



**NATIONAL TELECOMMUNICATION
CORPORATION**

HEADQUARTERS G-5/2, ISLAMABAD

e-Bidding documents

FOR

**Outsourcing of NTC Bills Printing, Packaging & Distribution
throughout Pakistan for a period of (03) years**

Through EPADS (www.eprocure.gov.pk)

e-Tender Notice # HQ/ADV-26/2025-26

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SECTION-I

INSTRUCTIONS TO THE BIDDERS

1 INVITATION TO e-BIDS

Tender Notice No. HQ/ADV-26/ 2025-26

National Telecommunication Corporation (NTC), invites electronic bids from the contractor's / service providers, registered with Income Tax and Sales Tax Department having relevant experience for supply of following goods:

Tender No.	Description of Service	Last Date & Time of Bid Submission	Bid Opening Date & Time
26	Outsourcing of NTC Bills Printing, Packaging & Distribution throughout Pakistan for a period of three years	13-02-2026 @ 1030 Hrs	13-02-2026 @ 1100 Hrs

Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk).

Electronic bids must be submitted through EPADS on or before the bid closing date and time, as specified in the table. Manual bids will not be accepted. Electronic bids will be opened on the same day, at least 30 minutes after the bid closing time, as indicated in the table.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk and on www.ntc.net.pk.

Director (Procurement)

Room # 05, Ground Floor, NTC HQs, Sector G-5/2 Islamabad

Phone: 051-9245833, 9245975 Fax: 051-9245719

www.ntc.net.pk

2 INTRODUCTION

National Telecommunication Corporation (NTC) was established on 1st January 1996 through Pakistan Telecommunication (re-organization) Act 1996 Under section 5 (2) (a) of the subject Act. NTC provides Telecommunication Services to its designated customers in accordance with the rights and privileges granted to the Corporation vide Pakistan Telecommunication (re-organization) Act 1996 and the license issued by the Pakistan Telecommunication Authority (PTA). NTC is registered with Federal and all Provincial Sales Tax Authorities like Punjab Revenue Authority, Sindh Revenue Board, Baluchistan Revenue Authority and Khyber Pakhtunkhwa Revenue Authority.

3 SCOPE OF WORK

- 3.1 The objective of this Request for Proposal (RFP) is to invite bids from qualified vendors for the Outsourcing of NTC Bills Printing, Packaging & Distribution throughout Pakistan for period of (03) years as of scope of work defined in [Annex-A](#).

4 QUALIFICATION CRITERION OF BIDDERS

This invitation for bids is open to all reputed firms in Pakistan meeting following conditions:

- 4.1 The firm must be registered for Income Tax with FBR and Active Income Tax Payer. The firm shall provide Active Tax Payer Certificate of FBR Website.
- 4.2 The firm must be registered for Sales Tax with FBR and all provincial Tax authorities including PRA, SRB, KPRA and BRA. The firm shall provide Tax payer Registration Certificates of all mentioned authorities.
- 4.2.1 The firm must be Active sales tax Payer with FBR and all provincial Tax authorities including PRA, SRB, KPRA and BRA. The firm shall provide Active sales Tax payer Certificate along with provision of one Annex-C with submitted status in last three months.
- 4.3 The firm must have relevant experience of (03) years of Bills Printing, Packaging & Distribution throughout Pakistan.
- 4.4 The firm must provide undertaking on at-least PKR 200/- Judicial Paper of following:
- The firm is not black listed from any government organization.
 - The firm does not have any linkage with India and/or Israel regarding ownership, sponsoring, IT support and operations.
 - The firm shall be able to perform the contract on turnkey basis including printing and distribution services.
- 4.5 The bidder must fully comply to the tender clauses as per [Annex-C](#).

Note: *Prospective Bidder Must Provide Valid Documentary Proof against serial # (4.1 to 4.5) along with the bid. Non-Submission of any of above document will lead to Consideration of a firm as NON-RESPONSIVE & Sub-sequent NON-CONSIDERATION for the evaluation.*

5 COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the NTC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6 CLARIFICATIONS OF TENDER DOCUMENTS

- 6.1 A prospective bidder requiring any clarification(s) regarding technical and commercial aspects of the tender document may notify to NTC on EPADS platform only, however, in case of further clarification/understanding are required, the bidder may contact following NTC Officers:

Divisional Engineer (Procurement)-I	Director (Procurement)
Tel: 051-9245864, Fax: 051-9245977	Tel: 051-9245833, Fax: 051-9245977
Email: shaukat.ali@ntc.org.pk	Email: kashif.nawaz@ntc.org.pk

- 6.2 The concerned NTC officer will respond to any request for clarification on EPADS, which receives well before (approximate 05 working days or more) to the deadline for the submission of bids.

7 AMENDMENT OF TENDER DOCUMENTS

- 7.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify or amend the tender documents by issuing an amendment on EPADS.
- 7.2 Any amendment thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an amendment into account in preparing their bids, the NTC may at its discretion extend the deadline for submission of bids if deemed necessary.

8 PREPARATION OF BID

- 8.1 Bids should be prepared considering “**Single Stage- Single Envelope**” procedure.
- Bid documents and all correspondence will be in English language.
 - The bid should have a covering letter on letter pad of the firm. All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. In addition, all the pages of the submitted bid must be numbered. Complete bid shall be scanned and uploaded on EPADS.
- 8.2 Following documents shall be furnished / submitted with the bid:
- Duly filled Bill of Quantity (BoQ) as per [Annex-B](#).
 - Duly filled and signed commercial compliance statement as per [Annex-C](#).
 - Valid Tender security.
 - Documentary evidence and undertakings as per qualification criteria.
 - Company Profile

NOTE: Every participant bidder shall submit all above mentioned documents and samples. Non-submission of any of above documents at the time of bid opening will lead to declaration of bidder as non-responsive & non-consideration for further evaluation.

