



a specific bidder, distorting fair competition. Proper disclosure and mitigation strategies, such as recusal from decision-making, are vital to maintain transparency and ensure a level playing field for all bidders.

3.4 Warranty /Support & Maintenance Services

The successful bidder shall cooperate and facilitate in full in order for NITB to avail comprehensive product warranty mentioned against each product provided. During the warranty period, it will be the responsibility of the successful bidder to rectify any defects and provide services such as configuration of equipment or software, problem rectification.

4. Indemnification:

The Bidder will, at its own expense, indemnify and hold harmless NITB, and their respective officers, directors, employees, representatives, licensees and agents from and against and in respect of any and all claims, liabilities, allegations, suits, actions, investigations, judgments, deficiencies, settlements, inquiries, demands or other proceedings of whatever nature or kind, whether formal or informal, brought against NITB or any of their respective officers, directors, employees, representatives, licensees or agents, by any third parties against and in respect of any and all damages, liabilities, losses, costs, charges, fees and expenses, including without limitation reasonable legal fees and expenses, as and when incurred, relating to, based upon, incident to, arising from, or in connection with any claim or allegation with regard to any misrepresentation by the bidder, breach of any provision of this document by the bidder, negligence or willful misconduct of the bidder, infringing in any manner any copyright, trademark, intellectual property, trade secret or patent of any third party. The foregoing obligation is subject to NITB giving bidder a prompt written notice of any claim and giving the bidder sole control of the defense of such claim. Bidder agrees that it may not, without NITB's prior written consent enter into any settlement or compromise of any claim that results in any admission of liability or wrongdoing on the part of NITB, as the case may be.

To the fullest extent permitted by law, the bidder shall indemnify and hold harmless NITB and their respective officers, directors, employees, representatives, licensees and agents from and against claims, damages, losses and expenses, including but not limited to legal fees, arising out of or resulting from performance of the work under this document and the resultant contract in relation to any claim, damage, loss or expense attributable to bodily injury, sickness, disease or death to the bidder's personnel or any third party hired by the bidder or to injury to or destruction of tangible property.

5. Preparation of Bid:

5.1 Cost of Bidding

The issuance of this RFP and the receipt of information in response to this RFP shall not in any way cause NITB to incur any liability or obligation, financial or otherwise, to the bidder (and /or any proposed Subcontractor(s), if any). NITB assumes no obligation to reimburse or in any way



compensate the bidder for costs and/or expenses incurred in connection with the bidder's Proposal in response to this RFP. All costs and expenses incurred by the bidder (and/or any proposed subcontractor(s), if any) pertaining to all activities in the preparation, submission, review, selection and negotiation of the bidder's proposal in response to this RFP shall be solely borne by the bidder (and/or any proposed subcontractor(s), if any) ("costs and expenses").

5.2 Bid Security

In accordance with Rule 25 of Public Procurement Rules, the Bidder will submit a bid security of PKR 200,000/- in shape of Bank Draft/Bank Guarantee in favor of 'National Information Technology Board'.

- The Bid Security issued only by any scheduled bank of Pakistan will be acceptable. Cheques will not be acceptable in any case. Bid security of the successful bidder will be returned once the Performance Guarantee is submitted to NITB.
- The bid security shall be part of the bid envelope, failing to do so will cause rejection of the bid.
- Bid security envelope will be opened at the time of opening of the proposal.
- The Bid Security shall be forfeited by the Procuring Agency on the occurrence of any/all of the following conditions:
 - If the Bidder withdraws the Bid during the validity period of the Bid specified by the Procuring Agency; and
 - If the Bidder, having been notified of the acceptance of the Bid by the Procuring Agency during the period of the Bid validity, fails or refuses to furnish the Performance Security, in accordance with the Bid Document.
- Validity of the Bid Security should be ninety (90) days as a minimum.

5.3 Financial Proposal

The Financial proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the bidder. The bidder shall provide its list of costs with all items described in the proposal priced separately. Refer Annexure B – Submittal Requirements for Financial Proposal.

5.4 Payment Terms / Schedule

Payments will be made by NITB against the invoice/s raised by the bidder and upon issuance of delivery note(s) coupled with production of following documents:

Sales tax invoice duly signed and stamped by the bidder organization.

NITB shall issue the delivery challan which shall be signed by the Admin Department of NITB.

Vendor shall be responsible to get the delivery challan signed-off.

There will be no Advance payment or mobilization fee.



5.5 Bid Currencies

Bids are to be quoted in PKR.

