



Request for Proposal (RFP)
For
Independent Validation and Audit
of
Online Portal & Complete Process/Procedure for the
Agricultural Training of 1,000 Professionals in China
(Open Competitive Bidding)

Tender No. NITB-4(415)/2025

18th May, 2025



Data Sheet

Procedure of Open Competitive Bidding	Single Stage - Two Envelope: The method of selection is: Quality and Cost Based Selection (QCBS). All potential bidders will submit their Proposals through E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS)” This RFP is available under the Tender link of following websites https://nitb.gov.pk and https://www.ppra.org.pk
Bid Security	PKR --200,000----- (Pak Rupees ----2 lac Pakistani Rupees Only-----).
Contact Person	Deputy Directory (Admin) Email: ddadmin@nitb.gov.pk Phone: 051-9265063
Language	The proposals shall be submitted in English language.
Currency	All prices shall be quoted in Pak Rupees.
Taxes	The quoted price should include all applicable taxes and duties etc.
Proposal Validity	The proposals must remain valid for sixty (60) days after the deadline for submitting the proposals.
Bids Submission	The proposals must be submitted online through EPAD. However, a copy of the proposal may also be required to be submitted to NITB manually i.e. in hard form. The bid security must be submitted in original / hard form to NITB in addition to submitting the soft copy of it through online.
Proposal Submission Address	<u>For online bid submission:</u> Bidders must submit their bids through EPADS (www.eprocure.gov.pk). The bids submitted manually alone shall not be acceptable. <u>For manual bid submission:</u> NITB, Plot No. 24-B, Street No. 06, Sector H-9/1, Islamabad
Pre-bid Meeting	A Pre-bid meeting will be held in the premises of the National Information Technology Board (NITB) on 26th May, 2025 at 11:00 am , at Plot No. 24-B, Street No. 6, Sector H-9/1, Islamabad.
Submission Date & Time	Both Technical & Financial proposals must be submitted separately on or before 2nd June, 2025 at 11:00 am . Technical Proposal shall be opened on the same date at 11:30 am. Note: Any queries regarding this RFP may be forwarded via email to DD Admin (NITB) latest by three (03) days before the pre-bid meeting.



Introduction and Background

National Information Technology 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.

The Prime Minister of Pakistan recently visited agricultural universities and research institutes to strengthen bilateral cooperation with China in agricultural research, education, and trade. During the visit, he proposed sending 1,000 agricultural professionals to China to upgrade their skills, promote innovation, boost productivity, and support sustainable growth in Pakistan's agriculture sector.

In line with the Prime Minister's directive, the Ministry of National Food Security and Research (MNFSR) invited applications from young professionals working in both the public and private sectors to participate in this specialized training program, which will be implemented in phases. These short-term training programs are designed to impart targeted skills and knowledge over a period of 3 to 6 months, enabling participants to swiftly apply new competencies to their current roles and career aspirations. The key objectives of the training include:

1. Developing technical expertise in modern agricultural practices.
2. Fostering knowledge exchange and international collaboration.
3. Promoting innovation and research in agriculture.
4. Equipping professionals with sustainable agricultural techniques.

A total of 1,000 graduates and professionals will be selected from federal and provincial research institutes, universities, and departments, including representation from the private sector and regions such as AJK and Gilgit-Baltistan with an additional 10% quota is reserved for candidates from Balochistan. The training will focus on the following nine priority areas in agriculture:

1. Farm Mechanization
2. Crop Speed Breeding (Cotton, Hybrid Rice, Vegetables, Pulses)
3. Advanced Technologies: Drones, Internet of Things (IoT), Artificial Intelligence (AI)
4. Seed Production and Processing Technologies
5. Livestock Disease Surveillance
6. Livestock Breeding and Genomics
7. Aquaculture, with a focus on Shrimp Production and Processing
8. High-Efficiency Irrigation Water Systems
9. Fruits and Vegetables Processing

NITB intends through this tender to procure services from the eligible bidders for validation and audit of complete above-mentioned program to ensure mainly the transparency and adherence to the due processes.

1. Invitation to Bids

The National Information Technology Board (hereinafter called "NITB" and/or the 'Procuring Agency') invites bids against this RFP titled 'Validation and Audit of Online Portal and Process for Agriculture Training of 1,000 Professionals in China' from the eligible bidders.

