



**NATIONAL TELECOMMUNICATION
CORPORATION**

HEADQUARTERS G-5/2, ISLAMABAD

e-Bidding documents

FOR

Procurement of Scanning and Digitization Services

Through EPADS (www.eprocure.gov.pk)

e-Tender Notice # HQ/ADV-30/2025-26

Table of Contents

SECTION-I.....	4
1 INVITATION TO e-BIDS	4
2 GENERAL INTRODUCTION.....	5
3 SCOPE OF WORK	5
4 QUALIFICATION CRITERION OF BIDDERS.....	6
5 COST OF TENDERING	6
6 CLARIFICATIONS OF TENDER DOCUMENTS.....	6
7 AMENDMENT OF TENDER DOCUMENTS.....	7
8 PREPARATION OF BID	7
9 LANGUAGE OF BID DOCUMENTS.....	7
10 PRICE	8
11 BID SECURITY	8
12 VALIDITY OF BIDS.....	9
13 DEADLINE FOR SUBMISSION OF BID	9
14 OPENING OF BID.....	9
15 RESPONSIVENESS OF BIDDERS	9
16 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER.....	9
17 CLARIFICATIONS / CORRECTIONS OF BID.....	11
18 COMMERCIAL COMPLIANCE STATEMENT	12
19 VARIATION ORDER.....	12
20 AWARD CRITERIA & NTC'S RIGHT.....	12
21 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT	12
SECTION-II	13
1 PERFORMANCE SECURITY.....	13
2 CONTRACTORS RESPONSIBILITIES	13
3 NTC RESPONSIBILITIES	14
4 COMMENCEMENT OF SERVICES	14
5 TIME FOR COMPLETION	14
6 SUSPENSION AND RESUMPTION OF SERVICES	15
7 SPACE ALLOCATION AND ACCESS	15
8 RECORD HANDING OVER AND TAKING OVER	16
9 SERVICE CONTINUITY AND MAINTENANCE OF EQUIPMENT	16
10 REPAIR, MAINTENANCE, AND BACKUP ARRANGEMENTS	16
11 WORKFLOW AND EXECUTION MECHANISM.....	16
12 PERFORMANCE TARGETS AND MONITORING	17
13 LOSS, MISPLACEMENT, OR DAMAGE OF RECORDS	18
14 LIQUIDITY DAMAGES.....	18
15 ACCEPTANCE CERTIFICATE	19
16 PAYMENT.....	20
17 CONTRACT CLOSURE AND COMPLETION	20
18 DEFAULT BY CONTRACTOR.....	21
19 ARBITRATION AND APPLICABLE LAW	21
20 FORCE MAJEURE	22
21 TERMINATION FOR INSOLVENCY.....	22
22 TERMINATION FOR CONVENIENCE	23
23 PROJECT DIRECTOR	23
24 DEBARMENT / BLACKLISTING OF FIRM.....	23
25 INTEGRITY	24
26 DECLARATION OF BENEFICIAL OWNERS' INFORMATION.....	24
ANNEX-A: BILL OF QUANTITY	25

ANNEX-B: TECHNICAL SPECIFICATION..... 26
ANNEX-C: COMMERCIAL COMPLIANCE STATEMENT 29
ANNEX-D: BID SECURITY FORMAT 31
ANNEX-E: PERFORMANCE BOND FORMAT 32
ANNEX-F: DECLARATION OF BENEFICIAL OWNER INFORMATION..... 33

SECTION-I

INSTRUCTIONS TO THE BIDDERS

1 INVITATION TO e-BIDS

Tender Notice No. HQ/ADV-30/ 2025-26

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

Tender No.	Description	Last Date & Time of Bid Submission	Bid Opening Date & Time
30	Procurement of Scanning and Digitization Services	05-03-2026 @ 1100 Hrs.	05-03-2026 @ 1130 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 GENERAL 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 scope of work comprises scanning and digitization of physical records accumulated over an extended historical period i.e. from 1900s till present. The records consist of documents of diverse nature, including varying sizes, paper quality, age, formats, and physical condition, and may be bound or unbound. The contractor shall carry out scanning activities in a professional manner, ensuring due care, preservation, traceability, and integrity of all records throughout handling, scanning, and return.
- 3.2 The digitization services shall initially be performed at designated locations within Peshawar; however, subject to operational requirements, the scope may be extended to additional locations as deemed necessary by NTC. The total volume of records to be digitized is indicative and estimated at approximately one hundred and fifty-seven (157) million pages, which may vary during execution and may be extended for additional locations. The assignment is planned to be executed over a period of up to thirty-six (36) months, in phases aligned with operational priorities. All records and digitized outputs shall be treated as confidential, and payment shall be made on the basis of actual scanned pages, verified and accepted by NTC.
- 3.3 The selected bidder shall be responsible for provision of requisite equipment, software with perpetual licenses (at least 10 user accounts), human resources and allied tools along with complete service and support of the equipment that are necessary to meet the requirements of the job at their own cost. Bill of Quantity is attached as [Annex-A](#) and the technical details of the project requirements are attached as [Annex-B](#).
- 3.4 The scope of work shall include, but not be limited to, the following:
 - a) **Receipt and Handling of Records:** Receive and manage physical records while ensuring safe custody and traceability.
 - b) **Sorting:** Organize, flatten, and prepare documents to ensure smooth scanning operations.
 - c) **Professional Scanning:** Capture high-quality digital images of all documents through the appropriate professional scanner i.e. ADF, Flatbed, V- shape scanner etc.
 - d) **OCR (Optical Character Recognition):** Apply OCR to scanned images to enable text search and retrieval where applicable.

