

NO. F. 1-1/2005/Connect/Edu. Tech/FDE  
GOVERNMENT OF PAKISTAN  
FEDERAL DIRECTORATE OF EDUCATION  
(Model Colleges Wing)  
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Islamabad January 05, 2026


Director General (Advertisement),  
Press Information Department,  
G-7/1, Islamabad.

Subject: **PUBLICATION OF ADVERTISEMENT FOR THE PROCUREMENT  
ACTIVITY "TITLED ESTABLISHMENT OF DIGITAL STUDIO  
UNDER PROJECT DIGITAL HUB CONNECTED CLASSROOM (02)  
AT FDE DESIGNATED CENTRES".**

I am directed to refer to the subject noted above and to submit herewith advertisement for the Tendre of the above mentioned procurement activity to be published in leading newspaper of the country, one English National Newspaper (Rawalpindi/Lahore/Karachi/Quetta/Peshawar) combined and one Urdu Newspaper (Rawalpindi/Lahore/Karachi/Quetta/Peshawar) combined on 06<sup>th</sup> January, 2026, in accordance with the Public Procurement Rules, 2004, please.

2. This is issued with the approval of Director General, FDE.

Encl: As above

  
01/✓ (Yasir Mehmood)  
Admn Officer (MCs)/  
Secretary Purchase Committee

Copy to:-

- PS to Director General, FDE, Islamabad
- APS to Director (Admin), FDE, Islamabad
- Office file



F-1.1/2025/Connect/Ed.Tech/FDE  
Federal Directorate of Education  
Ministry of Federal Education & Professional  
Training Government of Pakistan

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**INVITATION TO BID**

**Tender / Request for Proposals for the Establishment of Digital Studios under Project “  
Digital-Hub Connected Classrooms ” at FDE designated Centers**

Federal Directorate of Education (FDE) under Ministry of Federal Education & Professional Training, Islamabad invites the “Sealed Proposals” on “Single Stage – Two Envelope Procedure” from reputable manufacturers/ authorized dealers/ distributor firms, who are on Active Tax Payer List (ATL) of FBR and registered with sales tax/ Income tax department having GST/ NTN, AGPR Vendor Number for the supply/ provision of items listed below in the table, as per quantity and specifications mentioned in the bid documents: -

S#	Name of Items	Quantity
1	Establishment of Digital Studios Under Project “Digital-Hub Connected Classrooms” at FDE designated Centers	02

Note: quantity can be increased or decreased according to available budget

Interested firms may download the Instructions to Bidders (ITB) from the website of FDE ([www.fde.org.pk](http://www.fde.org.pk)), the Ministry of Federal Education and Professional Training ([www.mofept.gov.pk](http://www.mofept.gov.pk)), and the PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)). Bids must be prepared in strict accordance with the instructions outlined in the bidding document and submitted through EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) on or before January 23, 2026, by 11:00 AM. The bids will be opened on the same day at 11:30 AM. Additionally, a hard copy of the bid must be submitted to the address mentioned below before the closing date and time. FDE, M/o FE&PT reserves the right to accept or reject any or all offers under PPRA Rules 2004, as amended from time to time.

**Secretary Procurement Committee**

Federal Directorate of Education, Rohtas Road G-9/4, Islamabad  
Phone No. 051-9261728.

## **REQUEST FOR PROPOSAL**

**Federal Directorate of Education**  
Ministry of Federal Education and Professional Training  
Government of Pakistan



## **INSTRUCTIONS TO BIDDERS**

### **REQUEST FOR PROPOSAL**

### **ESTABLISHMENT OF DIGITAL STUDIOS UNDER PROJECT** **“DIGITALHUB CONNECTED CLASSROOMS (02)” AT FDE** **DESIGNATED CENTRES**

Closing Date and Time:	23-01-2026	By	11:00 AM
Opening Date and Time:	23-01-2026	At	11:30 AM

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## Section-I: invitation to Bids



Federal Directorate of Education  
Ministry of Federal Education & Professional Training Government of Pakistan

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**REQUEST FOR PROPOSALS (RFP)**  
**FOR ESTABLISHMENT OF DIGITAL STUDIOS UNDER PROJECT “DIGITALHUB  
CONNECTED CLASSROOMS ” AT FDE DESIGNATED CENTRES**

Federal Directorate of Education (FDE) under Ministry of Federal Education & Professional Training, Islamabad invites the “Sealed Proposals” on “**Single Stage – Two Envelope Procedure**” from reputable manufacturers/ authorized dealers/ distributor firms, who are on Active Tax Payer List (ATL) of FBR and registered with sales tax/ Income tax department having GST/ NTN, AGPR Vendor Number for the **supply/ provision of items listed below in the table**, as per quantity and specifications mentioned in the bid documents: -

S#	Name of Items	Quantity
1.	Establishment of Digital Studios Under Project “Digital-Hub Connected Classrooms” at FDE designated Centres	02

\*Note quantity can be increased or decreased according to available budget

Interested firms may download the Instructions to Bidders (ITB) from the website of FDE ([www.fde.org.pk](http://www.fde.org.pk)), the Ministry of Federal Education and Professional Training ([www.mofept.gov.pk](http://www.mofept.gov.pk)), and the PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)). Bids must be prepared in strict accordance with the instructions outlined in the bidding document and submitted through **EPADS** ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) **on or before 23-01-2026 by 11:00 AM**. The bids will be opened on the same day at 11:30 PM. Additionally, a hard copy of the bid must be submitted to the address mentioned below before the closing date and time. FDE, M/o FE&PT reserves the right to accept or reject any or all offers under PPRA Rules 2004, as amended from time to time.

**Secretary Procurement Cell**  
**Federal Directorate of Education**  
**Mauve Area , Rohtas Road Chowk , G-9/4 Islamabad**  
**051-9261728**

## Section-II: Instructions to Bidders (ITB)

<b>1. INTRODUCTION</b>	
<b>1.1 Scope of Bid</b>	Federal Directorate of Education (FDE) under Ministry of Federal Education & Professional Training, invites the “Sealed Proposals” on “Single Stage – Two Envelope Procedure” from eligible from reputable manufacturers authorized dealers/ distributors/ firms for <b>Establishment of Digital Studios Under Project “Digital-Hub Connected Classrooms” at FDE designated Centers</b> under FDE.
<b>1.2 Source of Funds</b>	Federal Directorate of Education (FDE) and Ministry of Federal Education & Professional Training, Islamabad has available Budget to make eligible payments under the contract for which the Invitation to bids has been issued-
<b>1.3 Eligible Bidders</b>	<ol style="list-style-type: none"> <li>i. The Invitation to Bids is open to companies/sole proprietor/suppliers registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax etc.)</li> <li>ii. Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective / relevant competent forum/authority.</li> <li>iii. Bidders shall not be under a declaration of blacklisting by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA) During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regrets to do so then the Procuring Agency may proceed with second lowest evaluated bidder.</li> <li>iv. The invitation for Bids is open to all prospective Manufacturers or Authorized Agents / Dealers / Distributors / partners of the Manufacturer/ services providers/ suppliers.</li> <li>v. A Bidder may be ineligible if – <ol style="list-style-type: none"> <li>(a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;</li> <li>(b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;</li> <li>(c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</li> <li>(d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;</li> <li>(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices.</li> <li>(f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure.</li> <li>(g) The firm, supplier and contractor is blacklisted/ debarred by any international organization</li> </ol> </li> <li>vi. Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.</li> <li>vii. Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request</li> </ol>