9 PRICE

- 9.1 Prices should be quoted in Pak Rupees on DDP basis as per [Annex-B](#).
- 9.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity. Any overwriting will lead to cancellation of bid at the time of opening.
- 9.3 The quoted price should include all the applicable government taxes, custom duties, in-land transportation, & any other applicable charges.

- 9.4 It is mandatory that the rates / prices shall be entered against each item in the Bill of Quantity (BOQ) at [Annex-B](#).
- 9.5 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 9.6 Price of any or all items quoted in a currency other than PKR shall be converted into PKR and for calculation purpose conversion rate (i.e. selling) prevailing on the date of tender opening (financial part) shall be applied.

10 BID SECURITY

- 10.1 The bidder shall furnish tender security amounting to **PKR. 1,000,000/-** in the form of Pay Order or Deposit at Call or a Bank guarantee as per [Annex-D](#) issued by a scheduled bank of Pakistan in favor of Managing Director NTC valid for a period 28 x days beyond the bid validity date.
- 10.2 The Original Bid Security shall be delivered in person or sent by the registered mail which should reach the office of Director (Procurement) Room # 05, Ground Floor, NTC HQ, G-5/2 Islamabad on or before **1030 Hours on February 13,2026**. Any online bid for which original bid security does not reach before deadline of the bid shall be rejected by the NTC as non-responsive.
- 10.3 Scanned Copy of bid security shall be uploaded by the bidder on EPADS before deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as non-responsive.
- 10.4 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of tender security whichever is earlier. The bid securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 10.5 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed contract agreement.
- 10.6 All correspondence regarding release/extension of bid security shall be made with Director (Procurement) NTC HQ.
- 10.7 The bid security may be forfeited:
- If a bidder withdraws his bid during the period of bid validity.
 - If the bidder does not accept the correction of their bid price.
 - In the case of successful bidder, if bidder fails to furnish the required performance security or sign the contract agreement.
 - If bidder does not respond timely to the clarifications called by NTC.

11 VALIDITY OF BIDS

Bid shall remain valid for a period of 120 days from the date of tender opening.

12 DEADLINE FOR SUBMISSION OF BID

- 12.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. www.eprocure.gov.pk on or before **1030 Hours on February 13,2026**.
- 12.2 The bidders are required to follow procedure of EPADS and for any clarification/assistance regarding EPADS they may contact PPRA Helpline UAN: 051-111-137-237.
- 12.3 Bid received other than EPADS i.e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted by NTC.

13 OPENING OF BID

- 13.1 The NTC tender committee will download the bids at **1100 Hours on February 13,2026** in the presence of bidders' representatives who choose to attend, at NTC HQ G-5/2 Islamabad.
- 13.2 NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.
- 13.3 NTC reserves the right to reject any one or all bids as per Public Procurement Rules, 2004 33(1).

14 RESPONSIVENESS OF BIDDERS

- 14.1 The bid is valid till required period.
- 14.2 The bid prices are firm during its validity and inclusive of all taxes, duties & freight charges etc.
- 14.3 The bidder has furnished valid tender security.
- 14.4 The bidder is qualified to tender.
- 14.5 The bid is generally in order.
- 14.6 The bidder promptly responds to queries sought by NTC.
- 14.7 The bidder has complied to the tender clauses.

NOTE: "Any bidder found non-compliant in any of above mentioned conditions will be declared as non-responsive and will not be considered for further Evaluation proceedings. A bidder once declared "Non-responsive" shall not subsequently be made responsive by the NTC."

15 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 15.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.
- 15.2 Evaluation will be carried out on **qualification, quality and cost basis**.
- 15.3 The **Most advantageous bidder** shall be the one fully compliant to **qualification criteria**, compliant to **quality evaluation criteria** and **highest ranked** in cost evaluation criteria as defined below:

15.4 Qualification Evaluation Criteria:

In first step, the received bids shall be evaluated on qualification criteria mentioned and full compliance to the terms and conditions set out in RFT shall be evaluated as per [Annex-C](#). The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**

15.5 Quality Evaluation Criteria:

It will be examined in detail whether the offered/quoted solution by the bidder complies the technical criteria as enunciated below. For this purpose, the bidder's data submitted with the bid will be compared with terms and conditions set forth in the tender documents; supported documents & clarification will be sought in case compliance is not evident from the literature / documents. Bidders obtaining minimum 70% marks in the technical criteria will be considered technically qualified. **Any technical proposal obtaining less than 70% marks against following technical criteria will be rejected by NTC.**

Sr.	Description	Marks
1	Relevant Experience of Bills Printing from variable Data	40
2	Relevant Experience of Bills Delivery/Distribution	30
3	Offices presence throughout NTC Presence areas	20
4	Staff/Riders strength	10
Total Marks		100
Passing Marks		70

15.6 Cost evaluation criteria:

Cost evaluation of the bids shall be carried out by comparison of bids evaluated prices as per bill of quantity at [Annex-B](#). The bidder with lowest financial price will be declared as **highest ranked** and so on.

