



# **NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)**

**Ministry of Information Technology & Telecommunications**

INVITATION FOR BIDS

## **For Supply of IT Software**

For ICT Infrastructure to ensure E-Readiness of Federal Government for Implementation of E-Government Program

Tender No. NITB-4(150)/2020-21

**January 14, 2021**

[www.nitb.gov.pk](http://www.nitb.gov.pk)

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



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## Executive Summary

National Information Technology Board (NITB) is an attached department of Ministry of IT & Telecom 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.

In order to expedite the implementation of e-Office application suite which is the flagship e-government project of MoITT, Federal Cabinet in its meeting dated 15th November 2018, approved the summary sent by MoITT to conduct a centralized/consolidated procurement to speedily meet the ICT infrastructure shortfall across all Federal Ministries/Divisions.

## General Terms & Conditions

### 1. SCHEDULE OF REQUIREMENTS AND DELIVERY TIMEFRAME

- 1.1 Supply of Software at Federal Ministries/Divisions/Departments of Government of Pakistan in Islamabad.
- 1.2 Detailed specifications are attached as **Annexure-I**.
- 1.3 NITB may increase or decrease number of licenses or split the quantities depending on the availability of funds.

LOT NO.	SCHEDULE OF REQUIREMENTS		TIMEFRAME / PERIOD OF SUPPLY/DELIVER Y
	ITEM DESCRIPTION / NAME	QUANTITY	
<b>Lot # 1</b>	<b>MS Office Standard 2019 or Higher (P.ID: DG7GMGF0F4MM, SKU ID 0003) (For both MAC and Windows Versions)</b>	<b>5,686 Nos.</b>	<b>04-06 weeks</b>

### DELIVERY TIMEFRAME FOR LOT #1

SR. No	MILESTONE	TIME PERIOD	PAYMENT
1	Supply and verification as per BoQ /Specifications by the procuring agency.	Four (04) to Six (06) Weeks from the date of signing of contract / issuance of purchase order.	<b>Submission of Performance Guarantee by the selected bidder/vendor</b>
2	Installation, configuration and testing of Software by the procuring agency.	Within 30 days of delivery	<b>100% subject to submission of performance Guarantee.</b>
3	End of performance Guarantee		<b>Release of Performance Guarantee</b>

		2 months after complete delivery of Software. (since it's a software and there is no warranty applicable)	
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## 2. ABOUT BIDDERS

- 2.1 The Bidder must be registered with **Sales Tax, Income Tax** Departments, certificate of company's incorporation/SECP and must be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document and RO must be on the **Active Tax Payer List of FBR**.
- 2.2 OEM local presence/Office in Pakistan.
- 2.3 The Bidder must be in relevant business /supplies at least for last **Five (05)** years.
- 2.4 The Bidder must have supplied MS Office (similar or higher version) in past 5 years **minimum 2000 licenses or above quantity of quoted product license**, delivery challans to be attached (details must be provided as per specimen at BID FORM-03)
- 2.5 The Bidder must provide following details on their letterhead:
  - a. Name of Organization
  - b. Details of offices across Pakistan (Service delivery/support Office).
  - c. Location of Head office and support office in Islamabad/ Rawalpindi
  - d. Size of company (number of employees)
  - e. Number of years of being incorporated
  - f. List of certified and dedicated service Engineers/Technicians/Technical Staff.
- 2.6 The Bidder must have strong references and after sale support mechanism with the offered software.
- 2.7 The Bidder to provide information as per templates available at **Annexure-I, Annexure-II, and Annexure-III**.
- 2.8 The Bidder shall not propose any item which is, used, end of life, expired or near to expire. Proof through verified channel is mandatory (where applicable). Quoted Products End/Expiry expected date should also be mentioned with principle documentary evidence.
- 2.9 The Bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). **The bid price MUST be inclusive of all taxes.** The Bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any Bidder who signs a procurement contract with the Government.
- 2.10 **The Bidder must be accredited having Gold or Silver membership/partner with principal of respective software Brand.** The bidder must provide documentary evidence in form of Principal/Manufacturer Authorization Letter.
- 2.11 Financial capability and yearly growth rate (annual financial turnover) in **past three (03) years**.
- 2.12 Delivery and installation on 42+ different locations in Islamabad (Federal Ministries/Divisions), onsite installation & relevant services to be provided by the vendor/contractor and cost(s), if any, must be included in the bid price. 100 Media copies (iso/exe/package) should be provided on DVD/USB 3.1. The media of quoted product should be executable and runnable on all windows and MAC operating systems , operational with full feature and functionalities.