1.1 PPRA Rules to be followed

Public Procurement Regulatory Authority ("Authority" and/or "PPRA") Rules, 2004 (Public Procurement Rules, 2004) will be strictly followed. These Rules may be obtained from PPRA's website.



Unless otherwise specified, "Rule" or "Rules" refers to a Rule or Rules under the Public Procurement Rules, 2004.

1.2 Mode of Advertisement

As per Rule 12, this RFP is being placed online on the PPRA and NITB websites, as well as being advertised in print media.

1.3 Type of Bidding

The open competitive bidding process shall be adopted vide PPRA Rule 36 (b) 'Single-Stage - Two Envelope' Procedure.

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 Restricted Communication and Clarification of Proposals

To ensure fair consideration for all the bidders, the Procuring Agency prohibits communication to or with any department, officer, or employee during the procurement process, and any contact or communication between the Procuring Agency and the bidders is strictly prohibited, except for matters related to participation in the bidding process and only with the nominated person(s).

The Procuring Agency may seek and accept clarifications to the bid that do not change the substance of the bid.

2.3 Pre-Bid Meeting and Clarification Process

A pre-bid meeting will be scheduled as mentioned in the Data Sheet above to respond to queries of interested bidders.

Queries from the bidders (if any) for seeking clarifications regarding this RFP must be received in writing to the NITB. Only written queries will be responded in the pre-bid meeting. NITB reserve the right not to address any queries made verbally, over the phone or through any other verbal medium.

All the queries should be communicated to the dedicated contact person, mentioned in this document, in writing via e-mail or postal mail only. Please include the following reference as the subject of your email / letter: 'Validation and Audit of Online Portal and Process for Agriculture Training of 1,000 Professionals in China'.

Response to queries from a prospective bidder will be made in writing by NITB in a timely manner to all prospective bidders. Any oral interpretations or clarifications of this RFP shall not be relied upon.



The bidders are also required to state, in their proposals, the name, title, 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.

Any changes in the RFP or clarification resulting from the pre-bid meeting will be shared with the prospective bidders in writing by NITB.

2.4 RFP / Bid Price

The quoted bid price shall be:

- in Pak Rupees (PKR).
- inclusive of all taxes, and duties etc.
- best / final / fixed and valid until completion of all obligations under the resultant contract i.e. not subject to variation / escalation.
- inclusive of all charges up to the completion of the services.
- 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 / service, the price of that item / service shall be deemed to be free of charge, and no separate payment shall be made in respect thereof.

The bidder is hereby informed that the NITB will deduct the applicable tax(es) at the rate prescribed under the tax laws of Pakistan, from all the payments to be made for the services rendered by the bidder who signs the contract with NITB.

2.5 Timeline of the Project:

The successful bidder shall strictly adhere to the timelines for the performance of the services and to fulfill their obligations accordingly.

2.6 Ownership of Reports and Records:

All reports and relevant data, information, and supporting records or material compiled or prepared by the successful bidder for the Procuring Agency in the course of the services shall be confidential and become and remain the absolute property of the Procuring Agency. The successful bidder shall hand over all such reports, records, data, and information to the Procuring Agency upon request and/or upon completion of the project.

3. General Provisions

3.1 Confidentiality

The prospective bidders shall keep confidential any proprietary information of the Procuring Agency they may become aware of during the RFP processes, and shall not disclose it to other bidders or any other persons not officially connected with the RFP process. The bidder is not permitted to make any public announcement or release any information regarding this RFP without NITB's prior written approval which may be withheld.

NITB reserves the right to share the bidder's response to this RFP with its 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 furthermore not consider the bidder for any future bidding processes.



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.

3.2 Notices

In this document, unless stated otherwise, whenever there is a requirement for exchanging notices, certificates, orders, consents, approvals, or instructions between the Procuring Agency and the bidders, the same shall be in English language, and served through courier or registered postal mail to the principal office of the recipient.

3.3 Joint Venture

- The Procuring Agency permits the joint venture (“Joint Venture” and/or “JV”) for and under this RFP.
- The bidders shall be responsible to ensure that their experts, JV members, and staff etc. meet the eligibility requirements as stipulated in this RFP document.
- A bidder shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a bidder, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
- The integrity pact / proposal securing declaration of a Joint Venture must be in the name of the Joint Venture submitting the Proposal.
- A Proposal submitted by a Joint Venture shall be signed by all JV members so as to be legally binding on them, or by an authorized representative who has a written power of attorney signed by each JV member. Such power of attorney shall be provided to the Procuring Agency along with the Proposals.
- Any information and confirmation required from a bidder under this RFP must be provided for all JV members in the case of a Joint Venture.