15.7 Any effort by a bidder to influence NTC in the tender evaluation, bid comparison or order award decision may result in the rejection of his bid.

15.8 Any minor informality or non-conformity or irregularity in the bid which does not constitute a material deviation may be waived by NTC, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

16 CLARIFICATIONS / CORRECTIONS OF BID

16.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing (i.e. letter or email etc.) and no change in the price or substance of the bid shall be sought, offered or permitted.

16.2 Arithmetical errors will be rectified on the following basis:
 "If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected."

16.3 If the bidder does not accept the corrected amount of bid, their bid will be rejected and their bid security forfeited.

17 COMMERCIAL COMPLIANCE STATEMENT

The bidder will furnish a compliance certificate with the bid as per enclosed format as per [Annex-C](#) (duly signed along with company seal).

18 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease in the quantities of BoQ at [Annex-B](#). The bidder shall be bound to accept the variation order by NTC.

19 AWARD CRITERIA & NTC'S RIGHT

19.1 The contract will be awarded to Most Advantageous Bidder on as-a-whole basis.

19.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

20 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

- 20.1 Prior to expiration of the period of tender validity prescribed by NTC, the NTC will notify the successful bidder in writing "Letter of Intent" through EPADS that their bid has been accepted. The bidder shall accept the LOI through EPADS.
- 20.2 The contract shall be signed with the successful bidder upon furnishing of acceptable performance security.

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SECTION-II

TERMS & CONDITIONS OF CONTRACT

1 PERFORMANCE SECURITY

- 1.1 The successful bidder shall furnish to the NTC a performance security equivalent to 10% of the contract value in the shape of Pay order or CDR or bank guarantee valid for a period of 36 months as per [Annex-E](#) after signing of contract.
- 1.2 The bank guarantee of performance security shall be further extended if the delivery is delayed. Furthermore, the contractor shall extend the bank guarantee (if required) to cover the warranty period.
- 1.3 Failure of the successful bidder to furnish performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security.
- 1.4 All the correspondence regarding release of performance guarantee shall be made with Director (Procurement) NTC HQ.
- 1.5 Performance security shall be released upon successful completion of one-year warranty period.

2 CONTRACT DURATION

The contract shall remain valid for duration of **three (03) years** from the date of signing on same price and terms and conditions.

3 CONTRACTORS RESPONSIBILITIES

The contractor shall provide the services as described in scope of work (**Annex-A**) and the contractor shall be responsible for provision of services as per following:

- 3.1 Completion of Work under this Contract or any mutually agreed addendums to this Contract.
- 3.2 The accuracy in execution of works to the satisfaction of NTC. Providing adequate manpower in terms of its quantity, competence and skills so that the work is completed within the agreed duration, scope and as per the quality standards agreed under this Contract.
- 3.3 Complying with the prevailing policies, laws and regulations issued, among others, by, Federal and Regional/Provincial Governments of Pakistan or other legally empowered Institutions in Pakistan in carrying out this Contract.
- 3.4 Submission of invoice to NTC only after the completion of corresponding milestone with due agreement from both the sides.)
- 3.5 The contractor shall execute the contract on turnkey basis including printing and distribution services.

4 ACCEPTANCE CERTIFICATE

- 4.1 **Printing Services:** Deputy Director IT (Billing) shall issue acceptance certificate for printing services in favor of contractor at the end of each month subject to satisfactory performance of the contractor for the respective month.
- 4.2 **Distribution Services:** After successful rendering of distribution service each month, the contractor will inform Regional Project Director i.e respective Director (Finance, Revenue & Business Development) who will issue an Acceptance Certificate in favor of contractor after satisfying themselves in all respect, Otherwise, the Regional Project Director(s) shall inform the contractor about the quantity of undelivered

bills in the respective region, requiring their re-dispatch in accordance with the complaint management clause. Furthermore, if any bills remain undelivered after the complaint resolution period has lapsed, the Regional Project Director(s) shall issue an Acceptance Certificate specifying the percentage of undelivered bills relative to the total bills for the respective region.

5 LIQUIDATED DAMAGES

- 5.1 Unless the failure to render services is caused by force majeure or delay is not on part of NTC, the contractor shall pay to NTC as liquidated damages a sum equal to 2% per day of the total chargeable amount of the delayed portion up to maximum of 10% of monthly invoice value for distribution services for the respective region and the same shall be recovered from the Contractor at the time of payment.
- 5.2 Unless the failure to render services is caused by force majeure or delay is not on part of NTC, the contractor shall pay to NTC as liquidated damages a sum equal to 2% per day of the total chargeable amount of the delayed portion up to maximum of 10% of monthly invoice value for Printing services and the same shall be recovered from the Contractor at the time of payment.
- 5.3 In case of force majeure the LD charges may be waived off by Project Director(s) on receipt of request from contractor with documentary evidences. If the delay is on the part of NTC, and agreed by NTC, then for that time no liquidated damages will be paid to NTC. Project Director(s) shall the have discretion to impose/waive off LD Charges based on the performance of contractor.

6 PAYMENT

Payment of contract price shall be made in the following manners.