- e) **Basic Organization:** Segregate and organize scanned output logically for easy access and retrieval.
- f) **Metadata Entry:** Record descriptive information (metadata) for each scanned document (or batch of document) as required by NTC.
- g) **Storage of Records:** Store digitized records on the storage infrastructure or medium provided by NTC, ensuring security, integrity, and accessibility.
- h) **Quality Checking:** Perform basic verification to ensure scanned images, OCR output, and metadata are complete and legible.
- i) **Provision of Software:** Provide document management software with perpetual license and at least ten (10) user account.
- j) **Return of Records:** Safely return all physical documents to the designated locations after scanning and due barcoding of physical files.

4 QUALIFICATION CRITERION OF BIDDERS

Invitation to submission of sealed bids is open to all firms in Pakistan who meet following conditions: -

- 4.1 The firm must be registered with relevant Tax Authorities and have active status for Income Tax and Sales Tax.
- 4.2 The firm must have minimum ten (10) years of relevant experience i.e. supplying digitization/scanning solutions to Government/reputable private sector organizations with at least two (02) scanning projects in public sector.
- 4.3 The firm must be authorized by Original Equipment Manufacturer (OEM) for the scanners and Archival and OCR Software.
- 4.4 The firm must provide undertaking on at-least PKR 200/- Judicial Paper that:
 - a) The firm is not black listed from any government organization.
 - b) The firm does not have any linkage with India and/or Israel regarding ownership, sponsoring, IT support and operations.
- 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 Bid should be prepared in accordance with “**Single Stage-One Envelope**” procedure.
- Bid documents and all correspondence will be in English language.
 - The scanned copy (PDF) of the bid along with bid security shall only be submitted online on EPADS. No hard copies of the bid shall be entertained.
 - All pages of the bid must be sequentially numbered and the bidder is required to create a clear table of contents referencing the relevant page numbers and mark each supporting document with corresponding page numbers.
 - All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the bidder.
- 8.2 Following documents shall be submitted with the proposal:
- Duly filled Bill of Quantity as per [Annex-A](#);
 - Duly filled Commercial compliance statement as per [Annex-C](#).
 - Valid Bid Security.
 - Documentary evidence and certificates as per Qualification Criteria.
 - Company Profile.

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

9 LANGUAGE OF BID DOCUMENTS

- 9.1 Bid documents and all correspondence will be in English language.

- 9.2 The bid should have a covering letter on printed and scanned 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.

10 PRICE

- 10.1 Prices should be quoted in Pak Rupees on DDP Site basis as per [Annex-A](#) on Turnkey basis.
- 10.2 The price should be inclusive of all licenses, Installation and commissioning services.
- 10.3 The price quoted should be firm, final, and clearly typed without any ambiguity.
- 10.4 The price should include all the applicable government taxes, duties, freight etc.
- 10.5 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 10.6 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 Proposal) shall be applied.

11 BID SECURITY

- 11.1 The bidder shall furnish tender security amounting to **PKR. 5,000,000/- (Pak Rupees Five Million Only)** 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 **120 days** from the date of tender opening.
- 11.2 The Original Bid Security for the lot(s) being quoted 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 **1100 Hours on March 05, 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.
- 11.3 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.
- 11.4 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.
- 11.5 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed contract agreement.
- 11.6 All correspondence regarding release/extension of bid security shall be made with Director (Procurement) NTC HQ.
- 11.7 The bid security may be forfeited:
- If a bidder withdraws their 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.

12 VALIDITY OF BIDS

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

13 DEADLINE FOR SUBMISSION OF BID

- 13.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. www.eprocure.gov.pk on or before **1100 Hours on March 05, 2026**.
- 13.2 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.
- 13.3 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.

14 OPENING OF BID

- 14.1 The NTC tender committee will open/download the bids at **1130 hours on dated March 05, 2026** in the presence of bidders' representatives who choose to attend, at NTC HQ G-5/2 Islamabad.
- 14.2 The bidder's name, bid prices, any discount, the presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.
- 14.3 The tender committee will resolve any issue raised by the bidders, on the spot.
- 14.4 NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.
- 14.5 NTC reserves the right to reject any one or all bids as per Public Procurement Rules, 2004 33(1).

15 RESPONSIVENESS OF BIDDERS

- 15.1 The bid is valid till required period.
- 15.2 The bid prices are firm during its validity and inclusive of all taxes, duties & freight charges etc.
- 15.3 The bidder has furnished valid tender security.
- 15.4 The bidder is eligible to tender and possesses the requisite qualification.
- 15.5 The bid does not deviate from basic tender requirements.
- 15.6 The bid is generally in order.
- 15.7 The bidder promptly responds to queries sought by NTC.
- 15.8 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."