5.6 Advice of Omission or Misstatement

In the event it is evident to a bidder responding to this RFP that NITB has omitted or misstated a material requirement to this RFP and/or the services required through this RFP, the responding bidder shall advise the contact person identified in the RFP Clarifications and Questions section above of such omission or misstatement.

5.7 Bid Validity Period

The bid shall have a minimum validity period of ninety (90) days from the last date for submission of the Bids. The Procuring Agency may solicit the Bidders consent to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. Bid Security shall also be suitably extended.

5.8 Additional Charges

No additional charges, other than those listed in the financial proposal, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to the site, setup, installation, training etc.

5.9 Right to Request Additional Information

NITB reserves the right to request any additional information that might be deemed necessary during the bids evaluation process.

5.10 Right of Refusal

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.

The Procuring Agency shall incur no liability, solely by virtue of invoking the foregoing under Rule 33 (1) towards Bidder who have submitted bids or proposals.

Notice of the rejection of all bids or proposals shall be given promptly to all Bidders who submitted the proposals.

6. Submission of Bids:

6.1 Sealing and Marking of Bids

Bid shall comprise a single sealed package containing the proposal. The envelope shall be marked as “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion.

The bids along with the bid security, must be dropped at: National Information Technology Board.



The Proposal must contain Sealed BID Security envelop which would be opened at time of opening of the proposal.

All submissions are due to the attention of the authorized person, no later than the date and time specified in Annexure A. Any proposal received after the due date and time will not be accepted by NITB.

Proposal submissions must be organized according to the instructions provided in this document, separately packaged, sealed and duly identifiable.

Softcopies of the proposal are required to be submitted in the form of USB in the respective sealed envelopes. The files must be unprotected, editable, electronic documents and must be clear of any viruses, imbedded documents, or executable links.

6.2 Extension of Time Period for Submission of Bids

NITB may extend the deadline for submission of bids, if any of the following conditions exists:

- If Procurement Committee is convinced that such extraordinary circumstances have arisen owing to law-and-order situation or a natural calamity that the deadline should be extended; and
- If Purchase Committee decides to extend the deadline due to any administrative reason.

6.3 Late Bids

Late bids shall not be considered. Therefore, it is suggested that the response be sent in a manner that ensures it arrives on time, for example: through verifiable courier, Registered Mail or in person. Responses through Fax, email, and non-registered delivery through Pakistan Post Mail will not be considered.

6.4 Presentation by Bidders

Bidders may be asked to present their proposal as per the terms and conditions listed along with the announcement of this RFP. The Bidder will be required to provide and present a detailed and comprehensive project management plan that will become the sole source for determining implementation tasks and completion time of each task. The bidders are expected to present the proposal and the various components within the overall proposal. The bidder must be able to answer all queries and question of the evaluation/procurement committee during the presentation.

6.5 Modification or Withdrawal of Proposals

Proposal modification and withdrawal terms and conditions are governed by PPRA Rules & Regulations. Such laws, Rules & Regulations shall always prevail at all times. Under no circumstances shall a bidder be allowed to modify or withdraw his proposal if such actions are prohibited by the relevant Rules & Regulations.

6.6 Submittal Requirements

- For Financial Proposal, please ensure that the listed requirements are provided in Annexure B.



7. Opening and Evaluation of Bids:

7.1 Opening of Bids by NITB

The proposal shall be opened at the time and place stated in Annexure A herewith.

7.2 Modification of Bids

No bidder shall be allowed to alter or modify its bids after submitting the bids unless, NITB may, at its discretion, ask a bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted.

7.3 Missing Information

Information requested in this document is aimed to evaluate the bidder and their system in a best possible way, therefore NITB encourage bidder to furnish the information as requested in this document. Any missing information shall be considered as not available.

7.4 Addendum or Supplement to Request for Proposal

At any time prior to the deadline for submission of the Bid, NITB may, for any reason, whether on its own initiative or in response to a clarification request by prospective bidder, modify the RFP by issuing addenda.

A summary of all questions and responses as well as any adjustments regarding the scope of this Bid - if any, will be prepared and distributed to all potential bidders that submitted their intent to bid afresh (if any, changes will be reflected in the revised proposal published at NITB and PPRA Websites).

7.5 Shortlisting of the Bidders

Shortlisting will purely be based on the information provided in the submitted proposal and related documents, and as per the evaluation criteria mentioned in this document.