### 3. PREPARATION OF BIDS

- 3.1 As per PPRA rules, Single Stage–Two envelope procedure will be used for the said procurement.
- 3.2 The bids shall be submitted in a sealed package/packages in such a manner that the contents are fully enclosed and cannot be known until duly opened. All the documentary evidences submitted must be mentioned as per specimen given at BID FORM-02.
- 3.3 Technical Proposal: Envelope for Technical Proposal shall be marked **“TECHNICAL PROPOSAL”** clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies (each being physically separated, sealed and labelled as **“Technical Proposal”**. One marked as original and the other is marked as copy). Each envelope should contain similar supporting documents.
- 3.4 Financial Proposal: Envelope for Financial Proposal shall be marked **“FINANCIAL PROPOSAL”** clearly in bold and legible letters to avoid confusion. It must contain two (02) hard copies of Financial Proposals sealed and marked separately.
- 3.5 Soft copies (USB) of Technical proposal must be provided along with bid envelopes in inerasable format i.e. soft copy of technical bid must be placed inside the Envelope containing Technical. In case of any difference between hard and soft copy, the hard copy and the original will prevail.
- 3.6 **Bid Bond/Security:** A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% (**exact 2%**) of the total cost of the bid must be submitted along with the proposal.
- 3.7 The Bid Bond to be enclosed in a SEPARATE ENVELOPE, labelled as **“BID BOND”**, and should be SEALED. It must be ensured by The Bidder that bid bond should not be in the envelope of financial OR technical proposal.
- 3.8 The Bidder should duly fill in and submit the Bid Forms (01, 02, 03, 04)
- 3.9 The Bidder must submit an **Affidavit** that The Bidder is not blacklisted by any Government/Semi Government/Autonomous organization at the time of bid (on stamp paper of Rs. 100) duly attested by Notary Public.
- 3.10 The bidder must submit and **Affidavit** that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that company (on stamp paper of Rs. 100) duly attested by Notary Public.
- 3.11 The currency in the bids shall only be quoted in Pakistan Rupees (PKR).
- 3.12 A certificate must be provided by the bidder that the bid and prices will remain valid until **30th June, 2021** from the closing date of the submission of tender documents
- 3.13 The end user licenses, end user warranties and end user contracting support services will be in the name of Customer which will be intimated by National Information Technology Board (NITB) in due course if required, for the Software.
- 3.14 The Bidder should clearly indicate the duration of delivery (MUST be within given timeframe i.e. schedule of delivery) of items/equipment/software/services after the award of procurement contract.
- 3.15 The bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the bidder and NITB shall be written in the ‘English’ language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.
- 3.16 Bidder is required to stamp every page of the tender document along with signature at the required pages and submit back along with the bid.



#### 4. Pre-Bid Meeting

- 4.1 A Bidders' meeting will be held in the premises of National Information Technology Board (NITB) **on 22<sup>nd</sup> January, 2021 at 11:00am, Plot no 24-B, Street No 6, Sector H-9/1, Islamabad. Phone: 051-9265063.**
- 4.2 All queries relating to Tender Notice should be e-mailed to [ddadmin@nitb.gov.pk](mailto:ddadmin@nitb.gov.pk) at least three (03) days before the meeting.

#### 5. SUBMISSION OF BIDS

- 5.1 Bids shall be delivered by hand or courier in a SEALED CONFIDENTIAL COVER and must reach to Deputy Director (Admin) National Information Technology Board (NITB), Plot no 24-B, Street No 6, Sector H-9/1, Islamabad (Phone: 051-9265063) on or before the last date indicated in Tender Notice i.e. **2<sup>nd</sup> February, 2021 11:00 a.m.** The bidders must put their signatures along with time and date of submitting the bids before submitting the bids.
- 5.2 Bids received after the time prescribed in tender notice/documents shall not be accepted and be returned unopened. Bids through E-mail / Fax shall not be accepted.

#### 6. OPENING, EVALUATION AND REJECTION OF BIDS

- 6.1 Technical bids will be opened on the same date at NITB (above mentioned address clause 4.1) at **11:30 AM** in front of bidder or their representatives who may choose to be present.
- 6.2 Details of technical specifications required by NITB are attached at **Annexure-II**. Initial evaluation/screening will be done as per **Annexure-I**; whereas, technical evaluation as per **Annexure- II**. ROs should provide all details in required templates as provided under:
- Annexure-I for Initial Evaluation.
  - Annexure-II for Technical Evaluation (technical proposal envelope)
  - Annexure-III for Financial Evaluation (financial proposal envelope).
- 6.3 Date and time for the opening of the Financial Bids, after thorough technical evaluation of the bids, shall be communicated to the technically qualified bidders only, whereas the Financial bids of technically disqualified bidders shall be returned un-opened. In this connection, see PPRA Rule: 36(b).
- 6.4 The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet.
- 6.5 NITB may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.
- 6.6 NITB shall incur no liability, solely by virtue of its invoking rule 33 sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.
- 6.7 In the above case notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.



## 7. DISQUALIFICATION AND BLACKLISTING OF SUPPLIERS AND CONTRACTORS

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

## 8. ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACT

### 8.1 Acceptance of Bid and award criteria

- 8.1.1 The bidder after qualifying through the given criteria in Annexure-I and Annexure-II will be called in for opening of financial proposal/bid. In financial opening the lowest bidder will be selected as per PPRA rules, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the procurement contract, within the original or extended period of bid validity.
- 7.2.2 Procurement will be done in completely/phases/partially against original quantities mentioned in the RFP till up to 30-june-2021. However, bidders are required to quote for total quantities mentioned in the document. Schedule of deliveries will be shared at the time of signing of contract. (Subscription/Licensing period will be started at the time of activation of the product.