16 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 16.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.
- 16.2 Evaluation of each lot will be carried out separately on **Qualification, Quality and Cost basis**.

- 16.3 The **Most advantageous bidder** shall be the one fully compliant to **qualification criteria**, complaint to **quality evaluation criteria** and **highest ranked** in cost evaluation criteria as defined below:
- 16.4 **Qualification Evaluation Criteria:**
In first step, the received bids shall be evaluated on qualification criteria mentioned above. 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.**
- 16.5 **Quality Evaluation Criteria:**
After determining the qualification, the technical bids will be examined in detail whether the bidder complies the quality criteria as listed below. For this purpose, the bidder's data submitted with the bid will be compared with said criteria; supported documents & clarification will be sought in case compliance is not evident from the literature / documents. Bidders obtaining minimum 80% marks in the quality evaluation criteria besides fully complying to mandatory clause will be considered technically qualified. **Any bidder obtaining less than 80% marks against above Quality Evaluation Criteria or noncomplying any mandatory clause in the criteria will be rejected by NTC.**

Sr.	Quality Criterion	Marks	Obtained Marks To be filled by NTC	Documentary Evidence
A	General Experience	20		
01	Registration with Tax Departments	M		FBR and Provincial Revenue Bodies Registration
02	Year of Establishment/ Experience in Pakistan • 01 marks per year	10		Incorporation Certificate by SECP
02	Office Presence in Major cities of Pakistan • 02 marks for each city	10		Office Addresses and Contact Details
B	Technical Experience	40		
02	Supply of scanning equipment and scanning solutions • 02 marks per contract	20		Copies of contracts/POs
03	Number of Scanning Projects • 02 marks per project	20		Copies of contracts/POs
C	Financial Capacity	20		
01	Average annual turnover for last 3 years • 05 marks for every PKR	20		Audited reports to be provided

Sr.	Quality Criterion	Marks	Obtained Marks To be filled by NTC	Documentary Evidence
	1,000 Million			
D	Technical Capacity	20		
01	Authorized OEM distributor with sales, service and support of hardware and software, Origin of HW/SW should be USA, UK, Europe or Japan.	M		Authorization letter for Hardware and Software
02	Off the Shelf Archiving Software as defined in Annex-B • 02 marks for each deployment in Pakistan	20		Proof of deployments
03	Minimum Five (05) IT Graduates on payroll for last five (05) years	M		EOBI certificates
04	OEM authorized Repair and Service Workshop in Islamabad and Peshawar	M		Workshop Addresses and documentation
05	ISO Quality Certificate (ISO9001)	M		Valid ISO Certificate
E	Compliance	Mandatory		
01	Bidder has read and fully understands complete proposal and mechanism of this project.	M		Bidder shall provide undertaking
Total Marks		100		

16.6 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-A](#). The bidder with lowest financial price will be declared as **highest ranked** with subsequent bidders ranked in ascending order of their quoted prices.

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

16.8 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.

17 CLARIFICATIONS / CORRECTIONS OF BID

17.1 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.

17.2 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.”

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

18 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).

19 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease in the quantities of BoQ. The bidder shall be bound to accept the variation order by NTC.

20 AWARD CRITERIA & NTC'S RIGHT

- 20.1 The contract will be awarded to Most Advantageous Bidder.
- 20.2 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.

21 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

- 21.1 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.
- 21.2 The contract shall be signed with the successful bidder upon furnishing of acceptable performance security.

SECTION-II

TERMS & CONDITIONS OF CONTRACT

1 PERFORMANCE SECURITY

- 1.1 The successful bidder shall furnish to the NTC a performance security equivalent 10% of contract value in the shape of Pay order or CDR or bank guarantee valid for a period of 39 months (as per **Annex E**) at the time of signing of contract.
- 1.2 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.
- 1.3 The performance security shall be further extended if the completion of work is delayed or completion period is extended by NTC
- 1.4 Performance security shall be released upon issuance of Final Acceptance Certificate.
- 1.5 All the correspondence regarding release of performance guarantee shall be made with Director (Procurement) NTC HQ.

2 CONTRACTORS RESPONSIBILITIES

- The contractor shall be responsible for the following:
- 2.1 The Contractor shall be responsible for document preparation prior to scanning, including removal of dust, tags, pins, staples, threads, rubber bands, and other bindings; sorting and numbering of pages; and ensuring correct order of documents. Each file shall be examined at least twice to ensure completeness.
 - 2.2 The Contractor shall ensure that all scanned documents are clear, complete, legible, and readable, and that scanning does not damage the original pages. In case of possible damage attributable to scanning, the Contractor shall arrange photocopying and scanning at its own cost.
 - 2.3 The Contractor shall collect originals from the scanners, collate, clip, and restore files, and mark/stamp physical files after digitization. Files shall retain the original file number, and a unique identifier/barcode shall be assigned for traceability and retrieval.
 - 2.4 The Contractor shall ensure that every scanned document and file is named and indexed using a unique identifier, consistent with the approved metadata and indexing scheme.
 - 2.5 The Contractor shall deploy adequate trained manpower, high-speed document scanners (minimum 100 PPM ADF for sizes ranging from Legal to A7), and V-cradle or equivalent scanners for fragile or old records, along with necessary workstations for scanning, quality assurance, and uploading.
 - 2.6 The Contractor shall ensure data protection, confidentiality, safety, and privacy of records and scanned data at all times and shall comply with all security instructions issued by NTC.
 - 2.7 The Contractor shall be responsible for safe custody and handling of physical records while in its possession and shall be liable for any loss, damage, or misplacement attributable to its acts or omissions.