<b>1.4 Eligible Goods and Services</b>	<p>i. All goods and related services to be supplied under the Contract shall have their origin in eligible source, defined in the <b>Bid Data Sheet (BDS/Technical Specification)</b>,</p> <p>ii. For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product is obtained that is substantially different in basic characteristics or in purpose or Utility from its components.</p>																										
<b>1.5 Cost of Bidding</b>	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the <b>FDE and M/o FE&amp;PT collectively</b> hereinafter referred to as “ <b>the Procuring Agency</b> ,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process																										
<b>1.6 One person one bid</b>	As per Public Procurement Rules 2004, amended time to time a Bidder shall submit only one Bid in the same bidding process individually as a Bidder.																										
<b>2. THE BIDDING DOCUMENTS</b>																											
<b>2.1 Content of Bidding Documents</b>	<p>i. The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents The Bidding documents, inter alia, include:</p> <table border="1"> <tr><td>a)</td><td>Invitation to Bids</td></tr> <tr><td>b)</td><td>Instructions to Bidders (ITB)</td></tr> <tr><td>c)</td><td>Technical Specifications</td></tr> <tr><td>d)</td><td>Manufacturing Authorization Letter (MAL) from the original manufacturer</td></tr> <tr><td>e)</td><td>Bid Data Sheet</td></tr> <tr><td>f)</td><td>General Conditions of Contract (GCC)</td></tr> <tr><td>g)</td><td>Bid Form</td></tr> <tr><td>h)</td><td>Bidder Profile Form</td></tr> <tr><td>i)</td><td>General Information Form</td></tr> <tr><td>j)</td><td>Affidavit</td></tr> <tr><td>k)</td><td>Contract Form</td></tr> <tr><td>l)</td><td>Price Schedule</td></tr> <tr><td>m)</td><td>Check List</td></tr> </table> <p>ii. The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its Bid.</p> <p>iii. The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/contents have been properly and clearly received is the prime responsibility of the Bidder</p>	a)	Invitation to Bids	b)	Instructions to Bidders (ITB)	c)	Technical Specifications	d)	Manufacturing Authorization Letter (MAL) from the original manufacturer	e)	Bid Data Sheet	f)	General Conditions of Contract (GCC)	g)	Bid Form	h)	Bidder Profile Form	i)	General Information Form	j)	Affidavit	k)	Contract Form	l)	Price Schedule	m)	Check List
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<b>2.2 Clarification of Bidding Documents</b>	<p>i. A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email. The Procuring Agency will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids.</p> <p>ii. A prospective Bidder requiring any clarification of the Bidding Documents may</p>																										

	<p>notify the Procuring Agency in writing to provides record of the content of communication at the Procuring Agency's address.</p> <p>iii. The Procuring Agency will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification.</p> <p>iv. Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under this document</p>
<b>3. PREPARATION OF BIDS</b>	
<b>3.1 Language of Bid</b>	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be in English.
<b>3.2 Bid Form</b>	The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their quantity, and prices
<b>3.3 Bid Prices</b>	<p>i. The Bidder shall indicate the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract</p> <p>ii. Prices indicated on the Price Schedule shall be <b>item-wise</b>.</p> <p>iii. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected</p>
<b>3.4 Bid Currencies</b>	Prices shall be quoted in <b>Pak Rupees</b> .
<b>3.5 Documents Establishing Bidder's Eligibility and Qualification</b>	<p>i. The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible.</p> <p>ii. The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:</p> <ol style="list-style-type: none"> <li>that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the same in Pakistan; If applicable</li> <li>that the Bidder has the financial, technical, capability necessary to perform the contract;</li> <li>that the Bidder meets the qualification criteria listed in the Bid Data Sheet</li> </ol>
<b>3.6 Bid Security</b>	<p>i. Bid Security <b>Rs. 350,000/-</b> in the shape of Call deposit/Pay Order/Demand Draft/cashier cheque in the name of DDO, FDE M/o FE&amp;PT</p> <p>ii. The bid security shall be in Pakistan Rupee</p>
<b>3.7 Period of Validity of Bids</b>	<p>i. Validity period of the bids shall be 90 days, during financial year 2025-26.</p> <p>ii. In exceptional circumstances, the Procuring Agency may extend the period of bid validity with mutual consent of both parties i.e. bidder and procuring agency.</p>
<b>4. SUBMISSION OF BIDS</b>	
<b>4.1 Deadline for Submission of Bids</b>	<p>i. Bids must be prepared in strict accordance with the instructions outlined in the bidding document and submitted through EPADS on or before <b>23rd January,2026 by 11:00 am</b></p> <p>ii. Hard copy of Bids must be received by the Procuring Agency at the specified address no later than the time and date specified in the Bid document.</p> <p>iii. The Procuring Agency may, at its discretion and as per PPRA Rules 2004 amended time to time, extend this deadline for the submission of Bids by amending the Bidding documents. In which case all rights and obligations of the</p>

	<p>Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended</p> <ul style="list-style-type: none"> <li>iv. Bids shall be received by the Procuring Agency at the address specified in this document no later than the date and time specified in the bid document.</li> <li>v. Any Bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.</li> <li>vi. No Bid may be modified after the deadline for submission of Bids</li> <li>vii. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available).</li> </ul>
<b>5. OPENING AND EVALUATION OF BIDS</b>	
<b>5.1 Opening of Bids by the Procuring Agency</b>	<ul style="list-style-type: none"> <li>i. The Procuring Agency will open all Bids, in public, in the presence of Bidders' or their representatives, in the Bid proceedings at the place, on the date and at the time, specified in the <b>ITB</b>. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance</li> <li>ii. The bids will open on EPADS / the envelopes of Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, and (c) Any other details as the Procuring Agency may consider appropriate</li> <li>iii. No Bid will be rejected at the time of Bid opening except for late Bids which will be returned unopened to the Bidder</li> <li>iv. Minutes of the Bid Opening shall be recorded and uploaded by the procuring agency on PPRA website as provided under PPRA Rules 2004 amended time to time</li> <li>v. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of <b>PPRA Rules 2004</b> amended time to time.</li> </ul>
<b>5.2 Clarification of Bids</b>	<ul style="list-style-type: none"> <li>i. In order to assist in the examination, evaluation and comparison of Bids and post-qualification of the bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered</li> <li>ii. The request for clarification and the response shall be in Writing or in Electronic Forms that provide record of the content of communication. No change in the prices or substance of the Bid shall be sought, offered, or permitted</li> </ul>
<b>5.3 Examination of Terms and Conditions Technical Evaluation</b>	<ul style="list-style-type: none"> <li>i. The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the <b>ITB</b> have been accepted by the Bidder without any material deviation or reservation</li> <li>ii. The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in this document been met without material deviation or reservation</li> <li>iii. If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid</li> </ul>
<b>5.4 Post-Qualification &amp; Evaluation of Bids</b>	<ul style="list-style-type: none"> <li>i. The Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation</li> </ul>