### 8.2 Notification of Award

- 8.2.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that the bid has been accepted as per BID FORM-03.
- 8.2.2 The notification of award shall constitute the formation of the Contract between NITB and the successful bidder after 15 days of publishing of financial evaluation result. In case of some serious complaint the award may be withheld for not more than 30 days (until the redressal of grievance by Grievance redressal committee (GRC) as per PPRA rule 48 as per mechanism at Annex-IV).
- 8.2.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA-

### 8.3 Signing of Contract

- 8.3.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form/Document (if applicable)
- 8.3.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document
- 8.3.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and debarred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.



- 8.3.4 The Bid bond/security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder subject to (a) signing of contract, (b) furnishing of the bank guarantee, (c) delivery of goods.

## 9. SUBSCRIPTION & SUPPORT

- 9.1 The quoted software will have relevant local warranty support by vendor (or unless warranty period defined otherwise as standard market practice) commencing from the date of delivery where applicable.
- 9.2 The bidder will provide details of support available during and after subscription clearly indicating the offered level of expertise, deliverables and the manner in which these warranty services will be delivered.
- 9.3 All Software/equipment/items should be supplied through verifiable distribution channels.

## 10. PERFORMANCE SECURITY/GUARANTEE

- 10.1 The successful Bidder shall be required to deposit in the form of a Bank Guarantee as per specimen given at BID FORM-05, a Performance Bond upon execution of the procurement contract, **an amount of PKR Two (02) Million**, on the Form and in the manner prescribed by the Procuring Agency (NITB). This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue and should cover the subscription as per period mentioned against each item in **Delivery Timeframe Table** of this document after all contractual obligation have been fulfilled.
- 10.2 Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bids.

## 11. DEBARMENT / BLACKLISTING OF FIRM

- 11.1 As per clause-19 of the PPRA rules 2004, NITB reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts as per mechanism attached at Annex-V.



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**BID FORMS**

**LETTER OF INTENT: BID FORM-01**

**Bid Ref No.:** \_\_\_\_\_

**Date:** Date of the Opening of Technical Bid

**Name of the Tender:** \_\_\_\_\_

**To,**

**DEPUTY DIRECTOR (ADMN)**

**National Information Technology Board (NITB) Plot no 24-B, Street No 6**

**Sector H-9/1, Islamabad**

**LETTER OF INTENT**

Dear Sir,

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

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

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

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

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

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

**Dated This:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_ (title or position)

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

## DOCUMENTARY EVIDENCE: BID FORM-02

Name of the Firm: Bid Reference No:

Date of opening of Bid:

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

SR. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT'S NAME	PAGE NUMBER IN THE BID
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Company's Registration/Incorporation/Business Certificate from SECP			
5	Complete Company profile			
6	Operational Office in Islamabad/Rawalpindi			
7	Evidence of Firm's Last three (03) years Performance (attach POs along with delivery challans)			
8	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization (on stamp paper of Rs. 100) duly attested by Notary Public.			
9	The Bidder must be accredited having Gold or Silver membership/partner with principal of respective software Brand.			
10	All bids and prices must remain valid till 30th June, 2021.			
11	Compliance with schedule of requirements			
12	Submission of required amount of Bid Bond / Bid Security			
13	Compliance with Tech Specifications			
14	Subscription period & onsite support			
15	Technical brochures/data sheets of products			
16	Original Bidding documents duly signed/stamped			
17	The Bidder has 05-10 local Engineers/qualified staff for the respective products.			

### FIRM'S PAST PERFORMANCE: BID FORM-03

Name of the Firm: Bid Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

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

Note: 1. Bidders may use additional Sheets if required.

2. All certificates are to be attached with this form

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Stamp: \_\_\_\_\_



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**CONTRACT AWARD LETTER: BID FORM-04**

Bid Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Tender: \_\_\_\_\_

**To,**

Dear Sir/Madam,

**AWARD OF CONTRACT**

Having examined your technical bid for the above-mentioned tender through technical evaluation dated: \_\_\_\_\_ and evaluation of financial bid opened on \_\_\_\_\_, NITB has decided to award the contract to your company. Draft agreement including all the terms and conditions, in this regard are being shared with you, you are advised to review it and if agreed, come to NITB for signing of the agreement.

Deputy Director (Admin)

2020



PERFORMANCE GUARANTEE: BID FORM-05

To,

**DEPUTY DIRECTOR (ADMN)**

**National Information Technology Board (NITB) Plot no 24-B, Street No 6**

**Sector H-9/1, Islamabad**

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods/services] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of one million amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_, 2020\*.