7.6 Bidder Evaluation

The contract shall be awarded at the sole discretion of NITB after evaluation of the bidder's proposal, reference discussions, negotiations, determination of competitive advantage and cost. Bidder must have a satisfactory record of contract performance, integrity, business ethics, adequate financial resources (in the opinion of NITB) and vision to meet the contractual requirements contemplated in this RFP. By submitting a proposal, the Bidder warrants that:

- a) It is legally authorized to provide the subject solution(s) globally or locally;
- b) It is in compliance with all applicable laws and regulations;
- c) It is not prohibited from doing business with NITB/GoP by law, order, regulation or otherwise; and
- d) The person submitting the proposal on behalf of the Bidder is authorized to bind it to the terms of the proposal.



An evaluation committee (“Technical Evaluation Committee”) specifically formed for this RFP process will evaluate all submitted proposals. Proposals may be evaluated and eliminated without further discussions and at the sole discretion of NITB. NITB will be the sole initiator of discussions to clarify or negotiate the proposal offerings. The NITB evaluation committee will evaluate each proposal based upon their understanding of the proposals. The NITB evaluation committee will conduct a fair, impartial and comprehensive evaluation of all proposals. If applicable, a contract shall be awarded, taking into consideration the best interests of NITB. The selection criteria is defined in subsequent section and may include:

- a) Experience of the bidder with similar projects, size and scope;
- b) Cost/Value/Favorable contract terms & conditions.

NITB reserves the right to award a contract without any further discussion with the bidder(s) who have submitted proposals in response to this RFP. Therefore, proposals should be submitted initially on the most favorable terms available to NITB from a price, contractual terms and conditions, and technical standpoint. However, NITB reserves the right to conduct discussions with Bidders who submit proposals that pass the initial screening process for the feasibility of the solution(s).

NITB is not under any obligation to provide information relating to the decision-making process. NITB shall evaluate a bidder's "confidence in its own ability to perform" based on a bidder's willingness to provide NITB with meaningful contractual assurances and remedies NITB may exercise in the event of that Bidder's non-performance.

7.7 Proposal Acceptance

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the participant bidder or an officer of the participant bidder duly authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the participant of all terms and conditions including compensation, as set forth herein. A participant shall identify clearly and thoroughly any variations between its proposal and the NITB’s RFP. Bidder shall ensure that every page of their proposal is signed and stamped.

7.8 Redressal of Grievances by the Procuring Agency

The Procuring Agency will constitute 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.

- Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances within five (05) days after issuance of final evaluation report.
- The GRC (Grievance redressal committee) shall investigate and decide upon the complaint within ten (10) days of its receipt
- In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection.



- Any bidder or party not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty (30) days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final.

8. Issuance of Purchase Order:

8.1 Award Criteria

NITB shall award the contract / Purchase Order (PO) – as the case may be – to the successful bidder, whose bid has been determined to be substantially responsive in the view of our requirements & expectations and has provided the most competitive bid.

8.2 NITB's Right to Accept Any Bid and to Reject Any or All Bids

NITB reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

8.3 Notification of Award

Prior to the expiration of the period of bid validity, NITB will notify the successful bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted. The notification of award will constitute the formation of the contract. The draft of formal contract, where required to be signed, will be shared with the successful bidder.

Upon the successful bidders' furnishing of the performance guarantees, NITB will promptly notify each unsuccessful bidders.

8.4 Issuance of PO

PO will be issued within Seven (07) days after the publishing of final evaluation report on NITB website. The successful bidder will accept the PO as per Annexure C attached herewith.

8.5 RFP Response Ownership

All information, materials and ideas submitted become the property of NITB upon submission. NITB reserves the right to modify, reject or use without limitation any or all of the ideas from submitted information. All information, materials and ideas contained in the Bidder's proposal can be used by NITB without any restriction, provided that NITB will not disclose any financial and pricing information the Bidder designates as confidential with any other potential Bidder. NITB reserves the right to share, disclose or discuss to any of its consultants any proposal in response to this RFP in order to secure expert opinion.