	<p>criteria listed in this document</p> <p>ii. The determination shall take in to account the Bidder's financial, technical, and supplying capabilities, It shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.</p> <p>iii. The Procuring Agency shall <b>technically evaluate</b> and compare the Bids which have been determined to be responsive, as per Technical Specifications required</p> <p>iv. The <b>financial evaluation</b> of a Bid will be on the basis of form of Price Schedules and it will be decided by the Procuring Agency which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.</p>
<b>6. AWARD OF CONTRACT</b>	
<b>6.1 Notification of Award</b>	<p>i. Minutes of the Bid Opening shall be recorded and uploaded by the procuring agency on <b>FDE/M/o FE&amp;PT</b> website.</p> <p>ii. The notification of award will constitute the formation of the Contract</p>
<b>6.2 Performance Guarantee</b>	<p>i. Within 15 days of the receipt of notification of award from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee 5% of the total value of the contract in accordance with the Conditions of Contract.</p> <p>ii. Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPRA rules 2004 amended time to time.</p>
<b>6.3 Signing of Contract/ Issuance of Purchase Order</b>	<p>i. At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the contract form /purchase order, incorporating all agreements between the parties</p> <p>ii. The Procuring Agency requires formal signing of contract, with the successful Bidder</p>
<b>6.4 Award Criteria</b>	The Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily
<b>6.5 Procuring Agency's Right to Vary Quantities at Time of Award</b>	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, as per PPRA Rules 2004.
<b>6.6 Procuring Agency's Right to Accept or Reject All Bids</b>	<p>i. The Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders</p> <p>ii. The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds</p>
<b>6.7 Corrupt or Fraudulent Practices</b>	<p>i. The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts</p> <p><b>ii. Blacklisting &amp; Debarment:</b> Blacklisted Consultants and those found involved in Corrupt Practices" are not allowed to participate bidding, Requirements &amp; Procedure for Blacklisting &amp; Debarment will be dealt as per conditions available in PPRA Rules 2004 amended time to time</p>

**SECTION-III**  
**TECHNICAL SPECIFICATIONS OF ITEMS FOR THE DIGITAL STUDIOS UNDER**  
**PROJECT “DIGITAL-HUB CONNECTED CLASSROOMS” AT FDE**  
**DESIGNATED CENTRES**

**Turnkey Solution for establishment of Digital Studios**

Sr. No.	Equipment/ Item	Minimum Required Specifications	Qty./Studio (Estimated)	Total Qty. (Estimated)
1.	Laptops	<p>Processor: Intel Core i7 (13th Gen H-Series) or AMD Ryzen 7 (7000 Series) or higher; must support high-performance multi-threaded rendering.</p> <p>Memory (RAM): 32 GB DDR5 (4800 MHz or higher), expandable to 64 GB.</p> <p>Storage: 1 TB PCIe NVMe M.2 SSD (Gen 4) to accommodate operating system and large 4K video projects.</p> <p>Graphics (GPU): Discrete NVIDIA GeForce RTX 4060 with 8GB GDDR6 VRAM (or professional equivalent) for hardware-accelerated rendering.</p> <p>Display: 15.6 to 16.0-inch QHD (2560 x 1440) IPS panel with Anti-Glare and 100% sRGB color gamut for accurate color grading.</p> <p>Connectivity: Wi-Fi 6E, Bluetooth 5.3.</p> <p>Ports: 1x Thunderbolt 4 / USB-C (with DisplayPort &amp; Power Delivery), 1x HDMI 2.1 (for external monitors), 2x USB Type-A (3.2 Gen 1), and 1x SD Card Reader.</p> <p>Audio/Video: Integrated FHD (1080p) Webcam with privacy shutter and AI Noise Reduction microphone array.</p> <p>Durability &amp; Warranty: MIL-STD-810H tested chassis with 3 Years Comprehensive On-Site Warranty (Parts &amp; Labor) by OEM.</p> <p>Operating System: Genuine Microsoft Windows 11 Professional (64-bit) OEM pre-installed (with factory-embedded digital license).</p> <p>Accessories: Wireless Mouse (same brand), Carry Case/Backpack (high quality).</p>	02	04*
2.	Mirrorless Broadcast Camera (For Lecture Recording)	<p>Camera Type: Mirrorless Interchangeable Lens Camera (MILC) with Full Frame or High-Performance APS-C CMOS Sensor (Approx. 24.2 MP).</p> <p>Video Resolution: 4K UHD at 60fps (Uncropped/Oversampled) and Full HD 1080p at 120fps; must support 10-bit internal recording.</p> <p>Streaming Capability: Must support "Clean HDMI Output" (no on-screen data) and "UVC/UAC" USB Webcam protocols for plug-and-play streaming.</p> <p>Autofocus: Deep Learning AI Autofocus with Real-time Eye/Face Tracking and Head Detection to track moving presenters.</p> <p>Screen Recording Features: High-Frequency Anti-Flicker shooting mode with precise shutter speed control to record interactive screens without banding.</p> <p>Recording Duration: Unlimited or extended continuous recording capability (must exceed standard 30-minute limits).</p> <p>Audio Interface: 3.5mm Microphone Input and 3.5mm Headphone Output for monitoring.</p>	02	04*

		<p>Lens: Standard Zoom Lens (e.g., 24-50mm or 18-50mm) with Stepping Motor (STM) for silent operation.</p> <p>Power Solution: Must include a DC Coupler (Dummy Battery) and AC Adapter Kit for continuous mains power operation.</p> <p>Display: Vari-Angle (Articulating) Touchscreen LCD for self-monitoring.</p> <p>HDMI to USB Video Capture Card</p> <p>Long Micro-HDMI to HDMI cables (2 meters) or each camera</p>		
3.	Professional Tripod Stand	Heavy-duty video tripod with Fluid Head for smooth panning/tilting. Material: Aluminum or Carbon Fiber. Max Load Capacity: 5kg or higher. Max Height: 60 inches or higher. Quick-release plate included. (Reference: Apkina or equivalent)	02	04*
4.	LED Studio Video Light	COB (Chip on Board) LED Video Light. Power Output: 60W or higher. Color Temperature: 5600K (Daylight Balanced) or Bi-Color. Color Accuracy: CRI > 95, TLCI > 96. Mount Type: Bowens Mount compatible. Includes Reflector and Remote. (Reference: Godox SL60W or equivalent)	02	04*
5.	Light Modifier (Umbrella/Softbox )	Studio Photography/Video Reflective Umbrella (White/Silver) OR Softbox compatible with the LED Light Mount. Size: 33-inch or larger diameter. Includes stand mount bracket if required.	02	04*
6.	Lavalier Microphone	Omnidirectional Condenser Lavalier (Lapel) Microphone. Connector: 3.5mm TRRS (compatible with Cameras & Smartphones). Cable Length: 6 meters (20ft) or longer. Signal-to-Noise Ratio: 74dB or better. Battery powered (LR44). (Reference: BOYA BY-M1 or equivalent)	02	04
7.	Wireless Microphone System (Replaces Wired Mic)	<p>Description: Dual-Channel Wireless Microphone System for Cameras &amp; Mobile Devices.</p> <p>Type: 2.4GHz Digital Transmission (128-bit encryption preferred).</p> <p>Components: 2x Clip-on Transmitters (with built-in omnidirectional mic) and 1x Receiver.</p> <p>Range: Up to 100m (Line of Sight).</p> <p>Battery Life: Built-in rechargeable battery (Min. 5-7 hours).</p> <p>Compatibility: Must include 3.5mm TRS (Camera) and TRRS (Mobile/Laptop) cables.</p> <p>Reference: <i>Rode Wireless GO II / DJI Mic or equivalent.</i></p>	01	02*
8.	Backup Storage Drive	Portable External SSD (Solid State Drive). Capacity: 2 TB. Interface: USB 3.2 Gen 2 (Type-C). Read/Write Speeds: Up to 1000MB/s or higher. Shock-resistant design.	-----	01*
9.	Power Extension Board	Heavy Duty Extension Lead. Sockets: 4 to 6 Universal Sockets. Cable Length: 3 to 5 meters. Features: Surge Protection, Individual Switches (preferred), Fire-retardant material. Rated for: 10A-13A.	02	04*
10.	Sound Treatment (Acoustic)	Wall/Ceiling Acoustic Treatment for Echo Reduction. Material: High-Density Acoustic Foam Panels (Pyramid/Wedge shape) or Polyester Fiber Board. Thickness: 2 inches minimum, Carpeting	-----	02 Rooms*
11.	Ceiling Lighting	Studio Ambient Lighting. Type: LED Panel Lights (2x2 ft). Power: 40W-48W. Flicker-free driver (essential for video recording). Color Temp: Cool White (6500K) or Natural White (4000K).	06	12*
12.	Air Conditioner	Split Type Air Conditioner. Capacity: 1.5 Ton (18000 BTU). Technology: DC Inverter (Full 5D/T3 compressor preferred for energy saving). Features: Heating & Cooling function, Copper	01	02*