3.4 Corrupt and Fraudulent Practices

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

NITB will reject the Proposal and award of contract, if it determines that the bidder participated in the bidding process or recommended for award was engaged in any corrupt and fraudulent practices or has been blacklisted by any other entity.

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

3.5 Penalty

If the bidder fails to complete the work / assignment within the agreed upon timeline, a penalty of 0.5% of the total contract value per work-day will be charged up to maximum of 20% of the contract value. Thereafter, work order may be cancelled, the contract may be terminated and (in addition to imposing and recovering the penalty) the Performance Guarantee may be forfeited.

Notwithstanding the foregoing, NITB may cancel the work order and/or terminate the contract by giving an advance notice of not less than ten (10) work-days even before reaching to the maximum limit of penalty i.e. 20% of the contract value.



3.6 Indemnification

The bidder shall indemnify and hold harmless NITB and its affiliates from all claims, damages, and expenses, including legal fees, arising from the bidder's misrepresentation, breach, negligence, or intellectual property infringement. NITB must notify the bidder of claims and allow them to control the defense. However, the bidder shall not settle the claims without NITB's consent.

3.7 Conflict of Interest

The bidders are required to disclose any potential conflicts of interest that may arise during the RFP process. This includes, but is not limited to, any personal, financial, or professional relationships that could influence the bidder's impartiality or decision-making. The bidders must notify the Procuring Agency immediately upon becoming aware of any such conflicts.

4. Preparation of Bid

4.1 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 to the bidder, whether financial or otherwise. 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 bidders pertaining to all activities in the preparation, submission, review, selection and negotiation of the bidders' Proposals in response to this RFP shall be borne by the bidders alone.

4.2 Bid Security

In accordance with Rule 25, the bidder shall submit a bid security of **PKR 200,000** in form of Bank Draft / Bank Guarantee in favor of 'National Information Technology Board'.

- The bid security only issued by a scheduled bank of Pakistan will be acceptable. Cheques will not be acceptable in any case. The bid security of the successful bidder will be returned once the Performance Guarantee is submitted to NITB.
- The bid security instrument must be submitted in original / hard form to NITB along with the bid submitted manually. Failing to do so will cause rejection of the bid.
- A soft copy of the bid security instrument will also be submitted online along with bid submission through EPAD.
- The bid security shall be forfeited by the Procuring Agency on the occurrence of any or all of the following conditions:
 - if the bidder withdraws the bid during bid validity period; or
 - 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 Guarantee.
- The bid security shall be returned to the technically unsuccessful bidders within one-month period from award of the contract.
- The validity of the bid security shall be sixty (60) days, as a minimum, after the deadline for submitting the bids.

4.3 Technical Proposal

The bidders are required to submit the Technical Proposal as per Annex-II – Submittal Requirements for Technical Proposal, duly signed by the authorized representatives of the bidders.



4.4 Financial Proposal

The Financial Proposal shall be prepared as per the Annex-III – Submittal Requirements for Financial Proposal, duly signed by the authorized representative of the bidder.

4.5 Payment Terms / Schedule

The payment for successfully delivered services / works will be made by NITB within thirty (30) days against the itemized invoice(s) raised by the bidder along with production of the sales tax invoice duly signed and stamped by the bidder organization.

Following is the payment schedule:

Sr. No.	Milestones	Payment %	Remarks
1	Submission of Inception Report	50%	-
2	Submission of Final Validation & Audit Report	40 %	-
3	Approval of the Final Report and Presentation to Stakeholders	10%	-
4	Release of Performance Guarantee	-	After completion of the project or expiry of the contract – whichever is later.

4.6 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 by this RFP, the responding bidder shall advise the NITB contact person of such omission or misstatement.

4.7 Bid Validity Period

The bid shall have a minimum validity period of sixty (60) days following 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 bids. The request and the response thereto shall be made in writing. The validity of the bid security shall also be suitably extended.

4.8 Additional Charges

No additional charges, other than those listed in the Financial Proposal, shall be made. Prices quoted will include all and complete charges for the services.