- 2.8 The Contractor shall submit accurate system-generated reports, progress statements, and invoices as required under the Contract and shall cooperate fully with inspections, audits, and reviews conducted by NTC or its authorized representatives.

3 NTC RESPONSIBILITIES

NTC shall be responsible for the following:

- 3.1 NTC shall appoint a project director and a project manager to coordinate with the Contractor for smooth execution of the project.
- 3.2 NTC shall provide a secure workspace in proximity to the record room, subject to availability, with access to electricity and a conducive working environment. Provision of networking, servers, and core application access (if any) shall remain under the responsibility and control of NTC.
- 3.3 NTC shall facilitate handover of physical records to the contractor in accordance with the approved workflow, including daily handover and takeover of files/pages, with a target availability of up to 200,000 pages per working day, subject to operational constraints.
- 3.4 NTC shall conduct quality checking (QC) of scanned documents through its designated staff on a daily, weekly, or periodic basis, including random sampling, and shall communicate discrepancies or observations to the Contractor in writing.
- 3.5 NTC shall issue temporary access passes/cards to the contractor's authorized staff in accordance with applicable security procedures.
- 3.6 NTC shall provide controlled access to its application or system for uploading of scanned records, where applicable. Any modification, enhancement, or configuration change to such application shall be carried out exclusively by NTC.
- 3.7 NTC shall review acceptance records, system-generated reports, and invoices submitted by the Contractor and, upon satisfaction, issue Acceptance Certificate(s) and the Successful Contract / Project Completion Certificate in accordance with the Contract

4 COMMENCEMENT OF SERVICES

- 4.1 The Contractor shall make all necessary arrangements to commence the services at the earliest possible date after signing of the Contract and shall, in any case, commence the services not later than eight (08) weeks from the date of signing, unless otherwise directed by NTC. The actual commencement of scanning activities shall be subject to availability and formal handover of records and related arrangements by NTC.
- 4.2 Any delay in commencement attributable to non-availability of records, site readiness, or instructions from NTC shall not be considered a delay on part of the contractor and shall not attract any penalty.

5 TIME FOR COMPLETION

- 5.1 The assignment shall be completed within a period of thirty-six (36) calendar months, which shall commence from the actual date of commencement of services. However, in case the contractor fails to commence the services within the period specified in Clause 4.1, the date falling immediately after the expiry of eight

(08) weeks from the signing of the Contract shall be deemed as the date of commencement, and the assignment period shall run automatically from that date. The work shall be executed in phases in accordance with priorities and schedules communicated by the NTC from time to time.

- 5.2 NTC reserves the right to revise the sequencing, phasing, or pace of execution depending upon operational requirements, availability of records, or other administrative considerations, without altering the overall nature of the assignment. In case of circumstances beyond the control of the contractor, including but not limited to force majeure events or delays attributable to the NTC, the time for completion may be extended with the approval of the competent authority, without any financial implication.

6 SUSPENSION AND RESUMPTION OF SERVICES

- 6.1 NTC may, at any time, for administrative, operational, or security reasons, temporarily suspend the whole or any part of the services by issuing written notice to the contractor. During the period of suspension, the contractor shall take all necessary measures to safeguard records, equipment, and digitized data already in its custody.
- 6.2 Upon issuance of written instructions for resumption, the contractor shall recommence the services in accordance with the directions of NTC. The period of suspension shall not be counted towards the time for completion, and no claim for idle time, standby charges, or additional cost shall be entertained on account of such suspension.

7 SPACE ALLOCATION AND ACCESS

- 7.1 NTC shall facilitate suitable workspace within designated premises for execution of scanning and digitization activities. The space provided shall be used strictly for the purpose of this assignment, and no other activity shall be carried out therein by the contractor.
- 7.2 Access to the premises shall be granted only to authorized personnel of the contractor, whose details shall be provided in advance and approved by NTC. NTC reserves the right to restrict, suspend, or withdraw access to any individual at any time, without assigning any reason. The contractor shall ensure discipline, confidentiality, and compliance with all applicable rules and instructions governing the premises.
- 7.3 Access to the designated premises shall ordinarily be available from 0900 hours to 1700 hours on Available Working Days. The Contractor may, where required, submit a written request to NTC for access beyond normal working hours and/or on non-working days, stating the reasons and proposed manpower deployment. Approval of such request shall be at the sole discretion of NTC and/or the end user, subject to security and administrative considerations.
- 7.4 Non-approval or restriction of access beyond normal working hours shall not be attributable to NTC, nor shall it be construed as a delay or default on the part of NTC, and shall not entitle the contractor to any claim for extension of time, additional cost, or waiver of performance obligations, unless otherwise expressly agreed in writing.