Signature and Seal of the Guarantors/ Bank

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BID ANNEXURES

### INITIAL EVALUATION CRITERIA-I (BIDDER'S STRENGTH) ANNEXURE-I

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

#### Evaluation Criteria (Bidder's strength)

SR. NO.	GENERAL TERMS AND CONDITIONS COMPLIANCE	CLAUSE	YES/ NO
1	The Bidder must be registered with <b>Sales Tax, Income Tax</b> Departments, certificate of incorporation/SECP and must be in possession of a <b>valid NTN certificate</b> . Copies of the certificates must be provided with the bid document and RO must be on the <b>Active Tax Payer List of FBR</b> .	2.1	
2	OEM local presence/Office in Pakistan.	2.2	
3	The Bidder must be in relevant business /supplies at least for last <b>Five (05) years</b> .	2.3	
4	The Bidder must have supplied MS Office (similar or higher version) in past 5 years <b>minimum 2000 licenses or above quantity of quoted product license</b> , delivery challans to be attached (details must be provided as per specimen at BID FORM-03)	2.4	
5	The Bidder shall have at least 05-10 local engineers/qualified staff for the respective products. List of such staff along with their qualifications and experience summary must be provided.	2.5 (f)	
6	The Bidder shall not propose any item which is, used, end of life, expired or near to expire. Proof through verified channel is mandatory (where applicable). Quoted Products End/Expiry expected date should also be mentioned.	2.8	
7	<b>The Bidder must be accredited having Gold or Silver membership/partner with principal of respective software Brand.</b> The bidder must provide documentary evidence in form of Principal/Manufacturer Authorization Letter.	2.10	
8	Financial capability and yearly growth rate (annual financial turnover) in <b>past three (03) years</b> .	2.11	
9	A Bid Bond in the shape of a Bank Draft/Pay Order in the name of Deputy Director (Admin), National Information Technology Board, equivalent to 2% (exact 2%) of the total cost of the bid must be submitted along with the proposal.	3.6	
10	The Bidder must submit an <b>Affidavit</b> that The Bidder is not blacklisted by any Government/Semi Government/Autonomous organization at the time of bid (on stamp paper of Rs. 100) duly attested by Notary Public.	3.9	

11	The bidder must submit and <b>Affidavit</b> that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that company (on stamp paper of Rs. 100) duly attested by Notary Public.	3.10	
12	A certificate must be provided by the bidder that the bid and prices will remain valid until <b>30th June, 2021</b> from the closing date of the submission of tender documents	3.12	



## EVALUATION CRITERIA-ANNEXURE -II

### (TECHNICAL EVALUATION OF PRODUCTS/SERVICES STRENGTH) - ANNEXURE-II-A

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendor's qualification:

SR. NO.	ITEM SPECIFICATIONS	Bidder-1		Bidder-2....	
		Complied	Non-complied	Complied	Non-complied
1	MS Office Standard 2019 or Higher (P.ID: DG7GMGF0F4MM ,SKU ID 0003) (For both MAC and Windows Versions)				

### LOT/ITEM WISE SPECISIFICATION COMPARISON

### ANEXURE-II-B

Quantities, Required Technical Specification by NITB and Comparative Statement of Technical Specification of the Quoted Items

Evaluation & Award Committee will verify the compliance with specifications mentioned below:

Lot No.	Item Description	Quantity	Item Description & Required Specifications by NITB	Specification of the Quoted Items by the Vendor
1	MS Office Standard 2019 or Higher (P.ID: DG7GMGF0F4MM SKU ID 0003)	5686 Nos.		

FORMAT FOR FINANCIAL BID:

ANNEXURE III

Lot #	Items	Quantity	Specification of the Quoted Items (To be filled by bidder)	Inclusive of all applicable taxes	
				Unit Price (PKR)	Total Price (PKR)

## MECHANISM FOR GRIEVANCE REDRESSAL

## ANNEX-IV

### a) Grievance redressal committee

A grievance redressal committee will be notified as under to redress any such application received from the bidders within the 03 days of announcement of Financial evaluation by the procurement Committee: -

Executive Director -NITB	Chairman
Director General Admin NITB	Member
Joint Secretary (Admin), MoITT (or his rep)	Member

### b) Receipt of grievance application

An application from any of bidder will be accepted who had submitted his bid before the closing of the bids receiving time. Application other than the bidders will not be entertained.

### c) Addressing the grievance

A meeting will be notified to study the application and the applicant may also be asked to attend the meeting and he/she will be interviewed by the committee. By the permission of the chair the proceeding can also be recorded. Committee minutes will be recorded and if deemed necessary the decision will also be submitted to procurement committee. The decisions will be conveyed to the aggrieved party within 03 days of the meeting and same decisions will also be published on NITB website. If a matter requires so the committee may decide to further probe into the matter and in this case the matter may not be prolonged to maximum to 10 days.

## MECHANISM FOR DEBARMENT/BLACK LISTING OF THE FIRM

## ANNEX-V

### A. Debarment committee

A committee will be notified as under to assess the conditions reported by the Administration Wing and decide any such debarment/blacklisting of the firm as under: -

Executive Director - NITB	Chairman
Director General Admin, NITB	Member
Joint Secretary (Admin), MoITT (or his rep)	Member

### B. Conditions for debarment

- I. Consistent failure to provide satisfactory performance after been serving 02 notices on the given address in the tender document and/or in the final agreement as the case may be.
- II. Contractor becomes insolvent.
- III. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- IV. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- V. Commission of fraud.
- VI. Contractor abandons the contract.
- VII. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- VIII. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- IX. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc., giving false evidence, furnishing of false information of serious nature.

### C. Meeting for debarment

On reporting of such conditions by Admin Wing, NITB to the notified committee, the Chairman of Committee shall call a meeting within one week of any such notice. The bidder may also be called for presenting his views on the matter to the committee and with the permission of the chair the proceeding can be recorded also. Minutes of the meeting shall be recorded and decisions will be communicated to bidder and the relevant authorities within 05 days of the meeting. If any debarment is decided it will be for a specified period or indefinite period and for NITB, MoIT or for whole Federal Government level. Forums to cancel this debarment will also be clearly written in the minutes of the meeting.