4.9 Right to Request Additional Information and Clarification

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

4.10 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 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.

5. Submission of Bids

5.1 Online Bid Submission

- The bids must be prepared and submitted in accordance with the instructions provided in this document.
- The bids must be submitted online through EPAD. The bids only submitted manually shall cause rejection of the bids.
- The hard copies of the bids along with the original bid security instrument must be dropped at/sent to: National Information Technology Board.
- Any bids received after the due date and time will not be accepted.

5.2 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 the Procurement Committee of NITB is convinced that such extraordinary circumstances have arisen owing to law-and-order situation or a natural calamity that the deadline should be extended;
- the request for extension is received from more than three (03) bidders at least five (05) days before the last date for submission of bids; and
- if Purchase Committee of NITB decides to extend the deadline due to any administrative reason.

5.3 Late Submission of Bids

The bids submitted after the deadline for submission of the 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 postal mail or in person. The bids submitted through Fax, email, and non-registered delivery through Pakistan postal mail will not be considered.

5.4 Modification or Withdrawal of Proposals

Proposal modification and withdrawal terms and conditions are governed by PPRA Rules. Such Rules, laws and 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 / laws.

6. Opening and Evaluation of Bids

6.1 Opening of Bids by NITB

Initially the Technical Proposals shall be opened in the presence of the bidders who choose to attend. At this stage no Financial Proposal shall be opened. NITB shall evaluate the Technical Proposal without reference to the price and may reject any proposal which does not comply with the specified requirements.



The Financial Proposals of bidders whose Technical Proposals meet the specified evaluation criteria shall be opened. Bidders whose Technical Proposals do not meet the criteria will be disqualified from further consideration of their Financial Proposals.

6.2 Modification of Bids

No bidder shall be allowed to alter or modify its bids after the expiry of the deadline for the receipt of the bids unless, NITB may, at its discretion, ask a bidder for 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.

6.3 Missing Information

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

6.4 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 the 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 RFP (if any), will be prepared and distributed to all potential bidders that submitted their intent to bid (if any, changes will be reflected in the revised RFP published at NITB and PPRA Websites).

6.5 Shortlisting of the Bidders

Shortlisting will purely be based on the information provided in the submitted Proposal and related documents, where the eligible bidder would acquire at least 70 score in the given technical evaluation criteria.

6.6 Bidder Evaluation

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

- a) it is legally authorized to provide the services;
- b) it is in compliance with all applicable laws and regulations;
- c) it is not prohibited from doing business with NITB / GoP by any applicable 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 formed for this RFP process will evaluate all submitted Proposals. The Proposals may be evaluated and eliminated without further discussions and at the sole discretion of NITB. The NITB will be the sole initiator of discussions to clarify or negotiate the Proposal offerings. The NITB evaluation committee will evaluate each Proposal and will conduct a fair, impartial and comprehensive evaluation of all the Proposals. The selection criteria is defined in subsequent section(s) and may include:



- a) experience of the bidder with similar projects, size and scope;
- b) management and staff profiles;
- c) the cost / value, and favorable contract terms & conditions.

NITB reserves the right to award a contract without any further discussion with the bidders 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, and contractual terms & conditions. However, NITB reserves the right to conduct discussions with bidders who submit Proposals that pass the initial screening process i.e. the Eligibility Criteria.

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 need to exercise in the event of that bidder's non-performance.

6.7 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 a representative of the participant bidder legally 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. The bidders shall ensure that every page of their Proposals is duly signed and stamped.

6.8 Redressal of Grievances

- 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 seven days (07) of announcement of the Technical Evaluation Report and five days (05) after issuance of Final Evaluation Report.
- The Grievance Redressal Committee ("GRC") 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 on Technical Evaluation of the report.
- Any bidder 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.

7. Award of Contract

7.1 Award Criteria

NITB will award the contract to the successful bidder, whose bid has been determined to be substantially responsive in view of the requirements & expectations and has provided the most competitive bid, provided further that the bidder is determined to perform the contract satisfactorily.



7.2 Notification of Award

Prior to the expiration of the period of bid validity, NITB will notify the successful bidder in writing that his bid has been accepted. The notification of award will constitute the formation of the contract.

Upon the successful bidder's furnishing of the performance guarantee, NITB will promptly notify each unsuccessful bidder.