		Condenser.		
13.	UPS	<b>Tower</b> 2100W/3000VA Output Power Capacity Sealed Lead-Acid Battery DB-9 RS232, Smart Slot Interface Ports Hot-Swappable Batteries Infrastructure Manager Compatible LED Status Indicators Rack/Tower Convertible Audible Alarms Power Conditioning or Higher	01	02*
14.	Routers	Indoor Wi-Fi 6 (802.11ax) Access Point <ul style="list-style-type: none"> <li>Access Point must support 802.11 ax standards</li> <li>Support MU-MIMO</li> <li>The access point should work on 2.4GHz and 5 GHz band simultaneously.</li> <li>Access Point should support 1.148 Mbps (2.4 GHz) and 2400 Mbps (5 GHz).</li> <li>Access Point should support Channelization of 20 MHz, 40 MHz and 80 MHz, 160/80+80 MHz (OFDMA up to 1024-QAM)</li> <li>Access point must work on 4 x 4 MIMO with 4 Spatial Streams.</li> <li>Dual Polarized Integrated multiple antennas, Support adaptive Polarization Diversity-MRC (PD-MRC)</li> <li>Support Beamflex and Beamflex+Technology.</li> <li>Support Peak Transmit power of AP: 26 dBm on 2.4 GHz and 28 dBm on 5 GHz Radio.</li> <li>Support automatic RF Channel selection through maximum Channel Throughput Technology.</li> <li>AP should support 802.3af/at/bt POE standards.</li> <li>Support 1x 1/2.5Gbps port, RJ-45, 1x 10/100/1000 Mbps port RJ-45 and USB port for BLE smart beacons.</li> <li>Wireless Security: WPA3, WEP, WPA-PSK, WPA-TKIP, WPA2 AES, 802.11i</li> <li>Support integrated NAT and DHCP as Standalone Access Point.</li> <li>The access point should support 802.1q VLAN tagging</li> <li>Should support Transient Client Management, Airtime Decongestion for high density deployments.</li> <li>Implement Wi-Fi alliance standards WMM, WMM-PS, 802.11r, 802.11k and 802.11v.</li> </ul>	01	02*
15.	Main Power Cable	Providing, laying and termination of main power cable of 16mmx4 core power cable of Approved brand, with required pipes or ducts at any height. Complete in all respects		02*
16.	Electrical Wiring Points	Providing, laying and termination of Wiring for computers points with 2.5mmx3 electric cables, with two face plates of 13amp multi socket of clipsal/schneider make, with MS make painted back boxes. Complete in all respects. Cables should be of approved brand.	For each end point table and IT equipment +5 spare points	
17.	Electric Wiring & Surge Control Unit	Centralized Control Unit / Power Surge Control. Child Safety Standards. Providing and fixing Earthing set with 2'x2'x1/4" copper plate, around 12 feet deep ,with fixing of 8 SWG copper wire in 1/2" G.I conduit with 1 x 16sq.mm single core PVC cable for Main DB.	02*	

*\*Final decision will be taken after technical evaluation by Tender Committee as per PPRA rules.*

**Important Note:**

- **Number of items could be increased/decreased upon availability of budget.**
- **Each item as per supply order is to be provided within forty-five (45) days after its issuance. 0.2% per day for 50 days and 0.4% for another 50 days. Beyond 100 days delay will result in termination of the contract by the Department forfeiture of performance Guarantee and claim additional Risks and Costs to the extent of getting the work completed by alternate vendors.**



#### Section-IV: Bid Data Sheet

S #	A. Particulars
1	<ul style="list-style-type: none"> <li>• <b>Name of Procuring Agency: Federal Directorate of Education (FDE) under Ministry of Federal Education and Professional Training.</b></li> <li>• <b>The Subject of Procurement: Establishment of Digital Studios Under Project “Digital-Hub Connected Classrooms” at FDE designated Centers.</b></li> <li>• Period for delivery of goods items: <b>45 days</b> after issuance of supply order.</li> <li>• Commencement date for delivery of Goods: <b>After Issuance of Letter of Acceptance (Award Letter / Work Order / Purchase Order)</b></li> </ul>
2	<ul style="list-style-type: none"> <li>• Financial year for the operations of the Procuring Agency: 2025-26.</li> <li>• Name of financing institution: <b>Federal Directorate of Education (FDE) under Ministry of Federal Education and Professional Training.</b></li> </ul>
<b>B. BIDDING DOUCMENT</b>	
3	<ul style="list-style-type: none"> <li>• The address for clarification of Bidding Documents: <b>Director (Finance &amp; Audit), Federal Directorate of Education (FDE) Mauve Area, Rohtas Road , G-9/4 , Islamabad.</b></li> <li>• Pre-bid meeting will be held on <b>13-01-2026 at 10.00AM</b></li> </ul>
<b>C. BID PRICE, CURRENCY, AND LANGUAGE</b>	
4	<ul style="list-style-type: none"> <li>• Language: English</li> </ul>
5	<ul style="list-style-type: none"> <li>• The Price quoted shall be inclusive of all applicable taxes</li> </ul>
6	<ul style="list-style-type: none"> <li>• The Price shall be fixed</li> </ul>
<b>D. PREPARATION AND SUBMISSION OF BIDS</b>	
7	<p><b>Qualification Criteria/Knock down criteria</b></p> <ul style="list-style-type: none"> <li>• Registration with SECP/Authorized Govt. bodies /Register of Firms in Pakistan.</li> <li>• Relevant FBR Income Tax &amp; GST Registration.</li> <li>• Minimum 2 Years of Experience of similar nature projects / services (attach work order, completion certificate) which include establishment of IT Labs/facilities/ Studios, Provision &amp; Installation of IT Equipment, Computers etc. Minimum 03 Contracts worth at least Rs.10 million each).</li> <li>• The total average annual turnover of the last two years must be at least Rs. 10 million proved by Audited financial statements.</li> <li>• Affidavit for non-blacklisted on 100 Rupee Stamp Paper</li> <li>• Offered products must be compliant with given specifications.</li> <li>• Service Center/Sub-Office at Islamabad/Rawalpindi</li> <li>• Affidavit to the effect that: - <ul style="list-style-type: none"> <li>• Bidder is neither currently blacklisted from any government department nor is any litigation pending in this regard</li> <li>• The documents/photocopies provided with Bid are authentic incase of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules</li> <li>• The provided information is correct</li> </ul> </li> </ul>