- 6.1 **Printing Services: Hundred percent (100%)** Monthly payment shall be payable through Director (Data Center) to the contractor upon successful provisioning of printing services which shall be proved by Acceptance Certificate (AC) issued by DD (IT-Billing) NTC. The contractor shall furnish invoice; The NTN & GST number of NTC & the contractor shall be clearly mentioned on commercial invoice (NTC NTN # 1218153-6, NTC GST # 07-01-9802-013-64).
- 6.2 **Distribution Services: Hundred percent (100%)** Monthly payment shall be payable to the contractor against successfully delivered bills which shall be proved by Acceptance Certificate (AC) issued by concerned Regional Project Director. The contractor shall furnish invoice; The NTN & GST number of NTC & the contractor shall be clearly mentioned on commercial invoice (NTC NTN # 1218153-6, NTC GST # 07-01-9802-013-64).
- 6.3 All the payments shall be made through cross cheque in the Pak Rupees.
- 6.4 Taxes will be deducted as per government rules at the time of payment.
- 6.5 All the payments will be made by Finance wing NTC through Project Director in case of printing services and through concerned NTC Regional Project Directors in case of distribution services.

7 NTC'S RESPONSIBILITIES

- Project Director shall timely arrange to provide the requisite data for printing services.
- 7.1 Director (Data Center) NTC HQs shall be responsible to verify the Printing services provided against contract and issuance of acceptance certificate by Deputy Director IT (Billing). He will also be responsible to verify the Printing Invoices of the contractor on the basis of actual bills data submitted.
- 7.2 Regional Directors (Finance, Revenue & Business Development) NTC (North, Central & South) shall be responsible to verify the dispatch / delivery & distribution of the NTC bills and to issue acceptance certificate.
- 7.3 NTC concerned office shall arrange to make payments as per this contract.

8 PROJECT DIRECTOR(S)

Printing Services		
Project Director		Director (Data Center) NTC HQs
Distribution Services		
Contract Management at NTC HQs		Director (A&R) NTC HQs
Regional Project Directors	North Region	Director (F, R & BD) Islamabad
	Central Region	Director (F, R & BD) Lahore
	South Region	Director (F, R & BD) Karachi

9 AMENDMENTS IN CONTRACT

- 9.1 No variation in or modification of the terms of the Contract shall be made except by written amendments signed by the parties.
- 9.2 NTC may at any time but at least thirty (30) days prior to the delivery of the equipment, intimate by official email and followed by a written letter given to the Contractor, change within the general scope of the Contract.

10 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease in the BOQ quantities) during the validity of the Contract as per NTC requirement.

11 DEFAULT BY CONTRACTOR

- 11.1 If the contractor fails to supply the items, refuses or fails to comply with a valid instruction of the NTC, the NTC may give notice and stating the default.
- 11.2 If the contractor has not taken all practicable steps to remedy the default within 14 working days after receipt of NTC notice, the NTC may by a second notice cancel the contract and performance security will be confiscated.

12 ARBITRATION AND APPLICABLE LAW

- 12.1 The Contract will be construed under and governed by THE LAWS OF THE ISLAMIC REPUBLIC OF PAKISTAN.
- 12.2 NTC and the Contractor 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.

- 12.3 Any dispute, disagreement or question arising out of or relating to or in consequence of this contract or relating to its execution or performance which cannot be settled amicably, shall be referred to arbitration to Managing Director NTC. Only Managing Director NTC will have sole authority in arbitration to decide. All the decisions will be made in view of Arbitration Act 1940.
- 12.4 Within 30 days of the said notice, one arbitrator shall be nominated in writing by NTC and one arbitrator shall be nominated in writing by the Contractor.
- 12.5 The arbitration shall initiate arbitration proceedings at Islamabad. In case the arbitration does not reach on conclusion, then case would be referred to the court of Law.
- 12.6 Each party shall bear the cost of its own arbitrator and the cost of the third arbitrator shall be borne equally by both parties.

13 FORCE MAJEURE

- 13.1 The Contractor shall not be liable for forfeiture of its performance security, 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.
- 13.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for not longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.
- 13.3 The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.
- 13.4 The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 12 (twelve) months from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.
- 13.5 If a Force Majeure situation arises, the Contractor shall promptly notify NTC in writing of such conditions and the cause thereof. Unless otherwise directed by NTC in writing, the supplier shall continue to perform its obligations under the

contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14 TERMINATION FOR INSOLVENCY

The NTC may at any time terminate the contract by giving written notice to the bidder, without any compensation to bidder. If the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to action to the NTC.

15 TERMINATION FOR CONVENIENCE

Without prejudice to the contractor, the NTC may send a written notice to the bidder, terminate the contract in whole or in part any time for its convenience. The notice of termination shall specify that the termination is for the NTC's convenience, the extent to which performance or work under the contract is terminated and the date upon which such termination becomes effective.

16 DEBARMENT / BLACKLISTING OF FIRM

16.1 As per clause-19 of the PPRA rules 2004, NTC reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts: -

- a. Consistent failure to provide satisfactory performance.
- b. Contractor becomes insolvent.
- c. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- d. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- e. Commission of fraud.
- f. Contractor abandons the contract.
- g. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- h. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- i. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc, giving false evidence, furnishing of false information of serious nature.

16.2 Managing Director NTC will constitute a committee comprising of three NTC officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of Managing Director NTC.

- 16.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NTC also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

17 REPEAT ORDER

NTC may place Repeat Order on the contractor as per PPRA Rules 2004.

18 INTEGRITY

- 18.1 The Contractor hereby declares that it has not obtained or induced the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract from Government of Pakistan or any administrative subdivision or agency thereof or any other owned or controlled by it (GoP) through any corrupt business practice.
- 18.2 Without limiting the generality of the foregoing the Contractor 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, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
- 18.3 The Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this clause.