### D. Duration of debarment

The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover,



Government of Pakistan  
Ministry of Information Technology & Telecommunications  
**NATIONAL INFORMATION TCHNOLOGY BOARD (NITB)**  
\*\*\*\*\*



NITB also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

## MECHANISM FOR ARBITRATION OF ANY DISPUTE

## ANNEX-VI

### A. Discussion Period:

If any dispute of any kind whatsoever shall arise between the NITB and the successful Bidder in connection with any opinion or specification of the provided items or services out of this Agreement, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the completion of the agreement (whether during or after the engagement and whether before or after the termination, abandonment or breach of the Agreement) the Parties shall seek to resolve any such dispute or difference -through mutual consultation.

### B. Referral to Dispute Resolution Committee

In case the Parties fail to reach agreement within fourteen (14) Days of the date upon which a Party serves notice upon the other with regard to the existence of a dispute, the dispute shall then be referred to the Dispute Resolution Committee. ED, NITB will constitute the committee comprising of two (02) members from NITB, one (01) from Ministry of IT, and a member from the successful bidder. DRC shall finally resolve the dispute (with representation of NITB, MoITT, and the Successful bidder) within fourteen (14) Days of such dispute having been referred to it after giving each Party reasonable opportunity of presenting its respective point of view. The decision of which shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objection to or claims of immunity in respect of such enforcement.



**SPECIMEN OF AGREEMENT WITH SUCCESSFUL BIDDER(S)**

**ANNEX-VII**

Agreement for the procurement of Software/Services for the Index to Clauses

- i. Definitions
- ii. Sale of Equipment
- iii. Purchase Price
- iv. Delivery
- v. Installation and Acceptance
- vi. Title to and Risk in the Equipment
- vii. Warranty
- viii. Patent and Copyright Indemnity
- ix. Access to Sites
- x. Termination
- xi. Confidentiality
- xii. Force Majeure
- xiii. Penalty Clause
- xiv. Integrity Pact
- xv. Training
- xvi. Miscellaneous

**Schedules**

**SCHEDULE-I** Schedule of Requirements, Detailed Technical Specifications of  
, List of Contractor's Staff Dedicated to the Project, Maintenance, Support  
and Training, Deliverables.

**SCHEDULE-II** Sites.

**SCHEDULE-III** Equipment & Purchase Price, Project Time Table, Contract Price.



**DRAFT - Software/SERVICES SALE AGREEMENT**

This Software/Services Sale Agreement No. \_\_\_\_\_ Islamabad on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_ **BY AND BETWEEN**

**President of Islamic Republic of Pakistan, through National Information Technology Board, with its office at Plot No.24-B, St No.6, Sector H-9/1, Islamabad, (hereinafter referred to as the “Purchaser”, which expression shall include its successors-in-interest and assigns) OF THE ONE PART;**

**AND**

\_\_\_\_\_[Selected Bidder]., a company incorporated under the Companies Ordinance,

**1984, with its registered office at**

\_\_\_\_\_ [Address], acting through its authorized representative, \_\_\_\_\_ [representative], duly authorized and appointed to execute, deliver and perform this Agreement pursuant to its constitutive documents (hereinafter referred to as the “Seller”, which expression shall include its successors-in-interest and assigns) **OF THE OTHER PART.**

**WHEREAS**

- A. The Purchaser is desirous of acquiring and commissioning the Equipment (hereinafter referred to as Schedule II) at the Site.
- B. The Purchaser issued an Invitation for Bids (IFB) inviting quotations for the delivery, installation, commissioning, and maintenance of the Equipment/services where needed and, from amongst the quotations received in response, selected and approved the Proposal (hereinafter referred to as Proposal); and.
- C. The Seller has represented and confirmed to the Purchaser that the Seller is the authorized distributor/ reseller of the overseas manufacturer of the Equipment/services and is fully empowered and authorized in its own right, and not merely as an agent of the manufacturer, to import, deliver, sell, install, commission and maintain the Equipment.

**NOW, THEREFORE, the parties hereto agree as follows:**

**1. DEFINITIONS**

In this Purchase Order unless the context otherwise requires:

- a. ‘ACCEPTANCE CERTIFICATE’ means the certificate to be issued by the Purchaser in accordance with the provisions of article 5 signifying acceptance by the Purchaser of the Equipment and Documentation;
- b. ‘ACCEPTANCE DATE’ means the date on which the Acceptance Certificate is issued;



- c. 'PURCHASE ORDER' (PO) means this Purchase Order and includes the Appendix and recitals hereto, as may be amended from time to time;
- d. 'DELIVERY DATE' means the date falling six to eight (6-8) weeks after the date of this Purchase Order;
- e. 'DOCUMENTATION' means the manuals and other documentation prepared by the manufacturer and customarily provided with the Equipment describing technical and functional specifications, operating procedures, maintenance details, any voluntary/ complimentary literature/ information/ software from OEM and the like information in relation to the Equipment;
- f. 'EQUIPMENT' means the items of hardware/product or software with accessories and additional features, including the related software for operation of each of the foregoing and back-ups thereof, identified by type, serial number, price and technical and functional specifications as set out in Appendix I & Appendix III;
- g. 'PROPOSAL' means the quotation dated 3rd November, 2020 submitted by the Seller in response to the RFQ.
- h. 'PURCHASE PRICE' means the aggregate price of the Equipment (including the Documentation) & Services set out in Appendix I; and
- i. "RFQ" means the Request for Quotation issued by the purchaser; and
- j. "SITES" means the location's in the Ministries/ Divisions Islamabad where the Project will be implemented;

## 2. SALE OF EQUIPMENT/SERVICES

### 2.1 The Seller agrees to:

- I. Sell the Equipment/services; and
- II. Deliver, install, and commission the equipment,

upon the terms and conditions of this Purchase Order and in consideration of the payment of the Purchase Price by the Purchaser.