8	<b>Bid shall be submitted to:</b> <ul style="list-style-type: none"> <li>Bids must be submitted through EPADS</li> <li>And hardcopy of the same to Secretary Procurement Committee Federal Directorate of Education (FDE) Mauve Area, Rohtas Road, G-9/4, Islamabad.</li> </ul>
9	<b>The deadline for bid submission is</b> <ol style="list-style-type: none"> <li>Day: Thursday</li> <li><b>Date: 23-01-2026 Time: 11:00 AM</b></li> </ol>
10	<b>Date / Month / Year / Time and place for bid opening</b> <ol style="list-style-type: none"> <li>Committee Room (FDE) Mauve Area, Rohtas Road, G-9/4 Islamabad.</li> <li><b>Date: 23-01-2026 Time: 11:30 AM</b></li> </ol>
11	<ol style="list-style-type: none"> <li>Amount of Performance Guarantee is 5% (in shape of Bank Guarantee)</li> <li><b>withheld till completion of delivery and inspection of items</b></li> </ol>
12	<ul style="list-style-type: none"> <li>Amount <b>PKR 350,000/-</b> Bid security in shape of Pay Orders/ CDR/ Demand Draft by the bidder which will be submitted in the name of <b>“DDO , (FDE) Federal Directorate of Education</b></li> </ul>
13	Bid validity period after opening of the bid is <b>90 days</b>
14	Number of copies of the bid to be provided are: <b>Only one</b>
<b>E. OPENING AND EVALUATION OF BIDS</b>	
15	<b>The Bid opening shall take place at:</b> <ol style="list-style-type: none"> <li><b>FDE (Committee Room )</b> Mauve Area, Rohtas Road, G-9/4 Islamabad</li> <li><b>Date: 23-01-2026 Time: 11:30 AM</b></li> </ol>
16	The Currency that shall be used for Bid evaluation and comparison purposes to convert all bid prices expressed in various currencies is Pakistani Rupee

<b>F. BID EVALUATION CRITERIA</b>	
17	<ul style="list-style-type: none"> <li>• The Technical proposals shall be evaluated by the purchase committee M/o FE&amp;PT in the light of following evaluation criteria in the light of PPRA Rules, 2004 (amended time to time).</li> <li>• The Bidders who have duly complied with the mandatory and Eligibility Criteria will be eligible for further processing as mentioned below.</li> </ul> <p><b>Preliminary Criteria for Bid's Responsiveness for further eligibility of getting into Technical evaluation stage (mandatory requirements):</b></p> <ul style="list-style-type: none"> <li>• Registration with SECP/Authorized Govt. bodies /Register of Firms in Pakistan.</li> <li>• Relevant FBR Income Tax &amp; GST Registration.</li> <li>• Minimum 2 Years of Experience of similar nature projects / services (attach work order, completion certificate) which include establishment of IT Labs/facilities/ Studios, Provision &amp; Installation of IT Equipment, Computers etc. Minimum 03 Contracts worth at least Rs.10 million each).</li> <li>• The total average annual turnover of the last two years must be at least Rs. 10 million proved by Audited financial statements.</li> <li>• Affidavit for non-blacklisted on 100 Rupee Stamp Paper</li> <li>• Offered products must be compliant with given specifications.</li> <li>• Service Center/Sub-Office at Islamabad/Rawalpindi</li> <li>• Note</li> <li>• Verifiable documentary proofs for all above requirements are mandatory</li> <li>• Vendor/ Supplier will be responsible for the inspection &amp; Demonstration of the supplied descriptions in client environment as per client's requirements</li> <li>• The Bids which do not conform to the Technical Specifications or Bid conditions or Bids from the Bidders without adequate capabilities for supply of descriptions will be rejected in the light of PPRA Rules 2004 (amended).</li> <li>• The Eligible/Technically Qualified Bidders will be considered for further evaluation</li> </ul>
<b>G. Award of Contract</b>	
18	Quantity can be increased or decreased according to available budget
19	The Performance Guarantee shall be: <b>5 % of the total cost</b>
20	The Performance Security (or guarantee) shall be in the form of: <b><i>Bank Guarantee from Scheduled Bank.</i></b>

## Section-V: General Conditions of Contract / Procurement

<b>1. Definitions</b>	<p>In this Contract, the following terms shall be interpreted and indicated:</p> <ol style="list-style-type: none"> <li>a. “The Contract” means the agreement entered into between <b>Federal Directorate of Education (FDE) under Ministry of Federal Education and Professional Training Islamabad</b> and the Supplier, as recorded in the Contract Form / purchase order / work order signed by the parties</li> <li>b. “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations</li> <li>c. “The Goods” means all of the items or other materials which the Supplier is required to supply to the Procuring Agency under the Contract</li> <li>d. “GCC” mean the General Conditions of Contract contained in this section</li> <li>e. “The Procuring Agency” means <b>Federal Directorate of Education (FDE) under Ministry of Federal Education and Professional Training Islamabad</b> “The Procuring Agency’s country” is Pakistan</li> <li>f. “The Supplier” means the Bidder or firm supplying the Goods and Services under this Contract</li> </ol>
<b>2. Country of Origin</b>	<p>All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules</p>
<b>3. Standards</b> <i>[where applicable]</i>	<p>The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.</p>
<b>4. Use of Contract Documents and Information; Inspection and Audit by the procuring agency</b>	<ol style="list-style-type: none"> <li>i. The Supplier shall not, without the Procuring Agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance</li> <li>ii. The Supplier shall not, without the Procuring Agency’s prior written consent, make use of any document or information enumerated in GCC except for purposes of executing the Contract</li> <li>iii. Any document, other than the Contract itself, shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier’s performance under the Contract if so required.</li> </ol>
<b>5. Performance Guarantee</b>	<ol style="list-style-type: none"> <li>i. Within fifteen (15) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring Agency the Performance Guarantee equivalent to the 5% of the total Value in Pak Rupee of the contract /purchase order</li> <li>ii. The performance guarantee shall be denominated in the currency of the Contract acceptable to the Procuring Agency and shall be in one of the following forms: <ul style="list-style-type: none"> <li>• a bank guarantee issued by a reputable <b>Scheduled Bank</b> located in the Procuring Agency’s country/city, in the form provided in the Bidding documents or another form acceptable to the Procuring Agency; or</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>The performance guarantee will be discharged by the Procuring Agency and returned to the Supplier not later than forty-five (45) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty/ obligations</li> </ul>
<b>6. Inspections and Tests</b>	<ul style="list-style-type: none"> <li>i. The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency and the Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes</li> <li>ii. The inspections and tests may be conducted on the premises of the Supplier at point of delivery, and/or at the Goods' final destination If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency</li> <li>iii. If any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency</li> </ul>
<b>7. Packing</b>	<ul style="list-style-type: none"> <li>i. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation and rough handling during transit. Packing case size and weights shall take into consideration, where appropriate.</li> <li>ii. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in and in any subsequent instructions ordered by the Procuring Agency</li> </ul>
<b>8. Delivery and Documents</b>	<ul style="list-style-type: none"> <li>i. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier</li> <li>ii. Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection which will enable the supplier to put up the bill</li> </ul>
<b>9. Transportation</b>	The Supplier is required under the Contract to transport the Goods to a specified place of destination within the jurisdiction of Islamabad.
<b>10. Warranty</b>	<ul style="list-style-type: none"> <li>i. The Supplier warrants that the Goods supplied under the Contract are free from malfunction and breakage. He further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials.</li> <li>ii. The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty on receipt of such notice, the Supplier shall, repair or replace the defective Goods, without costs to the Procuring Agency</li> <li>iii. If the Supplier, having been notified, fails to rectify the defect(s) within the period specified, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant</li> </ul>