19 DECLARATION OF BENEFICIAL OWNERS' INFORMATION

- 19.1 The "Declaration of Beneficial Owners' Information of Public Procurement Contract Awarded Regulations, 2022" require that the contractor shall be bound to provide beneficial ownership information as per Performa attached as [Annex-F](#).

ANNEX-A: SCOPE OF WORK

1. The Project Scope

NTC desires to outsource its billing operations i.e. Bill Printing, Packaging & Delivery (Dispatching) Services that includes:

- 1.1 Printing of Customer Bills as per required format. Format may change from time to time to incorporate future requirements.
- 1.2 Combining Invoice and call details and stapling them.
- 1.3 Packing of the Bills/other printed material.
- 1.4 Delivering bills to upto NTC premises (Regions/Directorates/Exchanges) and/or upto end user/customer in a specified time frame with a reporting system (contractor's website based) throughout Pakistan.
- 1.5 Arrangement of necessary stationary (i.e. papers etc.).
- 1.6 The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by NTC.
- 1.7 The following are the main features of Bill Printing, Packaging & Delivery Services. The scope of this project covers the following areas:

2. Management of Different Components

3. Printer/Printing Management

The following equipment installation is mandatory in the outsource facility

Bid should specify for:

High speed cut sheet laser Printers.

- 3.1 With Simplex and Duplex printing technology.
- 3.2 Have capability of printing option in both 4 colors and 6 colors, vendor should submit the prices for both the options separately as per BOQ at Annex 'B'.
- 3.3 Capability of handling Variable data printing jobs. With minimum resolution of 600 dpi x 600 dpi.
- 3.4 Printer speed should be at least 90-110 ppm.
- 3.5 Printing Paper should have a minimum weight age of 80 grams.
- 3.6 Printing capacity should be 300k impressions per 24 hours.
- 3.7 Must have capability to run bill-formatting software's.
- 3.8 Should have option to print images, graphics and text.
- 3.9 Should be capable printing bar codes, OMR etc.
- 3.10 Should have the ability to print separation or perforation marks on bills.
- 3.11 Ability to accommodate different kinds of bill format, e.g. private customers and corporate customers may have different kind of bills.
- 3.12 Different printing formats like Postscript, IPDS, PDF, PCL, TIFF, GIF, JPEG and ASCII etc should be supported.
- 3.13 Printing Software specifications and capabilities of the solution should be mentioned in detail.

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4. Specification for Packaging System

- 4.1 All Production Environment Automated Packing Machine of a reputable make and robust enough to undertake heavy packing jobs.
- 4.2 Packaging in envelopes is not required now but solution should have capability to package to cater for future requirement and pricing be mentioned in proposal.
- 4.3 Minimum 6000 Envelopes per hour.
- 4.4 Vendor should mention detail of the following technical specifications of the Packing machines.
- 4.5 Inserting system
- 4.6 Folding system
- 4.7 Minimum One A5 Folding Stations
- 4.8 Packing machine should be capable to handle paper of weight age of 80 grams.
- 4.9 Supported Paper Sizes and Weight
- 4.10 Feeding System
- 4.11 Minimum One A5 Feeding Stations
- 4.12 Packing machine should be capable to handle paper of weight age of 80 grams
- 4.13 Supported Paper Sizes and Weight
- 4.14 Envelope Feeder
- 4.15 Optical Mark Recognition (OMR) reading.
- 4.16 Control Panel
- 4.17 Sealing Module
- 4.18 Security Bins
- 4.19 Conveyer Belt
- 4.20 Folding possibilities
- 4.21 Packing thickness
- 4.22 Safety

5. Supported Optical Mark Recognition (OMR) Functions

- 5.1 Group documents by customer
- 5.2 Deviation of documents for separate processing
- 5.3 Selective calling enclosure from feeding stations
- 5.4 Document sequence
- 5.5 Package Sealed/Unsealed
- 5.6 Machine Stop

Specification for Dispatching Management

6. Mandatory

- 6.1 Vendor will be responsible to dispatch the bills and deliver to NTC stations and/or end user/customer. The list may have more stations in future. Vendor's local teams will be required to handle dispatch related matters with NTC regional team at each station (i.e. without involving NTC Headquarters). NTC's regional contact person name and other details will be shared with successful bidder i.e. after signing of contract.
- 6.2 Bills should be handed over to ultimate end user/customer within 07 calendar days (04 days in-case of delivery upto NTC premises only) of delivering the printable data. If deliveries are made later than the specified time, penalty clause applies.

- 6.3 Dispatches in batches can also be made if bills are packed well before cut off timings.
- 6.4 Dispatch room should have the capacity to accommodate two courier services simultaneously.
- 6.5 Vendor should have a system which keeps and maintains complete log for each shipment/Bill that has been dispatched and should report the allocations to NTC in 24 hours.

This document though provides a general overview of the solution, but Vendors may also describe other innovative and creative services they can offer which would complement NTC's requirements in this area.

NTC would also require the following along with the detailed proposal:

- 6.6 Implementation time for the project.
- 6.7 Project Management plan.
- 6.8 Any additional deliverables deemed necessary for solution implementation by vendor.

7. Other Instructions

- 7.1 At least 02 years Relevant Experience of Outsource Printing of variable data applications. Relevant documentation must be provided along with the bid.
- 7.2 Vendor should be capable of receiving the Bill printing data from NTC through secure FTP, secure E-mail or on CD's.
- 7.3 Vendor should have a power Generator to cater the KVA load of the facility as a backup in case of power failure to avoid any delay in printing, packing and dispatching Mandatory.