## 3. PURCHASE PRICE

### 3.1 The Purchase Price shall include:

- I. The cost of delivery of the Equipment/Services and Documentation to the Site;
- II. The installation, and commissioning of the equipment/Services at the site; and
- III. all duties, levies, taxes and charges including customs duties, income taxes, sales taxes, import fees, handling, shipping and clearance charges payable in respect of the import, clearance and transportation of the Equipment/services, including duties taxes and charges as may become payable after the date of this Purchase Order.

### 3.2 The Purchase Price is payable in Pakistan Rupees without reference to any rate of exchange or currency of any other country.

### 3.3 The Purchase Price shall be paid by the Purchaser to the Seller as per the **Delivery Timeframe Table**



#### 4. DELIVERY

- 4.1 The Seller shall deliver the Equipment/Services and Documentation to the Site on or before the Delivery Date. Subject to clause 5.3, delivery shall be complete and of all items of Equipment/Services and Documentation. Partial deliveries shall not constitute delivery for the purposes of this Purchase Order. Time shall be of essence in relation to the Delivery Date. Late delivery charges at 0.05% per day with the maximum of 20 days will be deducted by NITB.
- 4.2 The Seller shall deliver the requisite items of Equipment/Services and Documentation directly at the specified 10 locations at different Ministries/Divisions/departments as conveyed by NITB against a delivery note duly signed by an authorized representative (whose name will be communicated in writing by the undersigned), and counter-signed by a representative each of the Seller and the Purchaser.

#### 5. INSTALLATION AND ACCEPTANCE

- 5.1 The Seller shall complete the Installation of the Equipment/Services at the Sites no later than four weeks of the Delivery Date. The time for installation shall be of essence.
- 5.2 Upon completion of installation and configuration of the Equipment/Services at the Sites, the Seller shall notify the Purchaser in writing that the Equipment/Services is ready for testing for acceptance. The Seller shall no later than three (3) days after the notification afore-said conduct test-runs on the Equipment/Services in the presence of the Purchaser's representative and the Purchaser shall, subject to there being (a) Full compliance with the technical and functional specifications set out in Appendix I, and (b) No breach of the warranties, would be allowed to all items of procurement.
- 5.3 The Seller shall remove any defects and have the Equipment/Services ready for further testing if the Equipment/Services does not pass the acceptance tests. In the event the Equipment/Services fails to pass the acceptance tests after the third trial, the Purchaser shall be entitled to terminate the Purchase Order whereupon all sums received by the Seller towards the Purchase Price shall be refunded forthwith.
- 5.4 Notwithstanding the possession or retention of the Equipment/Services by the Purchaser at the respective individual location(s) comprised in the Sites, or installation of Equipment/Services at the Site by the Seller, the Purchaser shall not be deemed to have accepted the Equipment/Services until it has passed the acceptance tests.
- 5.5 Upon acceptance as afore-said, the Purchaser shall issue the Acceptance Certificate.

#### 6. TITLE TO AND RISK IN THE EQUIPMENT

- 6.1 The property in the Equipment/Services shall pass to the Purchaser on payment of the Purchase Price in full to the Seller.
- 6.2 The Seller shall ensure that there is no restriction on transfer of the bill of lading or other document of title to the Equipment/Services by endorsement in favor of and delivery to the Purchaser or its nominee. The Seller shall endorse the document of title to the Purchaser or its nominee.

6.3 Risk in the Equipment/Services shall pass to the Purchaser on the date of actual and full delivery of the Equipment/Services at the Site. For the avoidance of doubt, delivery to a carrier shall not constitute delivery.

#### 7. PATENT AND COPYRIGHT INDEMNITY

The Seller will indemnify and hold harmless the Purchaser against any damages (including costs) that may be awarded or agreed to be paid to any third Party in respect of any claim or action that the normal operation possession or use of the Equipment/Services and/or the Documentation by the Purchaser infringes the patent copyright registered design or trade mark rights of the said third Party.

#### 8. ACCESS TO SITES

The Purchaser shall allow the Seller including its employee's agents and sub-contractors such reasonable access to the Sites as it shall from time to time require to perform its obligations under this Purchase Order.

#### 9. TERMINATION

9.1 Without prejudice to the rights to terminate provided elsewhere in this Purchase Order, this Purchase Order may be terminated:

- i. forthwith by the Seller if the Purchaser fails to pay any sum due hereunder within forty-five (45) days of the due date therefore;
- ii. forthwith by either party if the other commits any material breach of any term of this Purchase Order (other than one falling within sub-paragraph (i) above) and which (in the case of a breach capable of being remedied) shall not have been remedied within fourteen (14) days of a written request to remedy the same; and
- iii. forthwith by the Purchaser if the Seller shall convene a meeting of its creditors or if a proposal shall be made for a voluntary arrangement or a proposal for any other composition scheme or arrangement with (or assignment for the benefit of) its creditors or if the Seller shall be unable to pay its debts or if a trustee, receiver, administrative receiver or similar officer is appointed in respect of all or any part of the business or assets of the Seller or if a petition is presented or a meeting is convened for the purpose of considering a resolution or other steps are taken for the winding-up of the Seller or for the making of an administration order (otherwise than for the purpose of an amalgamation or reconstruction).