	provision of PPRA Rules 2004 including Blacklisting
<b>11. Payment</b>	<p>i. The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted and upon fulfillment of other obligations stipulated in the Contract.</p> <p>ii. As per PPRA Rules 2004, payments shall be made promptly by the Procuring Agency, after submission of an invoice or claim by the Supplier, provided the work is satisfactory</p> <p>iii. The currency of payment is PKR which shall be paid in shape of cheque</p> <p>iv. <b>Schedule of Payments</b></p> <p>a. Upon Completion of works, supply &amp; installation of equipment, performance testing by the respective institutions and receipt of certificates from the institutions, 100% payment will be released to the contractor.</p>
<b>12. Prices</b>	Prices including all taxes charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid.
<b>13. Change Orders</b>	<p>i. The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:</p> <ul style="list-style-type: none"> <li>• drawings, designs, or specifications, where Goods to be furnished under the contract are to be specifically manufactured for the Procuring Agency;</li> <li>• the method of shipment or packing;</li> <li>• the place of delivery; and/or the Services to be provided by the Supplier</li> </ul> <p>ii. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended any claims by the Supplier for adjustment under this clause must be asserted within forty five (45) days from the date of the Supplier's receipt of the Procuring Agency's change order But, no provisions of PPRA Rules 2004 should be violated</p>
<b>14. Liquidated Damages</b>	When the supplier fails to deliver the goods within the time period specified in the contract, the Purchase Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, 0.2% per day for 50 days and 0.4% for another 50 days. Beyond 100 days delay will result in termination of the contract by the Department forfeiture of performance Guarantee and claim additional Risks and Costs to the extent of getting the work completed by alternate vendors.

<b>15. Termination for Default</b>	<p>iv. The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> <li>• if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency</li> <li>• if the Supplier fails to perform any other obligation(s) under the Contract; or</li> <li>• if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract</li> </ul> <p>v. In the event the Procuring Agency terminates the Contract in whole or in part, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated</p>
<b>16. Force Majeure</b>	<p>i. Notwithstanding the provisions laid down in ITB the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure</p> <p>ii. For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions eg: epidemics, pandemics, quarantine restrictions etc from the purview of “Force Majeure”</p> <p>iii. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event Any difference of opinion concerning “Force Majeure” may be decided through means given herein Below</p>
<b>17. Termination for Insolvency</b>	<p>Procuring Agency may at any time terminate the Contract by giving written notice to Supplier if the Supplier becomes bankrupt or otherwise insolvent In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency</p>

<b>18. Termination for Convenience</b>	<ul style="list-style-type: none"> <li>i. The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective</li> <li>ii. The Goods that are complete and ready for shipment (if applicable) within forty-five (45) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices for the remaining Goods, the Procuring Agency may choose: <ul style="list-style-type: none"> <li>• to have any portion completed and delivered at the Contract terms and prices; and/or</li> <li>• to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier</li> </ul> </li> </ul>
<b>19. Resolution of Disputes</b>	<ul style="list-style-type: none"> <li>i. After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract</li> <li>ii. If, after seven (07) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. The Secretary MoFEPT shall be Arbitrator. The Language of arbitration shall be in English.</li> </ul>
<b>20. Applicable Law</b>	The Contract shall be interpreted in accordance with the laws of Pakistan unless otherwise specified in this document
<b>21. Notices</b>	<ul style="list-style-type: none"> <li>i. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing and acceptable in ordinary course of business to the other party's address specified in this document</li> <li>ii. A notice shall be effective when delivered or on the notice's effective date, whichever is later</li> </ul>
<b>22. Taxes and Duties</b>	Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency



## Bidder Profile Form

*[To be signed & stamped by the Bidder and reproduced on the letter head To be attached with Technical Bid]*

Sr. No.	PARTICULAR
1.	<b>Name of the Company</b>
2.	<b>Registered Office Address:</b>
	National Tax Number: (attached copy)
	Sales Tax Registration Number: (attached copy)
	Professional Tax Number: (attached copy)
	Office Telephone Number: Mobile No.:
	Fax Number: Email Address:
	Website Address:
3.	<b>Contact Person</b>
	Name: Designation:
	Personal Telephone No.
	Email Address:
	Local Office if any:
	Address:
	Office Telephone No. Fax No. Mobile No.

a) Financial Statement Attachment / Income Tax Return (Last 03 years) Yes / No

b) Detail of Experience (Last 03 Years):

1	Similar Project (Agency / Department)	Item Name	Amount Rs.
2	Value of Total projects / Tenders / POs (Total Amount Rs.)		

## Affidavit

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner To be attached with*

**Name:** \_\_\_\_\_  
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]* The undersigned further affirms on behalf of the firm that:

- i. The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order
- ii. The documents/photocopies provided with Bid are authentic In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules
- iii. Affidavit for correctness of information
- iv. Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

*[Name of the Contractor/ Bidder/ Supplier]* undertakes to treat all information provided as confidential

*Signed by an authorized Officer of the company*

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## Contract Form

*[To be signed & stamped by the Bidder and reproduced on the letter head To be attached with Technical Bid]*

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20 between *[name of Procuring Agency]* of *[country of Procuring Agency]* (hereinafter called “the Procuring Agency”) on the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz, *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Procuring Agency’s Notification of Award
  - (f) Contract agreement
  - (g) Complete Bidding document

In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract

The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year mentioned above

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

**Technical Bid Form/Technical Proposal**

*[To be signed & stamped by the Bidder and reproduced on the letter head to be attached with Technical Bid]  
Vendors may provide the detailed specification of items with brand, make and model etc. as per specification given in the Section -III*

S #	Name of Items	Total Qty. (Estimated)	Proposed Specification/ model/ Make/Brand etc
1.	Laptops	04	
2.	Mirrorless Broadcast Camera (For Lecture Recording)	04	
3.	Professional Tripod Stand	04	
4.	LED Studio Video Light	04	
5.	Light Modifier (Umbrella/Softbox )	04	
6.	Lavalier Microphone	04	
7	Wireless Microphone System (Replaces Wired Mic)	02	
8.	Backup Storage Drive	01	
9.	Power Extension Board	04	
10.	Sound Treatment (Acoustic)	02 Rooms	
11.	Ceiling Lighting	12	
12.	Air Conditioner	02	
13.	UPS	02	
14.	Routers	02	
15.	Main Power Cable	02	
16.	Electrical Wiring Points	Complete job (20 Points) Each Studio	
17.	Electric Wiring & Surge Control Unit	02	