Complaint Management / Return Bills Re-dispatches

8. Mandatory

The complaint management system on regional basis is required for handling the various types of customer complaints on bill delivery efficiently and effectively. System should have an inquiry-logging module for handling different bill delivery related complaints. These complaints fall into the following three categories (but not limited to):

- 8.1 Bill Not Received (BNR)
- 8.2 Missing POD (Proof of Delivery)
- 8.3 Re-dispatch

Vendor will re-dispatch the return shipments/bills to customers by getting new addresses from them on through their NTC numbers as mentioned on bills. All new addresses will be informed to NTC respective region/station after re-dispatches.

The KPI for complaint resolution & return re-dispatches is 48 Hours from the original consignment and 100% within 10 days (from the date of submission of data for printing). The current volumes are around 1500 complaints & returns maximum per month. Moreover, vendor should setup experienced staff team who has worked in similar capacity and possess good communication skills. Vendor shall depute dedicated complaints resolution staff for NTC.

Vendor will provide online interface to NTC management for effective monitoring of complaints and generate timely reports from the interface. The reports will cover following (but not limited to).

- 8.4 Printing Confirmation
- 8.5 Complete booking file
- 8.6 System based QSR
- 8.7 Bill not delivered details with reasons

Complaint Management requirements may be improved in future.

9. Timelines for Completion of Cycle

Tentative time lines for completion of cycle is 07 days for delivery upto customer door-steps and 04 days in-case of delivery upto NTC premises. This time starts from the handing the billing data by NTC and ends at the delivery of bills to the designated subscribers.

- 9.1 The vendor shall comply with the time lines as stated hereafter and the same would be considered for damages/penalties to the vendor.
- 9.2 Point 0 starts with the confirmation of the data transfer received by the vendor. (be it through a FTP transfer, CD delivery or any other medium).
- 9.3 The Bill printing, packing and shipment handing over to courier company operations will be completed in 24 hours.
- 9.4 The packing will also be in parallel to the printing process, all dispatches should be handed over to couriers before/ at 19:00 hours, if dispatches are made later than the specified time, penalty clause applies.
- 9.5 The detailed process for the return bills re-dispatches and complaint management will be separately defined in the final contract if the same is mutually agreed between NTC and the vendor.
- 9.6 NTC management reserves the right to change or amend the above based on performance of the vendor from time to time.

10. Backup/Disaster Recovery Mandatory

Vendor should have the backup disaster recovery arrangements

11. Bill printing & Packaging Cost

The vendor will quote the prices of the stationery and the services separately as per Annex 'B'. (NTC may reserve the right to purchase the stationery directly and allot services separately). The quotes should clearly state the:

- 11.1 Weight of paper in grams (quality), the colours that would be used (4 colour and 6 colour separately).
- 11.2 Rates for summary sheet (main page) and continuation sheet should be separate.
- 11.3 Image Printing.
- 11.4 Any other allied cost (hidden or implied costs etc.)
- 11.5 All quotes should be complete in all aspect with no additional taxes/duties or other be included later.

12. Bill dispatching Cost

Bill dispatching services rates must be mentioned separately as per Annex 'B'.

13. Complaint Management / Return Bills Re-dispatches Cost

The vendor is also required to quote separately for complaint management and return bills re-dispatches process as per Annex-C.

14. Delivery and Implementation Schedule

This solution if accepted will be implemented as soon as possible after contract signing. The preferred planned time for the startup of this project is 07× days from the date of contract. Therefore, please include a high-level project plan in Gantt chart form, for the proposed project, depicting your implementation approach, including: schedule, work streams, activities, duration, milestones and dependencies. The vendor must include a realistic delivery and implementation schedule in terms of weeks following contract signing. If phased approach is adopted, then details should cover sub plans for those phases. The deliverables need to be mentioned separately for each phase.

15. Constraints on Schedule

Please include any potential risks in the implementation foreseen by you along with detailed description of dependencies that exist in project. Provide the high level project implementation plan for the solution.

Provide details against the followings:

- 15.1 Milestones Dates
- 15.2 Implementation Plans

General Information

16. Number of Copies

01 x Original and 01 x copy of both technical and financial bid will be submitted by all the prospective bidders. Soft copy of the bid in form of CD must also be provided.

17. Point of Contact

Any questions concerning technical specifications contractual terms and conditions Bill of quantity or proposal format must be directed to:

Name	Abdul Aziz
Address	Deputy Director IT - Billing National Telecommunication Corporation 2nd Floor NTC HQ's Sector G-5/2 Islamabad.
Phone	+92 51 9218811
Cell	+92 3018890106
FAX	+92 51 9218866
Email	abdul.aziz@ntc.org.pk

18. False or Misleading Statements

If, in the opinion of the NTC, a proposal contains false or misleading statements of references that do not support functionality, attribute capability of solution or condition as contended by the vendor. The rights are with the NTC to reject the proposal at any stage during the project under these circumstances.

19. Clarification of Proposal

NTC reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of a vendor's proposal.

20. Acceptance of Proposal Content

The contents of the proposal and all statements made within it will become, at the option of NTC, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

This document shall not be constructed as a contract between the parties and no communication whether verbal or written by NTC personnel during the course of the RFP process shall create such a contract.