8 RECORD HANDING OVER AND TAKING OVER

- 8.1 Physical records shall be handed over to the contractor in batches as determined by NTC. Each handover and return of records shall be properly acknowledged through a mutually agreed mechanism to be finalized before commencement of services.
- 8.2 The contractor shall be responsible for the safe custody, integrity, and traceability of all records from the time of receipt until their return. No record shall be removed from the designated premises, altered, substituted, or withheld without prior written approval of NTC. Any loss, damage, or misplacement of records attributable to the contractor shall be treated as a serious breach of contract and dealt with in accordance with applicable laws and contract provisions.
- 8.3 NTC acknowledges that certain records, including very old, moth-eaten, brittle, torn, or otherwise fragile documents, may not be technically feasible or safe to scan. The Contractor shall, during the handover and preliminary inspection process, identify and clearly segregate such non-scannable records and return them to NTC as part of the daily/periodic handing-over process, duly recorded through the agreed mechanism. No liability shall be attributed to the Contractor for non-scanning of such records, provided they are timely identified, properly documented, and returned without damage. The decision regarding exclusion of such records from scanning shall rest with NTC, based on documented submission by the Contractor.

9 SERVICE CONTINUITY AND MAINTENANCE OF EQUIPMENT

- 9.1 The contractor shall ensure uninterrupted provision of services throughout the contract period. The contractor shall be deemed to have made adequate arrangements in respect of manpower, equipment, consumables, and operational logistics to meet the requirements of the assignment within the stipulated time.
- 9.2 Any disruption in services due to absence of staff, equipment malfunction, or operational shortcomings on the part of the contractor shall not be considered a valid justification for delay or non-performance

10 REPAIR, MAINTENANCE, AND BACKUP ARRANGEMENTS

- 10.1 The contractor shall be fully responsible for repair, maintenance, and operational readiness of all equipment deployed for execution of the assignment, at its own cost. Preventive and corrective maintenance shall be carried out in a manner that does not adversely affect service delivery.
- 10.2 In the event of equipment failure, the contractor shall arrange immediate repair or replacement to ensure continuity of services. NTC shall not be liable for any delay, cost, or consequence arising from equipment breakdowns. Repeated failures or prolonged disruption due to inadequate maintenance or lack of backup arrangements may be treated as unsatisfactory performance.

11 WORKFLOW AND EXECUTION MECHANISM

- 11.1 The services under this assignment shall be executed through a batch-wise workflow, as determined by NTC. Physical records shall be handed over to the

- contractor in batches, prioritized and sequenced according to operational requirements.
- 11.2 Each batch shall undergo preparation, scanning, OCR, metadata entry, quality checking, and secure storage of digitized output, followed by the return of physical records with barcoding of files. Acceptance of scanned output shall be subject to verification and quality checks conducted by NTC or its authorized representatives.
- 11.3 The contractor shall ensure that no batch is considered complete unless both the digitized output and corresponding physical records have been duly verified and accepted. NTC reserves the right to modify the workflow, batch sizes, or sequencing during execution without affecting the overall scope of the assignment.

12 PERFORMANCE TARGETS AND MONITORING

- 12.1 The contractor shall deploy adequate manpower, equipment, and resources to achieve a minimum scanning capacity of two hundred thousand (200,000) pages per available working day. Based on this capacity, weekly, monthly, and quarterly performance targets shall be derived and communicated by NTC. For the purpose of calculation of targets, NTC and contractor shall maintain the record of available working days.
- 12.2 “Available Working Day” shall mean a scheduled working day (Monday to Saturday) during the contract period on which the contractor is able to perform scanning and related services, provided that:
- Access to the designated premises has been made available by NTC and/or the end user;
 - Physical records in reasonable and scannable condition have been formally handed over to the Contractor in accordance with the approved handover mechanism;
 - No written instruction for suspension, restriction, or deferment of work has been issued by NTC or the end user for that day; and
 - The day is not declared as a public holiday, gazette holiday, court holiday, or force majeure event affecting access or operations.
- 12.3 Any day on which scanning activities cannot be undertaken due to non-availability of records, restricted access, suspension instructions, end-user constraints, or reasons not attributable to the Contractor, shall not be counted as an Available Working Day, provided that such non-availability is documented and acknowledged in writing by the Project Director or an authorized representative of NTC.
- 12.4 Performance shall be monitored on a continuous basis; however, formal performance evaluation shall be carried out on a quarterly basis. Failure to achieve the prescribed quarterly targets, for reasons attributable to the contractor, shall constitute a performance shortfall and shall attract liquidated damages in accordance with the relevant provisions of the contract.
- 12.5 Non-achievement of weekly or monthly targets shall not independently attract liquidated damages but may be considered as early indicators of potential quarterly shortfall and may require corrective measures to the satisfaction of NTC.

- 12.6 Delays attributable to non-availability of records, suspension of work, force majeure events, or instructions issued by NTC shall be excluded from performance calculations, provided such circumstances are properly documented.

13 LOSS, MISPLACEMENT, OR DAMAGE OF RECORDS

- 13.1 The contractor shall be fully responsible for the safety, integrity, and preservation of all physical records entrusted to it from the time of receipt until their return. Any loss, misplacement, substitution, tampering, or damage to records attributable to the contractor, its staff, or agents shall be treated as a serious breach of contract.
- 13.2 In the event of loss or damage of any record or page, the contractor shall be liable to:
- Immediately report the incident to NTC;
 - Undertake all reasonable efforts to trace, recover, or restore the affected record; and
 - Bear any consequences, including penalties, legal action, or termination of contract, as deemed appropriate by NTC under applicable laws and contract provisions.
- 13.3 NTC's determination regarding loss or damage of records shall be final and binding for contractual purposes.

14 LIQUIDITY DAMAGES

- 14.1 The Contractor shall be required to achieve a minimum scanning output of Two Hundred Thousand (200,000) pages per working day, forming the basis for weekly, monthly, and quarterly performance targets. Performance shall be assessed cumulatively at the end of each quarter, based on the total number of pages required to be scanned during the quarter as per the Contract.
- 14.2 Unless the failure to achieve the quarterly scanning target is caused by force majeure or delay attributable to NTC, the percentage shortfall shall be determined at the time of issuance of the Acceptance Certificate (AC) for the relevant quarter. The percentage shortfall shall be calculated by comparing the total number of pages actually scanned and accepted during the quarter against the applicable quarterly target.
- 14.3 An amount equivalent to the same percentage as the percentage shortfall, as determined under Clause 14.2, but not exceeding 10% of quarterly invoice shall be retained from the Contractor's invoice for the relevant quarter as Liquidated Damages for non-achievement of the performance target.
- 14.4 Liquidity Damages retained from payment of any preceding quarter may be released to the contractor at the time of payment of succeeding quarter subject to achieving of targets of both quarters. However, if there is performance shortfall in two consecutive quarters, LD shall be imposed and recovered from quarterly payment.

- 14.5 In case of force majeure, the LD charges may be waived, wholly or partially, by NTC upon receipt of a written request from the Contractor supported with documentary evidence to the satisfaction of NTC.
- 14.6 If the delay or shortfall in performance is attributable to NTC and is formally acknowledged and agreed by NTC, no Liquidated Damages shall be imposed for the affected period.
- 14.7 NTC shall have the sole discretion to impose, reduce, or waive Liquidated Damages based on the overall performance of the Contractor, operational constraints, and project exigencies, provided such discretion is exercised in writing and duly recorded.

15 ACCEPTANCE CERTIFICATE

- 15.1 Upon completion of scanning and digitization of records in accordance with the Contract, the scanned documents shall be subjected to quality checking by NTC on a mutually agreed schedule. The quality check shall include verification of:
- Scan clarity, completeness, and orientation
 - Metadata accuracy and OCR output (where applicable)
 - Verification of barcodes on two representative physical files per batch
 - Safe handling and return of physical records
- 15.2 Any discrepancies, deficiencies, or non-conformities observed during quality checking shall be communicated by NTC to the contractor in writing. The Contractor shall rectify the communicated discrepancies and resubmit the corrected documents within the time specified by NTC. NTC shall re-check the resubmitted documents, and upon satisfaction, shall accept the scanned documents along with the corresponding physical records. After this, no defect liability period shall apply for the accepted batch.
- 15.3 The acceptance process shall be carried out periodically. At the end of each quarter, the Contractor shall submit to the Project Director (PD) a compilation of all periodic acceptances, along with system-generated reports reflecting:
- Number of pages scanned
 - Pages accepted
 - Pages rectified and resubmitted
- 15.4 The PD, after satisfying themselves that the services have been performed in all respects in accordance with the contract, approved workflow, and acceptance records, shall issue an Acceptance Certificate (AC) for the relevant quarter. The PAC shall explicitly state:
- Quarterly performance target based on formula defined in [clause 12](#).
 - The number of pages scanned and accepted
 - Performance shortfall in percentage
 - Any Liquidated Damages (LD) to be retained/imposed for non-achievement of quarterly targets
- 15.5 Issuance of the PAC shall constitute final acceptance of the scanned records and associated physical files for the relevant quarter. After acceptance and proper

handover, the Contractor shall have no further liability for the accepted records, except as may be specified elsewhere in the Contract.

16 PAYMENT

- 16.1 **Ten Percent (10%)** payment of the total projected contract value shall be payable as mobilization advance to the contractor upon submission of following by the contractor:
- Commercial Invoice
 - Guarantee of equivalent amount issued by any scheduled bank of Pakistan valid for nine (09) months from the date of signing of contract.
- 16.2 The invoice against mobilization advance will be processed for payment after confirmation of genuineness of submitted guarantee by the issuing Bank.
- 16.3 Payment made against mobilization advance shall be adjusted in quarterly payments until the full advance amount is recovered before any payment to the contractor.
- 16.4 Subject to full recovery of mobilization advance, hundred percent (100%) quarterly payment shall be payable to the contractor upon issuance of quarterly Acceptance Certificate by Project Director NTC.
- 16.5 The Contractor shall submit the commercial invoice & sales tax invoice in triplicate to Project Director after due verification by Project Manager.
- 16.6 The Contractor shall clearly mention NTN & GST number of both supplier & purchaser on the invoice (NTC NTN # 1218153-6, NTC GST # 07-01-9802-013-64).
- 16.7 All payments shall be processed by NTC Finance Wing through Project Director i.e. Director NTC Peshawar.
- 16.8 Taxes shall be deducted as per government rules at the time of payment.
- 16.9 All the payments shall be made through cross cheque in the Pak Rupees.

17 CONTRACT CLOSURE AND COMPLETION

- 17.1 Upon completion of the Contract term and fulfillment of all obligations under the Contract, including scanning, digitization, acceptance of records, submission of reports, and issuance of all quarterly Acceptance Certificate(s), the Contract shall stand closed, unless extended in accordance with the provisions of this contract.
- 17.2 In the event the scope of work is increased during the contract period, the Project Director (PD) shall be authorized to extend the Contract timeline commensurate with the additional scope, subject to availability of funds and approval of the competent authority. Any such extension shall be governed by the same terms and conditions of the Contract.
- 17.3 Upon closure of the contract, the Contractor shall ensure complete and final handover to NTC of all deliverables, including but not limited to:
- All scanned and accepted digital records
 - Metadata, indexes, and OCR outputs (where applicable)
 - Software provided under perpetual license, including installation media
 - Administrative credentials, user accounts, and access rights
 - System documentation, configuration details, and operational manuals

- 17.4 The Contractor shall certify in writing that no copies of data, software, or access credentials remain in its possession or control.
- 17.5 The Contractor shall also complete the final handover of physical records, duly reconciled with barcode registers, handover/takeover logs, and acceptance records, to the satisfaction of NTC.
- 17.6 Upon completion of handover activities, the Contractor shall vacate all workspace provided by NTC, remove its equipment and materials, restore the premises to its original condition to the satisfaction of NTC, and return all premises access cards, passes, and identification issued to its personnel.
- 17.7 Upon successful completion of all contractual obligations, final reconciliation of records, vacation of premises, and settlement of all dues, including recovery of Liquidated Damages (if any), the Project Director (PD) shall issue a Successful Contract / Project Completion Certificate with the approval of the competent authority.
- 17.8 After issuance of the Successful Contract / Project Completion Certificate, the Contract shall be deemed fully performed, and no further claims shall lie on either party, except for obligations which by their nature survive contract closure.
- 17.9 Closure of the Contract shall not prejudice the rights of NTC to initiate action in respect of any fraud, willful misconduct, or misrepresentation discovered subsequently and attributable to the Contractor during the Contract period.

18 DEFAULT BY CONTRACTOR

- 18.1 If the contractor fails to provide the store and/or services, refuses or fails to comply with a valid instruction of the NTC, the NTC may give notice and stating the default.
- 18.2 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.

19 ARBITRATION AND APPLICABLE LAW

- 19.1 The Contract will be construed under and governed by THE LAWS OF THE ISLAMIC REPUBLIC OF PAKISTAN.
- 19.2 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.
- 19.3 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.
- 19.4 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.
- 19.5 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.

- 19.6 Each party shall bear the cost of its own arbitrator and the cost of the third arbitrator shall be borne equally by both parties.

20 FORCE MAJEURE

- 20.1 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.
- 20.2 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.
- 20.3 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.
- 20.4 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.
- 20.5 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.

21 TERMINATION FOR INSOLVENCY

The NTC may at any time terminate the contract by giving written notice to the contractor, without any compensation to contractor. If the contractor 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.

22 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.

23 PROJECT DIRECTOR

Project Director	Director NTC Peshawar Email: noor.hakim@ntc.org.pk Ph: 091-9211111
Project Manager	Divisional Engineer NTC (To be nominated by PD with approval from competent Authority)

24 DEBARMENT / BLACKLISTING OF FIRM

- 24.1 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: -
- Consistent failure to provide satisfactory performance.
 - Contractor becomes insolvent.
 - Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
 - Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
 - Commission of fraud.
 - Contractor abandons the contract.
 - Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
 - Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out their obligations under the contract.
 - 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.
- 24.2 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.

- 24.3 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.

25 INTEGRITY

- 25.1 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.
- 25.2 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.
- 25.3 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.

26 DECLARATION OF BENEFICIAL OWNERS' INFORMATION

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: BILL OF QUANTITY

Sr. No.	Description	A/U	Approx. Qty	Unit Price without Tax (PKR)	Tax Rate	Unit Price with Tax (PKR)	Total Price with Tax (PKR)
1	Scanning of page (varying size, weight, age, condition, format and bound/unbound)	Page	157 Million		15%		
5	Grand Total (PKR) inclusive of Taxes						

Note: The per page quoted price shall be inclusive of but not limited to Hardware deployed (Scanners, PC etc.), Software (Archival Software, OCR Software), Labor, Training, etc. The contractor shall be responsible for any and all resources required to complete the project. The contractor shall not demand/claim any charges/fee/cost other than the agreed per page price. The payment shall be made against actual scanned volume only.

ANNEX-B: TECHNICAL SPECIFICATION

Sr.	Description	Technical Details
1	Scanning/Digitization Services	<p>Turnkey Solution to be provided by the contractor including all accessories and requirement. The contractor Should be authorized distributor of scanners and archival and OCR software.</p> <p>The Project includes but not limited to:</p> <ul style="list-style-type: none"> • Scanning of physical file with 157 Million+ pages in PDF/ A format at 150/2000/300 DPI and color format and four index/field archiving (may increase) • Hardware (Scanners, PC etc) • Software (Archival Software, OCR Software) • Labor • Training/Capacity Building of the Staff <p>(Scanning Space and Location to be provided by NTC)</p>
2	Scanner for Fragile document	<ul style="list-style-type: none"> • with V-Shaped & Flat Mode book cradle with V-Shaped Glass plate • 390 x 480 mm (15.3 x 18.9 inch), 50% more than DIN/ISO A3 • 600x 600dpi • Color Depth 48 bi Color & 16 bit Grayscale • Complies to FADGI guidelines, Metamorfoze Light, ISO 19264-1 • DIN A3+ @ 150 dpi: 0.8 s, DIN A3+ @ 200 dpi: 0.9 s, DIN A3+ @ 300 dpi: 1.3 s, DIN A3+ @ 400 dpi: 1.7 s, DIN A3+ @ 600 dpi: 2.4 s • 2.5 GBit fast Ethernet with TCP/IP based Scan2Net® interface • Multipage PDF (PDF/ A) and TIFF, JPEG, JPEG 2000, PNM, PNG, BMP, TIFF (Raw, G3, G4, LZW, JPEG), AutoCAD DWF, JBIG, DjVu, DICOM, PCX, Postscript, EPS, raw data and more • 21" full HD 1920 * 1080 multi touch screen • CCD line sensor 22,500 pixels • White LEDs, tested according to IEC 62471, no IR/UV emission • SCANNING IN V-MODE (120°) AND FLAT MODE (180°), LASER ASSISTED BOOK FOLD CORRECTION • 64 bit Linux, Intel® Core™ i3 generation 8

Sr.	Description	Technical Details
		<p>processor, 240GB SSD, 8 GB memory for extra-large jobs</p> <ul style="list-style-type: none"> • 2 x 3.0 USB Port, 4 x USB 2.0 Ports • 50,000 Hrs Life • Japan, Europe, USA
3	For Document Scanners	<ul style="list-style-type: none"> • 100 ppm (Simplex)/200 ipm • A3 size • JAPAN/UK/USA/Europe • 3-line CIS • Latest USB 3.1 • Capable to scan upto A2 Size documents • Upto 45,000 Scans • 300 Sheets (80g/m) or above • Staple Detection, Text Enhancement, Auto Page Size Detection, Border Removal, Text Orientation Recognition, Punch Hole Removal. Able to scan A2 size documents • Legal Flatbed which can work with ADF seamlessly • CIS Technology
4	<p>Software (Archival Software, OCR Software)</p> <p>Training/Capacity Building of Staff</p>	<p>Off the Shelf Secure/Audited Software for repository for storage and retrieval with 10 User License</p> <ul style="list-style-type: none"> • Web-based user interface • Responsive design • Searchable and scalable to handle large data volume • Rapid retrieval with full index of documents • Full text search • Encryption of data • Able to manage millions of images & documents • Document Version Control • OS and database platform independent • Revision and tamper proof • Future upgradable to new versions • Customizable metadata display & column view • Support of uploading in different formats files such as PDF, TIFF, JPG etc. • Drag and drop documents support • Privilege rights controlling administrative functions • Access rights determining the level of access for users or groups

Sr.	Description	Technical Details
		<ul style="list-style-type: none">• Granular access control list• Enforce password policies including length, complexity and duration of passwords• Audit Logs• Various levels of audit tracking for compliance and accountability• Software is audited with Audit firms such as KPMG• At least ten local deployments of same software• API support

ANNEX-C: COMMERCIAL COMPLIANCE STATEMENT

S.No.	Description	Complied	Not Complied	Partially complied	Remarks
1	Invitation To e-Bids				
2	General 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	Preparation Of Bid				
9	Language Of Bid Documents				
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 Advantageous Bidder				
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	Contractors Responsibilities				
3	NTC Responsibilities				
4	Commencement Of Services				
5	Time For Completion				
6	Suspension And Resumption Of Services				
7	Space Allocation And Access				
8	Record Handing Over And Taking Over				
9	Service Continuity And Maintenance Of Equipment				
10	Repair, Maintenance, And Backup Arrangements				

S.No.	Description	Complied	Not Complied	Partially complied	Remarks
11	Workflow And Execution Mechanism				
12	Performance Targets And Monitoring				
13	Loss, Misplacement, Or Damage Of Records				
14	Liquidity Damages				
15	Acceptance Certificate				
16	Payment				
17	Contract Closure And Completion				
18	Default By Contractor				
19	Arbitration And Applicable Law				
20	Force Majeure				
21	Termination For Insolvency				
22	Termination For Convenience				
23	Project Director				
24	Debarment / Blacklisting Of Firm				
25	Integrity				
26	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, 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)