**Stamp & Signature of Bidder** \_\_\_\_\_

### Financial Bid Form/Price Schedule

*[To be signed & stamped by the Bidder and reproduced on the letter head to be attached with Financial Bid] Price shall be quoted inclusive of all applicable taxes*

***Vendors may quote the price for One Lab (Turnkey Solution) as per specification given in the Section -III***

S #	Name of Items	Unit Price (PKR) (Including all applicable taxes)	Qty per Studio	Total Price per Lab (PKR) (Including all applicable taxes)
1.	Laptops		04*	
2.	Mirrorless Broadcast Camera (For Lecture Recording)		04	
3.	Professional Tripod Stand		04	
4.	LED Studio Video Light		04	
5.	Light Modifier (Umbrella/Softbox )		04	
6.	Lavalier Microphone		04	
7	Wireless Microphone System (Replaces Wired Mic)		02	
8.	Backup Storage Drive		01	
9.	Power Extension Board		02 Rooms	
10.	Sound Treatment (Acoustic)		12	
11.	Ceiling Lighting		02	
12.	Air Conditioner		02	
13.	UPS		02	
14.	Routers		02	
15.	Main Power Cable		Complete job (20 Points) Each Studio	
16.	Electrical Wiring Points		02	
17.	Electric Wiring &			

	Surge Control Unit			
--	--------------------	--	--	--

1. Delivery at place specifies by the Procuring Agency within the municipal limits of ICT.
2. Bidder may quote Per Lab Price, Supply order will be issued as per available budget

Total Price Per Lab/Bid value (against which a Bid shall be evaluated) in figure \_\_\_\_\_

Total Price Per Lab /Bid value (against which a Bid shall be evaluated) in words \_\_\_\_\_

**Note:**

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final

**Stamp & Signature of Bidder** \_\_\_\_\_

### Section VII- Check List

*[To be signed and stamped and presented on Bidder's letter head pad]*

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal)

Sr. #	Detail	Responsive	Non-Responsive
1.	Registration with SECP/Authorized Govt. bodies /Register of Firms in Pakistan.		
2.	Relevant FBR Income Tax & GST Registration.		
3.	Minimum 2 Years of Experience of similar nature projects / services (attach work order, completion certificate) which include establishment of IT Labs/facilities, Provision & Installation of IT Equipment, Computers etc. Minimum 03 Contracts worth at least Rs.10 million each).		
4.	The total average annual turnover of the last two years must be at least Rs. 10 million proved by Audited financial statements.		
5.	Affidavit for non-blacklisted on 100 Rupee Stamp Paper		
6.	Offered products must be compliant with given specifications.		
7.	Service Center/Sub-Office at Islamabad/Rawalpindi		
8.	i) MAL issued by the manufacturer by the Principal not through the agents should be attached for IT equipment which will be verified with OEM, in the case of new products.		

The information provided is correct

Note: Please attach documentary evidence in support of your claims

Stamp & Signature of Bidder \_\_\_\_\_

## EVALUATION CRITERIA

### *Evaluation of Proposals / Bid Evaluation*

The Technical Proposals shall be evaluated, as per given criteria. Firms scoring minimum of 70% in technical evaluation will be shortlisted and hence referred to as 'Responsive Bids' and shall qualify for opening of financial proposal. The overall evaluation criteria will be based on **70% Technical and 30% financial** of the shortlisted firms. The shortlisted firm scoring maximum marks in the overall scoring will be awarded the contract.

#### **(i) Technical Proposal Evaluation**

The Technical Proposal will carry 70% weightage towards the total score, to determine the most advantageous bid. The criteria and point system for the evaluation of Technical Proposals shall be as under:

S/N	Criteria	Marks
1	<p>Preliminary Criteria for Bid's Responsiveness for further eligibility of getting into Technical evaluation stage (mandatory requirements):</p> <ul style="list-style-type: none"> <li>i) Registration with SECP/Authorized Govt. bodies /Register of Firms in Pakistan.</li> <li>ii) Relevant FBR Income Tax &amp; GST Registration.</li> <li>iii) Minimum 2 Years of Experience of similar nature projects / services (attach work order, completion certificate) which include establishment of IT Labs/facilities/Studios, Provision &amp; Installation of IT Equipment, Computers, etc. Minimum 02 Contracts worth at least Rs.10 million each).</li> <li>iv) The total average annual turnover of the last two years must be at least Rs. 10 million proved by Audited financial statements.</li> <li>v) Affidavit for non-blacklisted on 100 Rupee Stamp Paper</li> <li>vi) Offered products must be compliant with given specifications.</li> <li>vii) Service Center/Sub-Office/Office at Islamabad/Rawalpindi</li> </ul>	Mandatory
2	<p>Technical Proposal covering the following areas separately but integrating all areas</p> <ul style="list-style-type: none"> <li>i. Have completed similar projects (establishment of labs/facilities/Studios) (Max. 20 marks): 5 marks for each satisfactorily completed project, up to 20 marks. (must attach satisfactory completion certificate, supply / work order. Minimum threshold for each eligible project is Rs. 15 million)</li> <li>ii. Have Supplied Laptops &amp; Digital Cameras (Max. 5 marks)  3 marks for 50 - 100 Laptops 5 marks for 100+ Laptops (Supply order and Satisfactory Completion Certificate is required.)</li> <li>iii. Years of Experience of the Company/Firm: (10 Marks max). More than 2 but up to 4 years (5 Marks) More than 4 but up to 6 years (8 Marks) More than 6 years (10 Marks)</li> <li>iv. Human Resource: (05 Marks max). Upto 2 Technical HR (2 Marks) More than 5 Technical HR (5 Marks)</li> </ul>	40 Marks



3	Working Capital / Net Worth (supported with audited financial statement & bank statement) Rs.10 million (5 Marks) Rs. 50 to 100 million (8 Marks) Rs. 100 million or above (10 Marks)	10 Marks
4	Studio Establishment of similar nature with Acoustics Treatment ( 05 Marks) Camera fixation and Lights for Studio Establishment (05 Marks)	10 Marks
5	Longer Warranty period, after sale service, and/or post installation/commissioning support; and/or (For ICT Equipment) (10 Marks) 2 Years – 5 Marks 3 Years – 10 Marks	10 Marks
<b>Total Marks</b>		70

The technical evaluation will be conducted according to the criteria specified, with a minimum qualifying threshold of 70%. Only bids meeting or exceeding this threshold will proceed to financial evaluation.

**(ii) Financial Proposal Evaluation**

The Financial proposal will carry 30% weightage towards the total score, to determine the total score to ascertain the most advantageous bid.

$$\text{Financial Score} = 30 \times \frac{\text{Amount quoted by the lowest company in financial bid}}{\text{Amount quoted by the company being rated}}$$

**(iii) Total Score**

Total score shall determine the most advantageous bid, in terms of the technical score and the financial score.

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

**Award of Purchase Order**

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the most advantageous bid evaluated bid (scoring maximum overall marks, as a sum of the technical score and the financial score) and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

### ***General Information Form***

All individual firms and/or each partner of a Joint Venture that are bidding must complete the information in this form. Nationality information should be provided for all owners or Bidders that are partnerships or individually owned firms.