21. Responsiveness

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if that approach clearly offers increased benefits to the NTC.

22. Vendor Qualifications

Any agreement with the vendor of bill printing and delivery is viewed as a long term business relationship, ensuring mutual benefits for both the parties. Therefore, NTC views disclosure and insight by prospective vendors as more than due diligence by those responsible for Proposal process. Consequently, NTC requires the following information concerning each vendor's organization.

NTC reserves the right to make an award based solely on the information provided, to conduct discussion or request proposal revisions, if deemed necessary. The vendor selected for the award will be chosen on the basis of NTC evaluation and determination of which vendor will provide the greatest benefit to NTC. Vendors will be evaluated against the following criteria:

- 22.1 Quality and timeliness of submitted proposal and presentation.
- 22.2 Ability to meet the requirements and provide deliverables/documentation as stated throughout the RFP document
- 22.3 Financial stability of the organization.
- 22.4 Proven methodologies and tools.
- 22.5 Company experience with process of Bill printing and delivery in the Telecom industry.
- 22.6 Experience and qualifications of the company and resources.
- 22.7 References and relevant project history.
- 22.8 Total cost of engagement.

Therefore, proposals should contain your best terms within the proposed functional and technical approach.

23. Vendor Information

- 23.1 Organization experience for similar kind of implementations in telecommunication and other industry separately.
- 23.2 Financial strengths in terms of Revenue/Client base
- 23.3 Company focus
- 23.4 Alliances
- 23.5 Sales and marketing strength
- 23.6 Support Model
- 23.7 Research and development (R&D) capabilities
- 23.8 Number of years in business
- 23.9 Total number of employees

24. Contact Information

The response to the RFP must include vendor contact information for purpose of questions and clarification. Please use the following template in defining the Point of Contract from your side.

Related Area	
Name	
Address	
Phone	
Cell	
FAX	
Email	

If there more than one person involved for different areas of proposals, please identify those areas and include their information separately.

25. Sub-Contractor Declaration

- 25.1 If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. NTC will not refuse a proposal based upon the use of sub-contractors; however, NTC has the right to refuse the sub-contractors you have selected.
- 25.2 Your company shall remain solely responsible for the performance of all work, including work that you sub-contract. Do describe your rational for utilizing sub-contractors, include relevant past experience partnering with stated sub-contractor(s).

26. Vendor Technical Capacity

The following is to be provided in respect of the supplier or for the prime contractor and each member of the bidding group:

- 26.1 List of all relevant works carried out over the last three years. With respect to each reference project, give a description of the nature, scope and duration of the project, its capital value and the name, address and telephone number of a referee. Suppliers

should emphasize in particular their experience in bill printing and delivery to the telecom and other market segment giving details of relevant reference clients.

- 26.2 Details of the supplier's average annual number of employees, indicating the number of contract and direct employees, and of managerial staff for the past 3 years, specifying the numbers working in bill printing and delivery to the telecom and other market segment.

27. Past Performance

Provide examples of experience gained within the past at-least 02 years, of the issuance of this RFP relative to the proposing vendor, sub-contractors and team members that demonstrate the team's ability to manage and successfully perform tasks and that substantially demonstrates relevancy to the requirements of this RFP.

28. Confidentiality

All information contained in this RFP is considered to be the exclusive property of NTC. Recipients of this RFP are not to disclose any information contained within this RFP unless such information is publicly available. This RFP is provided for the sole purpose of enabling the vendor to develop a response.

This RFP and NTC's process of evaluating sourcing opportunities, as well as the timing and content of any meetings, discussions and negotiations between NTC and the Respondent, will be deemed 'Confidential Information'.

Respondents must recognize and acknowledge that NTC operates in a highly competitive business environment and, for that reason, expects that Respondents will treat all materials and data provided by NTC as confidential.

In return, NTC will not share information from the Respondent with any other parties without the prior written agreement of the Respondent. However, the Respondent acknowledges that, in replying to the RFP, it allows agent(s) appointed by NTC, to review and analyze the Respondents' submission as part of this process.

29. Rejection of Proposals

NTC reserves the right to reject any or all bids or proposals which are deemed to be non-responsive, late in submission or unsatisfactory in any way. NTC shall have no obligation to award a contract for work, goods and/or services as a result of this RFP.

30. Integrity of Information Provided

NTC shall rely upon the information that vendor provide in response to this RFP, and upon any additional information provided during the RFP process from this point forward. If information provided in response to this RFP, or any additional information provided during the RFP process from this point forward, proves to be inaccurate, NTC reserves the right to terminate any contract awarded at any time without any obligation or liabilities to the other party / parties for any works completed or planned be delivered. The Vendor shall guarantee and be responsible for the quality of their product or service, and for ensuring that it provides a full working solution to meet NTC's requirements.

31. Oral Presentations

NTC may ask proposing vendors for oral presentations. Your oral presentations, along with questions and answers, will be a critical component of the overall tender evaluation.

Oral presentations will not exceed one (01) hour. Vendors will be notified of their scheduled date, time and location for their presentation. Presentations will be held as soon as practicable after the written proposals have been received and initial evaluation has been completed. Oral presentations are required to be specific and are limited to the requested information. If there is an inconsistency between the oral presentation and the slide handouts the information in the slide handouts will be used for evaluation purposes. If there are inconsistencies between the written proposal and the oral proposal, the written proposal will supersede and be used for evaluation purposes with possible impact on bidders score.