7.3 Signing of Contract

Within fifteen (15) days from the date of notification of the contract award, the successful bidder shall furnish to NITB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favor of such person. Draft contract will be shared with the successful bidder only.

7.4 Performance Guarantee

Within fifteen (15) days of the receipt of notification of award of contract from the Procuring Agency, the successful bidder will furnish the Performance Guarantee and sign the contract. The value of Performance Guarantee shall be 10% of the contract value to be issued by any scheduled bank of Pakistan. The Performance Guarantee shall remain valid until all obligations of the successful bidder under the contract are satisfactorily discharged.

7.5 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.

7.6 Integrity Pact

The successful bidder shall upon award of the contract execute an Integrity Pact with NITB as per Annex-IV

7.7 Non-Disclosure Agreement

The successful bidder(s) shall upon award of the contract execute a Non-Disclosure Agreement with NITB as per Annex-V.

7.8 Contract Terms and Conditions

The successful bidder shall upon award of the contract, agree and sign a formal contract with NITB, which shall be based on the terms and conditions in this document, PPRA contractual guidelines and NITB's contractual requirements.

In the event of any conflict between the RFP and the contract, or if no safeguards for NITB are specified, the provisions of Rules shall prevail.



8. Scope of Work

The scope of work (SOW) is attached herewith as Annex-I.

9. Evaluation Process

9.1 Eligibility Criteria

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 (Technical evaluation). Please ensure complete and valid documentary evidences are provided, NITB reserves the right to check the authenticity of any submitted document.

Sr. No	Eligibility Criteria	Documents Required	Compliance (Yes / No)
1.	Bidder is an entity duly registered and incorporated as a company minimum for last 03 years under the laws of Pakistan.	SECP Registration / Incorporation Certificate	
2.	Bidder has a valid Registration Certificate for Income Tax, Sales Tax and/or other allied agencies / organizations / regulatory authorities.	FBR Certificate	
3.	Bidder is an Active Taxpayers as per Federal Board of Revenue (FBR)'s database i.e. Active Taxpayers List (ATL).	Active Tax Payer /Income Tax Returns	
4.	Affidavit on the Stamp Paper duly attested by Notary Public that the bidder is not blacklisted by any government / semi government / public department.	Stamp Paper	
5.	The bidder having operational offices / service centers in Islamabad & Rawalpindi	List of Service Centers with Details like Address, Contact Number and Manager Service Center Information	
6.	Confirmation in the case of a Joint Venture where one JV member is authorized by all other members to act on their behalf and bind them legally.	The power of attorney duly executed in favor of the authorized JV member.	
7.	Minimum annual turnover for the last 3 years PKR 10 Million	Audit Reports	

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



9.2 Technical Evaluation Criteria and Bidders' Response

Sr. No.	Criteria/sub-criteria	Max Score	Actual Score
1	Bidder profile: Previous experience, Core Competencies & Experience and exposure (provide details of completed projects of similar nature, size and scale at national, provincial or regional level with requisite information i.e. project description, cost of the project, client, duration, etc.)	40	
1.1	Specific experience i.e. to submit in the technical proposal and the documentary evidences of assignments related to Validation & Audits/ Project/Performance Audit preferably in similar Programs successfully conducted by the bidder in Public/Private sectors that best illustrate the requirements mentioned in the Scope of work.	20	
1.2	In addition to foregoing clause 1.1, the firm shall have the experience of having conducted validation & audit of projects having at least similar quantum in similar domain (government Procedures, web Portal process flow and its assessment) (5 points for each assignment maximum up to 20)	20	
2	Adequacy and quality of the proposed Approach & Methodology, sampling techniques, and Work Plan in responding to the Scope of Work The number of points to be assigned to the following sub-criteria and relevant weights:	40	
2.1	Technical Approach & Methodology and Sampling Techniques [Notes to the bidder: The Procuring Agency will assess whether the proposed technical approach and methodology is clear, responds to and cover the all components requirements, and objectives being elaborated in the scope, whether the sampling techniques are representative, generalized and is appropriate to achieve the desire objectives and outputs or otherwise, certain marks have been allocated for ISO 9001:2015 QMS)	25	