9.2 Any termination of this Purchase Order shall be without prejudice to any other rights or remedies a Party may be entitled to hereunder or at law and shall not affect any accrued rights or liabilities of either Party nor the coming into or continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.



#### 10. CONFIDENTIALITY

Each of the Parties hereto undertakes to the other to keep confidential all information (written or oral) concerning the business and affairs of the other that it shall have obtained or received as a result of the discussions leading up to or the entering into of this Purchase Order.

#### 11. FORCE MAJEURE

- 11.1 Neither Party hereto shall be liable for any breach of its obligations hereunder resulting from causes beyond its reasonable control including but not limited to fires strikes (of its own or other employees) insurrection or riots embargoes inability to obtain supplies or regulations of any civil or military authority (an "Event of Force Majeure"), provided such an event could not have been prevented or overcome with reasonable foresight and the exercise of due diligence or adoption of preventive or curative measures (including by way of incurring additional expense), provided further that, under no circumstances shall an increase in the cost of performance by a Party of its obligations hereunder constitute an Event of Force Majeure.
- 11.2 Each of the parties hereto agrees to give notice forthwith to the other upon becoming aware of an Event of Force Majeure such notice to contain details of the circumstances giving rise to the Event of Force Majeure. A Party shall resume performance immediately upon cessation of the Event of Force Majeure.
- 11.3 If a default due to an Event of Force Majeure shall continue for more than three (3) weeks, then the Party not in default shall be entitled to terminate this Purchase Order. Neither Party shall have any liability to the other in respect of the termination of this Purchase Order as a result of an Event of Force Majeure, provided that, a Party which has received any benefit hereunder resulting in a reciprocal executory obligation shall remain obliged to restitute such benefit to the other Party.

#### 12. PENALTY CLAUSE

Without prejudice to the right of the Customer to terminate this Purchase Order for delay in completion of the Project beyond the Completion Date, the Contractor shall be liable to pay liquidated damages at the rate of one-tenth of one percent (0.05%) of the Contract Price for each day of delay beyond the Completion Date until completion of the Project, provided that, payment of liquidated damages shall not relieve the Contractor of its obligation to achieve completion of the Project.

#### 13. INTEGRITY PACT

- 13.1 The Seller hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.
- 13.2 Without limiting the generality of the foregoing, the Seller represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any



commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

- 13.3 The Seller certifies that it has made and will make full disclosure of all POs and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- 13.4 The Seller 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 rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.
- 13.5 Notwithstanding any rights and remedies exercised by GoP in this regard, the Seller agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller as aforesaid for the purpose of obtaining or inducing the procurement of any contract, interest, privilege or other obligation or benefit in whatsoever form from GoP.

#### 14. MISCELLANEOUS

- 14.1 **WAIVER:** The waiver by either Party of a breach or default of any of the provisions of this Purchase Order by the other Party shall not be construed as a waiver of any succeeding breach of the same or other provisions nor shall any delay or omission on the part of either Party to exercise or avail itself of any right power or privilege that it has or may have hereunder operate as a waiver of any breach or default by the other Party.
- 14.2 **NOTICES:** Any notice, request, instruction or other document required to be given hereunder by any Party hereto shall be sent to the following addresses by facsimile, prepaid recorded delivery or registered post and shall be deemed effective if sent by post at the expiration of seventy-two (72) hours after the same was posted whether or not received and if sent by facsimile twenty-four (24) hours after the facsimile transmission. The Parties hereto shall notify the others of any change of address within forty-eight (48) hours of such change.

**Notices to the Seller:**

**Mailing Address**

**[Selected Bidder]**

**[Address including Phone numbers and official email etc]**

**Notices to the Purchaser:**

**Mailing Address: National Information Technology Board**

**24-B, Street no 6, Sector H-9/1, Islamabad.**

**Phone Number: 051-9265063**

14.3 **INVALIDITY AND SEVERABILITY:** If any provision of this Purchase Order shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect the other provisions of this Purchase Order.

14.4 **SELLER TO BE PERSONALLY RESPONSIBLE:** Notwithstanding the Seller being a licensed agent and authorized distributor of the overseas manufacturer of the Equipment/Services, and without prejudice to any rights of the Purchaser against the overseas manufacturer of the Equipment/Services, the Seller confirms, agrees and undertakes to the Purchaser that:

- i. it shall at all times be personally and solely responsible to perform and discharge its obligations to the Purchaser under this Purchase Order;
- ii. the Purchaser shall not be required to implead the manufacturer in any proceedings arising out of or in connection with this Purchase Order;
- iii. the Seller shall not set up in defense or in diminution of its liability any arrangement, Purchase Order or understanding express or implied between the Seller and its principal; and
- iv. any limitations, restrictions or exclusions of liability provided in the Documentation or terms of sale or agency between the Seller and its principal shall not apply to the transactions contemplated under this Purchase Order, all of which are expressly excluded, and, further, that the Seller shall at all times provide and endorse to the Purchaser all assurances, warranties and support undertakings as are provided by its principal to its customers in the normal course.