Where the Bidder proposes to form a JV, the following information should also be supplied for the JV Partner(s), together with the information in Forms 4.5-4.15. Joint Ventures must also fill out Form 4.5.2a. on stamp paper.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
S.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners'		
Name		Nationality
2.		
3.		
4.		
5.		
To be completed by all owners of partnerships or individually owned firms.		

This information may not be available from the Intensive Training Company.

#### 4.1 General Information Systems Experience Record

Name of Bidder or partner of a Joint Venture:
---

All individual firms and all partners of a Joint Venture must complete the information in this form with regard to the management of Information Systems contracts generally. The information supplied should be the annual turnover of the Bidder (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to U.S. dollars at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications. This form may be included for Subcontractors only if the Invitation to Bid clauses explicitly permit experience and resources of (certain) Subcontractors to contribute to the Bidder's qualifications.

JV and / OR sub-contractor permitted experience.

The above concept can be modified evaluation factors and responsibilities and open up more space for smaller player to big players. We need to focus on creating a situation that practically big players pay more pivotal role of training and promising of backend technical support for next two years but have less risk in joining hands with domestic or smaller players due to stringent legal framework of the origins.

A brief note on each contract should be appended, describing the nature of the Information System, duration and amount of contract, managerial arrangements, purchaser, and other relevant details.

Use a separate page for each partner of a Joint Venture, and number these pages.

Bidders should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

Annual turnover data (applicable activities only)	
Year'	Turnover
1.	
2.	
3.	
4.	
5.	
Commencing with the partial year up to the date of submission of bids	

#### 4.6 Bidding Firm's Project References

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied			Quantity
Narrative Description of Project:			

#### 4.7            Joint Venture Summary (Stamp Paper)

Names of all partners of a Joint Venture

1. Partner in charge

2.            Partner

3.            Partner

Total value of annual turnover, in terms of Information System billed to clients;

Annual turnover data (applicable activities only; PKR)					
Partner	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge					
2. Partner					
3. Partner					
4. Partner					
5. Partner					
6. Etc.					
Totals					

#### 4.8 Particular Systems rollout Experience Record

Name of Bidder or partner of a Joint Venture
--

On separate pages, using the format of Form 4.5, the Bidder is requested to list contracts of a similar nature, complexity, and requiring similar information technology and methodologies to the contract or contracts for which these Bidding Documents are issued, and which the Bidder has undertaken during the period. Each partner of a Joint Venture should separately provide details of its own relevant contracts. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award.

#### 4.9 Details of Contracts of Similar Nature and Complexity

Name of Bidder or partner of a Joint Venture:
---

Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Purchaser	
3.	Purchaser address	
4.	Nature of Information Systems and special features relevant to the contract for which the Bidding Documents are issued	
5.	Contract role (check one)  <div style="text-align: center;"> <input type="checkbox"/> Prime Supplier  <input type="checkbox"/> Management Contractor  <input type="checkbox"/> Subcontractor  <input type="checkbox"/> Partner in a Joint Venture         </div>	
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts) <div style="text-align: center;">_____</div> <div style="display: flex; justify-content: space-around;"> <span>Currency</span> <span>Currency</span> <span>Currency</span> </div>	
7.	Equivalent amount PKR  <div style="display: flex; justify-content: space-between;"> <span>Total contract: PKR_</span> <span>_____</span> <span>Subcontract: PKR_</span> <span>Partner share: PKR_</span> </div>	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide Explanation).	

10.	Contract was completed provide explanation).	equivalent contract amount	under/over	original (if over,
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11.	Special contractual/technical requirements.
12.	Indicate the approximate percent of total contract value (and PKR amount) of Information System undertaken by subcontract, if any, and the nature of such Information System.

#### 4.10 Personnel Capabilities

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided:

Professional Staff					
Name of Staff	CNIC No	Firm	Area of Expertise	Position Assigned	Task Assign



#### 4.10 Summary Sheet: Current Contract Commitments / Work in Progress

Name of Bidder or partner of a Joint Venture:

Bidders and each partner to a Joint Venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Purchaser, contact address/tel./fax	Value of outstanding Information System (current PKR equivalent)	Estimated completion date	Average monthly invoicing over last six months (PKR/month)
1.				
2.				
3.				
4.				
5.				
Etc				

#### 4.11 Financial Capabilities

Name of Bidder or partner of a Joint Venture:

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in U.S. dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual:			Projected:	
	Previous five years			Next two years	
	3	2	1	1	2
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
Revenue					
5. Profits before taxes					
6. Profits after taxes					

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

#### 4.12 Technical Capabilities

Name of Bidder:
-----------------

The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. With this form, the Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies which the Bidder proposes to utilize in the execution of the Contract or Contracts.

s

#### 4.13 Litigation History

Name of Bidder or partner of a Joint Venture:
---

Bidders, including each of the partners of a Joint Venture, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a Joint Venture.

Year	Award FOR or AGAINS T Bidder	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value, US \$ equivalent)

#### 4.14 DECLARATION on OATH

*[Name of the Seller/Supplier]* hereby solemnly 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 or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, *[the Seller/Supplier]* 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, Vendor, 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.

*[the Seller/Supplier]* 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 Seller/Supplier]* 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.

Notwithstanding any rights and remedies exercised by GoP in this regard, *[the Seller/Supplier]* 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/Suppliers]* as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

#### 4.15 GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or Mitigating in any manner or kind of litigation with Department
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Bond / Performance Bond & Blacklisting of Firm (the Principal) and also Local Agent

Sign / Name: \_\_\_\_\_

Principal's Name / Address: \_\_\_\_\_

\_\_\_\_\_

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

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

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

Sign / Name: \_\_\_\_\_

Local agents Name / Address: \_\_\_\_\_

#### 4.16 Integrity Pact

(To be filled/signed/stamped by the prospective bidder i.e. Principal and by the Local Agent on their Letter Head)

### Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS.10.00 MILLION OR MORE**

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

\_\_\_\_\_ [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ [name of Supplier] 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.

\_\_\_\_\_ [name of Supplier] 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.

\_\_\_\_\_ [name of Supplier] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, \_\_\_\_\_ [name of Supplier] 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 \_\_\_\_\_ [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Supplier]

## 5 BID SECURITY DOCUMENTS

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### 5.1 BID SECURITY (BANK GUARANTEE)

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[insert: Bank's Name, and Address of Issuing Branch or Office] Beneficiary:

[insert: Name and Address of Purchaser]

Date: [insert: date]

BID GUARANTEE No.: [insert: Bid Guarantee Number]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- a) has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- b) having been notified of the acceptance of the Bid by you during the period of bid validity,
  - (i) failed or refused to execute the Contract Agreement, or
  - (ii) failed or refused to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

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[Signature(s)]

{Note to Bidders: Instructions on amount and currency can be found in the Section 2.13. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint

## 5.2 Performance SECURITY 5 % (Performance Bank Guarantees BOND)

Issuing Authority: Date of  
Issuance: Date of Expiry:  
Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_)

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

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

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

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this \_\_\_\_\_ day of 20 \_\_\_\_

### GUARANTOR

Signature \_\_\_\_\_ CNIC # \_\_\_\_\_  
Name \_\_\_\_\_ Designation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

[Note for Bidders: Instructions on amount and currency can be found in the Section 2.US. Joint Ventures need to also ensure that their Bid Bond meets the requirements for Joint Ventures as provided in the same section.]