2.2	Work Plan: it will be assessed that work plan is responding to the given timelines, realistic, implementable and covering all the aspects/components of the assignment.	10	
2.3	Organization and Staffing: It will be assessed that overall team composition is balanced i.e. Key Experts & Non-Key Experts and has an appropriate skill mix, and the work plan has right input of Experts.	5	
3	Key Experts' qualifications and competency for the Assignment:	20	
3.1	Team Leader	5	
3.2	MIS/IT Expert	5	
3.4	System / Business Analyst	5	
3.5	Government Procedures Expert	5	
	Total	100	

Notes:

For the Key-Experts the Points would be further decomposed for evaluation as per the following formula:

Relevant Education for Position	20% (10 % for graduation/master, 20% for advance/phd)
General Experience	20% (1 Percent % Point for each year-Max Marks on 20Yrs) Specific
Specific Experience in Relevant Field	30% (3 Percent % Point for each year-Max Marks on 10Yrs)
Similar Experience to Assignment	30% (10 Percent % Point for one similar Project Max Marks)

9.3 Technical Proposals Evaluation Summary

- The bidders shall be first assessed for eligibility, as per the requirements in Eligibility Criteria (section 9.1). Thereafter, all eligible bidders shall be shortlisted against the technical requirements.
- The shortlisted bidders shall be Technically evaluated and those securing a minimum of 70 marks in the technical evaluation will be qualified for financial evaluation.
- In case of only one bidder securing equal to or greater than 70 score in technical evaluation, NITB may decide to lower the cut-off score for healthy competition but not less than 60 marks in technical qualification.
- After the evaluation and approval of the Technical Proposals, the Procuring Agency shall open the Financial Proposals of the technically accepted bids, publicly at the time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- The Financial Proposal of bids found technically non-responsive shall not be opened.
- The contract may be awarded to bidder securing highest combined score of Technical plus Financial bids. The overall bid score has been divided as follows:



- Technical Proposal Evaluation carries 70% weightage whereas
- Financials Proposal Evaluation carries 30% weightage.

Please see below the formula for calculating the weightage:

- a) Technical score calculation: Bidder's Score = (Points Obtained in Technical Domain/Total points of Technical Domain) x 100
- b) Financial score calculation: Bidder's Score = (Minimum Bid Value / Bid in Consideration) x 100
- c) Total score = (Technical Score x 70%) + (Financial Score x 30%)



Scope of Work (SOW)

The Prime Minister of Pakistan proposed sending 1,000 agricultural professionals to China to enhance skills and promote sustainable growth in agriculture. In response, MNFSR invited applications from public and private sector professionals for phased short-term training programs. These 3–6 month programs aim to build expertise in modern practices, foster innovation, and encourage international collaboration. Participants selected from across Pakistan, with priority areas including crop breeding, AI, irrigation, and livestock genomics. NITB intends through this tender to procure services from the eligible bidders for validation and audit of complete program to ensure mainly the transparency and adherence to the due processes and procedural compliance. The Procuring Agency will timely provide, at no cost, relevant project data, and reports required for the preparation of the Proposals. Scope of work is as follows:

i. AUDIT OF WEB PORTAL INCLUDING ANALYSIS OF SOFTWARE AND DATABASE ARCHITECTURE

The bidder shall:

- i. Conduct a comprehensive system audit portal components and functionalities.
- ii. Review and test user roles, access rights, and authentication controls.
- iii. Provide recommendations for mitigation of identified risks and strengthening of compliance and control mechanisms.
- iv. Examine the underlying software architecture, including development protocols, update cycles, and versioning practices.
- v. Assess the database structure and integration for performance, data integrity, and seamless interconnectivity across modules.
- vi. Review source code and development practices to check for maintainability, scalability, and adherence to coding standards.
- vii. Assessment of hosted infrastructure.

ii. PROGRAM PROCESS/PROCEDURE VALIDATION INCLUDING ADVERTISEMENT, PROGRAM EXECUTION AND GRIEVANCE MECHANISM

The bidder shall validate the end-to-end process through:

- i. A detailed audit of all records pertaining to trainees, communications, and decisions made under the scheme from its inception to closure. The execution will be made batch wise.
- ii. Validation of the advertisement and selection process, ensuring compliance with eligibility criteria as directed by the Prime Minister of Pakistan and transparency requirements.
- iii. Verification of application processing, eligibility criteria, and approval workflows.
- iv. Evaluation of fund disbursement, training documentation, monitoring mechanisms, and closure reporting.