14.5 **ASSIGNMENT AND SUB-CONTRACTING:** The Seller shall not be entitled to assign or sub- contract the whole or part of this Purchase Order nor all or any of its rights and obligations hereunder without the prior written consent of the Purchaser. The Seller hereby agrees that the



Purchaser may assign/ novate this Purchase Order in respect of all or any of its rights and obligations hereunder to any other Party.

- 14.6 **DISPUTE RESOLUTION:** All disputes or differences which shall at any time hereafter arise between the Seller and the Purchaser in respect of the construction or effect of this Purchase Order or any matter or event connected with or arising out of this Purchase Order (a "Relevant Event") shall in the first instance be settled through mediation between the Parties. If they fail to resolve either of the Party may refer the matter in dispute, within 14 days of the decision of the Dispute resolution committee as per Annex-VI of the IFB, either to resolve the same by Arbitration, as laid down in Arbitration act of 1940 or submit to the jurisdiction of Pakistan. If the Parties agree for the Arbitration then Arbitration committee shall be constituted comprising of three (3) members, each of whom shall be of eminent repute with experience in the information technology sector of not less than ten (10) years, with one (1) member appointed by each Party. Third member shall be Principal Secretary Law, Justice and Human Rights Division, or his nominee. Each Party shall be responsible for the remuneration and cost in relation to the member of the Arbitration committee. The Decision / Award passed by the Arbitration Committee shall be final and binding on the Parties.
- 14.7 **TAX:** All payments made pursuant to this Purchase Order shall be subject to such withholding or deduction on account of applicable duties, levies or taxes as may be provided under the applicable law of Pakistan.
- 14.8 **ENTIRE Purchase Order:** This Purchase Order constitutes the entire Purchase Order between the Parties hereto and supersedes all prior documentation, correspondence and Purchase Orders in relation to the subject-matter of this Purchase Order.
- 14.9 **HEADINGS:** Headings to clauses in this Purchase Order are for the purpose of information and identification only and shall not be construed as forming part of this Purchase Order.
- 14.10 **GOVERNING LAW:** This Purchase Order shall be governed by and construed in accordance with the laws of Pakistan.
- 14.11 **DUE AUTHORIZATION:** Each party represents warrants and confirms to the other that:
- I. it is duly authorized under the applicable law of Pakistan and its constitutive documents  
(if any) to execute, deliver and perform this Purchase Order;
  - II. the person signing on its behalf is duly authorized to sign and deliver this Purchase Order; and
  - III. This Purchase Order constitutes its valid, binding and enforceable obligations in terms hereof.

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN THE PRESENCE OF WITNESSES ON THE DATE AND YEAR FIRST ABOVE WRITTEN.**



<p><b>FOR AND ON BEHALF OF THE PURCHASER</b></p> <p>Full Name: _____</p> <p>ED, NITB</p> <p>Address: Plot No.24-B, Street No. 6, Sector H-9/1, Islamabad</p>	<p><b>FOR AND ON BEHALF OF THE SELLER</b></p> <p>Full Name: _____</p> <p>Address: _____</p>
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**WITNESSES:**

1. _____	2. _____	
Full Name:	Full Name:	
NIC No:	NIC No:	
Address:	Address:	

Statement of Requirements

Schedule I

1. The Project consists of provision, installation, configuration & necessary training on Software and its accessories at each Ministries/Divisions, Islamabad.
2. The Software will comply with the functional and technical specifications set out in Schedule I.
3. The Installation and configuration manuals shall be prepared with sufficient level of detail for future reference. All manuals (including documentation) related to Software/Services will be delivered to and shall be the property of the customer.



### Detailed Technical Specification of Equipment/Services: Sample Contract- Table 8.1

Lot No.	Items	Quantity	Item Description & Required Specifications by NITB	Specification of the Quoted Items by the Vendor
1	MS Office Standard 2019 or Higher (P.ID: DG7GMGF0F4MM SKU ID 0003)	5686 Nos.	Specifications as per Annexure-I	

### List of Staff Dedicated to the project: Sample Contract- Table 8.2

Sr.#	Name	Designation	Phone No.	E-mail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### Deliverables: Sample Contract- Table 8.3

Sr #	Items
1	Product Documentation/Manuals & installation guides (Hard &Soft Copy)
2	Items mentioned in Schedule I

## Sites of Delivery of equipment/services: Sample Contract- Schedule II

*All Equipment/Services will be supplied and installed at different Ministries/Divisions/Departments as per list to be provided with actual agreement.*

## Project Time Table Delivery timeframe for Lot # 1

SR. No	MILESTONE	TIME PERIOD	PAYMENT
1	Supply and verification as per BoQ /Specifications by the procuring agency.	Four (04) to Six (06) Weeks from the date of signing of contract / issuance of purchase order.	<b>Submission of Performance Guarantee by the selected bidder/vendor</b>
2	Installation, configuration and testing of Software by the procuring agency.	Within 30 days of delivery	<b>100% subject to submission of performance Guarantee.</b>
3	End of performance Guarantee	2 months after complete delivery of Software. (since it's a software and there is no warranty applicable)	<b>Release of Performance Guarantee</b>