9. Scope of Deliverables:

Sr. No.	Equipment	Quantity
1	Sony A 73 III Camera	2
2	50 mm 1.8 Lens	1
3	24-70mm Lens	1
4	Boya MIC (DM500)	2
5	Mic Stand	2
6	Soft Light	4
7	Light Stand	4
8	Camera tripod	2
9	Wireless Mic Boya (compatibile with Camera and Iphone)	1
10	Phone (for Social Media Live Coverage along with Tripod) with stand	1
11	Camera Memory Card (100mbs) 128 GB	4
12	Camera Bags	2
13	Nikon Z8	1
14	24-120mm Lens	1
15	35mm 1.4	1
16	Flashlight SB5000	2
17	Memory card/card reader	2
18	Desktop Computer	1
19	Zoom lens Sigma Nikon 70-200	1
20	Lens Converter	1
21	SB5000	1
22	GODOX AD600BM Light	1
23	Camera Bags	2
24	light stand	2
25	light stand bag	2



Government of Pakistan
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)



26	Tripod Camera stand	1
27	Laptop Dell 7730: . Core i7-8850H . Memory /Ram 32GB . Hard Drive 256GB . Graphic Card . Display 17 inches . Mouse	1
28	WorkStation Dell: . Processor . RAM 32GB DDR5 . Storage . Graphic Card . Monitor Dell . Keyboard AW-510K*1 . Headphone . Mouse	2
29	NikonZ5 Sigma 18-50mm	1
30	Batteries	2
31	Gimble ronina	1
32	Small led Light	2
33	Microphone Wireless	2

10. Evaluation Process:

10.1 Eligibility

Below is the criterion for the eligibility of the interested Bidders. These are all mandatory requirements and failing to comply with any of them will result in ineligibility for further evaluation. Please ensure complete and valid documentary evidences are provided, NITB reserves the right to check the authenticity of any submitted document.

Sr. No.	Criteria	Compliance (Yes/No)
1.	Bidder is a registered/incorporated company in Pakistan with SECP or firm registered under the partnership act of Pakistan.	
2.	Bidder has a valid Registration Certificate for Income Tax, Sales Tax and/or other allied agencies / organizations / regulatory authorities.	
3.	Bidder is an Active Taxpayers as per Federal Board of Revenue (FBR)'s database i.e. Active Taxpayer List (ATL)	



4.	Affidavit on Judicial Stamp Paper duly attested by Notary Public that the bidder is not blacklisted by any government / semi government Department.	
5.	Bidders must be registered at e-PADS of PPRA.	

Note: Verifiable documentary proof is required for all above mandatory requirements.

10.2 Proposals Evaluation Summary

- The Bidders shall be first checked for the eligibility, as per the requirements in eligibility criteria vide clause 10.1.
- Thereafter, the proposals shall be evaluated against the prices.
- The contract may be awarded to bidder offering the lowest prices.

Annexures

Annexure A – RFP Schedule

Event No.	Event Description	Timelines
1	Circulation / Advertisement of RFP	1 st June 2024
2	Pre-Bid Meeting	7 th June 2024
3	RFP Submission Date and Opening of the Proposal	21 st June 2024
4	Announcement for issuance of Purchase Order.	Shall be intimated in due course of time

For site visit, please contact on javed.iqbal@nitb.gov.pk (preferably), Contact # 051-9265063.

Annexure B – Submittal Requirements for Financial Proposal

Bidders shall submit financial cost as per table below. The cost of each Item/Equipment should cover all the allied costing and no other cost shall be entertained. All the cost should be one time and no recurring cost shall be allowed/accepted.

Sr. #	Item/Equipment	QTY	Unit Price (PKR)	GST/Local Taxes (%)	TOTAL GST/Local Taxes Amount (PRK)	TOTAL PRICE (PKR)



Annexure C – Letter of Purchase Order Acceptance

Assistant Director Admin
 National Information Technology Board (NITB)
 Islamabad

Date:

Subject: Acceptance of Purchase Order No. < PO Number >

Dear AD Admin,

I am writing on behalf of < Company/Organization Name > to formally acknowledge receipt of Purchase Order No. < PO Number > dated < PO Date > issued by the National Information Technology Board (NITB). We are pleased to accept the terms and conditions outlined in the Purchase Order.

We have thoroughly reviewed the terms and conditions stipulated in the Purchase Order, and we confirm our commitment to fulfill the requirements specified therein. We assure you that we will adhere to the agreed-upon delivery schedules, quality standards, and any other relevant terms as outlined in the Purchase Order.

In accordance with the terms specified, we understand that the payment terms, delivery schedules, and other relevant details are binding upon both parties and will be strictly followed. We are confident in our ability to meet the expectations set forth in the Purchase Order and look forward to a successful business relationship with NITB.

Please consider this letter as formal confirmation of our acceptance of Purchase Order No. < PO Number > issued by NITB.

Thank you for your trust and confidence in our company. We are eager to commence work on the project and deliver exceptional results.



Government of Pakistan
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)



Yours sincerely,

<Name>

<Position/Title>

<Company/Organization Name>