32. Presentation Slides

Vendors are required to submit a copy of their oral presentation slides within 01 business days after the date of presentation.

33. Presentation Format

Presentations should be structured to correspond with the written proposal. This will ensure that the information presented can be easily related to the information provided in the written proposal. Copies of the slides will become part of the written proposal and the resultant contract.

34. User References/Demonstration

Please provide a list of five commercial customers of your company who are using your Company's product/services/solutions whether related or not to bill printing & Delivery.

The list should provide:

- 34.1 Contact name
- 34.2 Telephone number
- 34.3 Length of time using outsource services
- 34.4 Brief description of the users' equipment and software configuration.

NTC also reserves the right to request a demonstration of the solution at a live system site in telecommunication industry. Failure to provide suitable references or a functional demonstration acceptable to NTC may result in the vendor's bid being rejected without further consideration.

ANNEX-B: BILL OF QUANTITY (BOQ)

S#	Description	Qty (Approx.)	Unit Price without Tax PKR	Unit Price with Tax PKR	Total Price with Tax PKR
Section-I: Printing					
1	Blank Paper A4 Size (80gm imported)	100,000			
2	Paper Offset - Front/Back (80gm imported)	04 colors	125,000		
3	Paper Offset - Front/Back (80gm imported) Optional	06 colors	25,000		
4	Impression (Printing Charges)		250,000		
5	Stapling Charges		115,000		
Section-II: Distribution					
6	Dispatch & Delivery Charges	Bulk (per KG)	2,500		
7		Per Customer	6,000		
Total amount in Pak Rupees Inclusive of Taxes					

Note: The Price quoted shall remain valid for a period of three years.

ANNEX-C: COMMERCIAL COMPLIANCE STATEMENT

S.No.	Description	Complied	Not Complied	Partially complied	Remarks
1	Invitation To e-Bids				
2	Introduction				
3	Scope Of Work				
4	Qualification Criterion Of Bidders				
5	Cost Of Tendering				
6	Clarifications Of Tender Documents				
7	Amendment Of Tender Documents				
8	Samples				
9	Preparation Of Bid				
10	Price				
11	Bid Security				
12	Validity Of Bids				
13	Deadline For Submission Of Bid				
14	Opening Of Bid				
15	Responsiveness Of Bidders				
16	Evaluation Criterion For Most				
17	Clarifications / Corrections Of Bid				
18	Commercial Compliance Statement				
19	Variation Order				
20	Award Criteria & NTC's Right				
21	Notification Of Award & Signing Of Contract Agreement				
	Contract Conditions				
1	Performance Security				
2	Contract Duration				
3	Contractors Responsibilities				
4	Ntc Responsibilities				
5	Transportation / Packing				
6	Time For Completion				
7	Warranty / Services				
8	Liquidated Damages				
9	Pre-Delivery Inspection And Testing				
10	Payment				
11	Default By Contractor				
12	Arbitration And Applicable Law				
13	Force Majeure				
14	Termination For Insolvency				
15	Termination For Convenience				
16	Ultimate Consignee				
17	Debarment / Blacklisting Of Firm				
18	Repeat Order				
19	Integrity				
20	Declaration Of Beneficial Owners' Information				

ANNEX-D: BID SECURITY FORMAT

Bank Guarantee No. -----
Dated at Islamabad, the -----
Amount _____
Validity _____

To,

THE MANAGING DIRECTOR,
NATIONAL TELECOMMUNICATION CORPORATION
HEAD QUARTERS G-5/2
ISLAMABAD.

Dear Sir,

WHEREAS M/s _____ (hereinafter called the Tenderer) have requested us through _____ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favour in the sum of _____ (IN FIGURE) _____ (IN WORDS) against your Tender Notice No. _____ dated _____ for _____.

WE HEREBY AGREE AND UNDERTAKE:

- i. To make unconditional payment _____ to you on demand without further question or reference to the Tenderer in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Tenderer from the date of opening of bids until the expiry of the validity of their offer,
- ii. To keep this guarantee in full force from (date) _____ upto _____ (date) _____ the date until which the Tenderer's offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in para (ii) and as so desired by the tenderer.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: _____
Authorized officer's Signature & Seal:

ANNEX-E: PERFORMANCE BOND FORMAT

Bank Guarantee No. -----
Date of Issue -----
Valid upto -----
Value (Rs.) -----

FROM: _____

TO,
THE MANAGING DIRECTOR,
NATIONAL TELECOMMUNICATION CORPORATION
HEAD QUARTERS G-5/2
ISLAMABAD.

SUBJECT: B/G AND DATE FOR _____ ON BEHALF OF _____ FOR
DUE AND FAITHFUL PERFORMANCE ORDER NO. _____
DATED _____.

Whereas M/s _____ (hereinafter called the Supplier)
have requested us to furnish a Bank Guarantee in your favour in the
sum _____ (IN WORDS) _____ as performance security
against order No. _____ dated _____ to be concluded between the
Supplier and National Telecommunication Corporation HQs G-5/2 Islamabad.

WE HEREBY AGREE:

- 1). To make an un-conditional payment of _____ to you on demand without any further question or reference to the Supplier upon failure of the Supplier to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date upto the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till _____ whichever date is later. The faithful completion of the order by the Supplier will be intimated by the NTC.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims thereunder must be submitted to the Bank of _____ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Authorized Signature:

& Seal of bank

ANNEX-F: DECLARATION OF BENEFICIAL OWNER INFORMATION

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)