- v. Complete audit of grievance mechanism

iii. RISK AND COMPLIANCE ASSESSMENT

The bidder shall:

- i. Develop a risk compliance framework tailored to MNFSR's system and operational needs.
- ii. Chart down controls and recommendations for mitigating security, operational, and compliance risks.
- iii. Assess alignment with applicable IT governance regulations, procurement rules, and data protection standards.

iv. DELIVERABLES:

The winner bidder will submit the following reports within the specified timelines:

1. Inception Report (Within 10 days of contract signing)

- i. Detailed validation and audit methodology, work plan, and key focus areas.
- ii. Data collection and verification strategy.

2. Interim Progress Report (Within 20 days of validation and audit activity initiation)

- i. Preliminary findings.

3. Draft Validation & Audit Report (Within 30 days of validation and audit activity initiation)

- i. Comprehensive evaluation as per the scope.
- ii. Preliminary recommendations.

4. Final Validation & Audit Report (Within 40 days of validation and audit activity initiation)

- i. Detailed technical and operational findings.
- ii. Actionable recommendations for process improvements.

5. Presentation to Stakeholders (Upon Final Report Submission)

- i. Briefing to MNFSR and all stakeholders.
- ii. Key findings, major challenges, and proposed improvements.



Annex-II

Submittal Requirements for Technical Proposal

Sr. No.	Description
1.	Cover Letter (on Bidder's letterhead)
2.	Eligibility Requirements (Mandatory Requirements as mentioned in 'Eligibility Criteria')
3.	Responses to Section 9.2 (Technical Evaluation Criteria and Bidders' Response) of this document.
4.	Executive Summary
5.	Company Profile (Profile, History, Addresses, Contact Information, number of full-time employees, Customer in Pakistan etc.)
6.	Customer References and Relevancy
7.	Signed & Stamped RFP Document (Complete)



Annex-III

Submittal Requirements for Financial Proposal

The bidders shall submit financial cost as per the table below. The cost of each service (Portal and Processes) 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.

COST BREAKDOWN	PRICE (PKR)	GST/LOCAL TAXES (%)	TOTAL GST/LOCAL TAXES AMOUNT (PKR)	TOTAL PRICE (PKR)



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Annex-IV

Integrity Pact

___ [the Bidder] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from NITB / the Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by the GoP through any corrupt and fraudulent practices.

Without limiting the generality of the foregoing, [the bidder] 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 NITB / GoP, except that which has been expressly declared pursuant hereto.

[The bidder] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The bidder] 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 NITB / GoP under any law, contract or other instrument, be voidable at the option of NITB / GoP.

Notwithstanding any rights and remedies exercised by NITB / GoP in this regard, [the bidder] agrees to indemnify NITB / GoP for any loss or damage incurred by them on account of its corrupt and fraudulent practices and further pay compensation to NITB / GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever.

For and On Behalf Of _____

 Signature: _____
 Name: _____
 CNIC No: _____



Annex-V

Non-Disclosure Agreement

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between National Information Technology Board (NITB), and [bidder name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties may exchange Confidential Information (as defined below in Section 2) for the following purpose(s):

- a) to evaluate whether to enter into a contemplated business transaction; and
- b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is _____ 2024.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
 - Business secrets.
 - Financial information, including pricing.
 - Technical information, including Installation, Commissioning, Configuration, Integration & Testing of Network Infrastructure.
 - Business information, including operations, planning, marketing interests, and products.
 - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto and
 - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
 - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
 - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.
4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
 - Any use of Confidential Information in violation of this agreement; and/or
 - Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third-party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
 - Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
 - Was known to the Recipient before receipt from the Discloser;



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- Is or becomes publicly available through no fault of the Recipient;
- Is independently developed by the Recipient without a breach of this Agreement;
- Is disclosed by the Recipient with the Discloser’s prior written approval; or
- Is required to be disclosed by operation of law, court order or other governmental demand (“Process”); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.

7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED “AS IS”.

8. Unless the Parties otherwise agree in writing, a Recipient’s duty to protect Confidential Information expires after three (03) years from the date of disclosure. A Recipient, upon Discloser’s written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser’s Confidential Information for use solely in the event a dispute arises hereunder and only in connection with such dispute.

9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.

10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.

11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable without the prior written consent of the other Party.

12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each Party has signed the counterpart.

13. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications (if any). All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

NITB	Company Name:
Address:	Address:
Name:	Name:
Signature:	Signature:
Title:	Title:
Date:	Date: