



GOVERNMENT OF PAKISTAN
BENAZIR INCOME SUPPORT PROGRAMME
F-BLOCK PAK SECRETARIAT ISLAMABAD

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No. 05/Ext-Audit/P&R/2023

Invitation to Proposal through E-Procurement (e-PADS)

HIRING FOR “TECHNOLOGY PLATFORM BASED FUNDS AND BENEFICIARY-LEVEL RECONCILIATION WITH BISP’S PARTNER FINANCIAL INSTITUTIONS (PFIs) AND VALIDATION BY A FIRM [CHARTERED ACCOUNTANT (CA) / COST AND MANAGEMENT ACCOUNTANT/FINANCIAL MANAGEMENT CONSULTING FIRM”

Benazir Income Support Programme (BISP) has reserved Funds for the procurement planned for FY 2025-26. BISP intends to apply part of the proceeds of this Fund to cover eligible payments under this procurement.

2. BISP currently intends to engage the services of a [CA /CMA/Financial Management Consultancy] firm having technology platform for transaction lifecycle management and reconciliation platform.
3. Towards this end, BISP hereby invites eligible Firms or their Joint ventures duly registered with the relevant bodies, Income Tax, Sales Tax Departments with active status on ATL, via electronic proposals. Firms or JV are mandatory to be **registered with PPRA for E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS)”**, for using the e-PADS, unregistered bidders may first register on website <https://eprocure.gov.pk/#/supplier/registration>; in case of any technical difficulty in registration or using e-PADS, the prospective bidders may contact PPRA’s technical team.
4. The Firm will be selected under **Least Cost Selection (LCS) Procedure** pursuant Procurement of Consultancy Services Regulations, 2010 (using Single Stage Two Envelope procedure) read with relevant provisions of Public Procurement Rules, 2004 (as amended from time to time) and procedures described in the RFP document and E-Pak-Procurement Regulations, 2023.
5. The complete set of RFP Document containing detailed Terms of Reference (TORs), qualification criteria, evaluation criteria, general and special conditions of contract etc. are available on the websites of PPRA (www.ppra.org.pk), BISP (www.bisp.gov.pk) and e-PADS (www.eprocure.gov.pk) and can be downloaded free of cost.
6. To brief the prospective firms on the procurement details and address any queries regarding the RFP Document, a Pre-Proposal Conference will be held on 25th March, 2026 1400 hours at BISP Headquarters. All proposals shall be submitted electronically through e-PADS, and a hard copy of the same proposal shall also be provided, in accordance with the Instructions to Consultants (ITC) of the RFP, Rule 36(a) of the Public Procurement Rules, 2004, and the e-PADS Regulations. Proposals must be submitted via e-PADS no later than 1400 hours on 6th April 2026. The proposals will be opened on the same day at 1430 hours in the Conference Room, 2nd Floor, BISP Headquarters, F-Block, Pakistan Secretariat, Islamabad.
7. Notification of GRC constituted in terms of Rule-48 of PP Rules, 2004 is provided on the websites of BISP, and e-PADS, further details are available in Bidding Document.

8. In case the proposal opening date is declared as a Public Holiday by the Government, the next working day shall be deemed to be the date for submission and opening of proposal(s), at the same time and place. BISP may reject all proposals at any time prior to the acceptance of bid by invoking Rule 33 of Public Procurement Rules, 2004.

Deputy Director (Procurement)

REQUEST FOR PROPOSAL [RFP]

HIRING FOR “TECHNOLOGY PLATFORM BASED FUNDS AND BENEFICIARY-LEVEL RECONCILIATION WITH BISP’S PARTNER FINANCIAL INSTITUTIONS (PFIs) AND VALIDATION BY A FIRM [CHARTERED ACCOUNTANT (CA)/ COST AND MANAGEMENT ACCOUNTANT/FINANCIAL MANAGEMENT CONSULTING FIRM”

**(Single Stage Two Envelope Procedure)
(Lump Sum Contract)
(National Competitive Bidding)**

Applicable Rules & Regulations:

Public Procurement Rules 2004, Consultancy Services Regulations, 2010, E-Pak-Procurement Regulations, 2023 and any Regulations, Regulatory Guides, Procurement Guidelines, or Instructions issued by the Authority (from time to time), and is open to all eligible firms.



Note:

All potential firms (eligible) shall submit their electronic proposals through E-Procurement on “e-Pak Acquisition and Disposal system (e-PADS)”. In addition, via courier or by hand (e-PADS Tender Prints) must be submitted to the office of the Director (Procurement), Room#136, Benazir Income Support Programme, F-Block, Pak. Secretariat, Islamabad. Tel: 051-9246389 (on or before 1400 hours on **6th April, 2026**).

**BENAZIR INCOME SUPPORT PROGRAMME (BISP)
GOVERNMENT OF PAKISTAN**

March, 2026

SUMMARY DESCRIPTION

STANDARD REQUEST FOR PROPOSALS

PART I - SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Request for Proposal (RFP - Notice - Invitation for Proposal (IFP))

The attached template is the Invitation for Proposal for eligible Consultants willing to submit a proposal for a consulting assignment.

Section 2: Instructions to Consultants and Data Sheet

This Section consists of two parts: "Instructions to Consultants" and "Data Sheet". "Instructions to Consultants" contains provisions that are to be used without modifications. "Data Sheet" contains information specific to each selection and corresponds to the clauses in "Instructions to Consultants" that call for selection-specific information to be added. This Section provides information to help consultants prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract. Information in the Data Sheet indicates whether a Full Technical Proposal (FTP) or a Simplified Technical Proposal (STP) shall be used.

Section 3: Technical Proposal - Standard Forms

This Section includes the forms for FTP and STP that are to be completed by the consultants and submitted in accordance with the requirements of Section 2.

Section 4: Financial Proposal - Standard Forms

This Section includes the financial forms that are to be completed by the consultants, including the consultant's costing of its technical proposal, which are to be submitted in accordance with the requirements of Section 2.

Section 5: Eligible Countries

This Section contains information regarding eligible countries.

Section 6: Terms of Reference (TORs)

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts; and lists the expected deliverables. This Section shall not be used to over-write provisions in Section 2.

PART II - CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section 7: Standard Forms of Contract

This Section includes standard contract forms for large or complex assignments: a Lump-Sum Contract includes General Conditions of Contract ("GCC") that shall not be modified, and Special Conditions of Contract ("SCC"). The SCC include clauses specific to each contract to supplement the General Conditions.

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PART I

Section-I. Invitation for Proposal (IFP)



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Deputy Director (Procurement)

Section II. Instructions to Consultants

A. General Provisions

1. Definitions	<p>1.1 Definition</p> <ul style="list-style-type: none"> a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant. b) "Applicable Law" means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time. c) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract. d) "Contract" means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices). e) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC. f) "Day" means a calendar day. g) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s). h) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract. i) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal. j) "ITC" (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
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Section 2. Instructions to Consultants and Data Sheet

	<p>k) "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Procuring Agency to the Consultants.</p> <p>l) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p> <p>m) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>n) "RFP" means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the SRFP.</p> <p>o) "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>p) "SRFP" means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.</p> <p>q) "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Procuring Agency during the performance of the Contract.</p> <p>r) "TORs" (this Section 7 of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.</p>
<p>2. Introduction</p>	<p>2.1 The Procuring Agency named in the Data Sheet intends to select a consultant from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.2 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p> <p>2.3 The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.</p>

Section 2. Instructions to Consultants and Data Sheet

<p>3. Conflict of Interest</p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.</p> <p>3.3 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p>
<p>a. Conflicting activities</p>	<p>(i) <u>Conflict between consulting activities and procurement of goods, works or non-consulting services:</u> a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non- consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p>
<p>b. Conflicting assignments</p>	<p>(ii) <u>Conflict among consulting assignments:</u> a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.</p>
<p>c. Conflicting relationships</p>	<p>(iii) <u>Relationship with the Procuring Agency’s staff:</u> a Consultant (including its Experts and Sub-consultants)</p>

	<p>that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.</p>
<p>4. Unfair Competitive Advantage</p>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<p>5. Corrupt and Fraudulent Practices</p>	<p>5.1 The Authority requires compliance with its Regulatory Framework in regard to corrupt and fraudulent practices as set forth in Section 6.</p> <p>5.2 In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.</p>
<p>6.</p>	<p>6.1 The Procuring Agency permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for the project.</p> <p>6.2 Furthermore, it is the Consultant’s responsibility to ensure that its Experts, joint venture members, Sub-</p>

Section 2. Instructions to Consultants and Data Sheet

	consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements. As an exception to the foregoing Clauses 6.1 and 6.2 above:
a. Sanctions	6.3 A firm or an individual declared blacklisted by the Authority in accordance with the above Clause 5.1 shall be ineligible to participate in the procurement process or to be awarded a contract, during such period of time as the Authority shall determine. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet .
b. Prohibitions	6.4 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries).
c. Restrictions for public employees	<p>6.5 Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant’s Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they</p> <p>(i) are on leave of absence without pay, or have resigned or retired;</p> <p>(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring</p> <p>(in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government- owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant’s Proposal.; and</p> <p>(iii) their hiring would not create a conflict of interest.</p>
B. Preparation of Proposals	

Section 2. Instructions to Consultants and Data Sheet

<p>7. General Considerations</p>	<p>7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p>
<p>8. Cost of Preparation of Proposal</p>	<p>8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.</p>
<p>9. Language</p>	<p>9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.</p>
<p>10. Documents Comprising the Proposal</p>	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Procuring Regulatory Framework regarding corrupt and fraudulent practices.</p>
<p>11. Only One Proposal</p>	<p>11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet and subject to regulatory instructions, if any.</p>

Section 2. Instructions to Consultants and Data Sheet

<p>12. Proposal Validity</p>	<p>12.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PA. To ensure the validity of proposal, it shall contain bid/proposal security or bid/proposal securing declaration as a complementary bid/proposal securing instrument having the validity twenty-eight days more than the bid/proposal validity period.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the</p>
	<p>Key Experts, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.</p>
<p>a. Extension of Validity Period</p>	<p>12.4 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p>
<p>b. Substitution of Key Experts at Validity Extension</p>	<p>12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall</p>

Section 2. Instructions to Consultants and Data Sheet

	<p>have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.</p> <p>12.8 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons</p>
	<p>for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
c. Sub-Contracting	<p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
	<p>12.10 The Proposal Securing Declaration is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.</p>
	<p>12.11 Any Proposal not accompanied by a Proposal Securing Declaration shall be rejected by the Procuring Agency as non-responsive.</p>
	<p>12.12 The Proposal Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal.</p>
	<p>12.13 The successful Consultant's Proposal Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security.</p>
	<p>12.14 A Consultant shall be suspended from being eligible for tendering in any contract with the Procuring Agency for the period of time indicated in the Proposal Securing Declaration:</p> <ul style="list-style-type: none"> (a) if the Consultant withdraws its Proposal, except as provided in ITC 12.6 or (b) in the case of a successful Consultant, if the Consultant fails within the specified time limit to: <ul style="list-style-type: none"> (i) sign the contract, or (ii) furnish the required performance security

<p>13. Clarification and Amendment of RFP</p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send written copies of the</p> <p>response (including an explanation of the query but without identifying its source) to all eligible Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:</p> <ul style="list-style-type: none"> i. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. ii. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. <p>13.12 The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</p>
<p>14. Preparation of Proposals - Specific Considerations</p>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <ul style="list-style-type: none"> i. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person- month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. ii. If stated in the Data Sheet, the Consultant shall include

Section 2. Instructions to Consultants and Data Sheet

	<p>in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>iii. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive</p>
	<p>or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p>
<p>15. Technical Proposal Format and Content</p>	<p>15.1 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the Data Sheet and using the Standard Forms provided in Section 3 of the RFP.</p>
<p>16. Financial Proposal</p>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.</p>
<p>a. Taxes</p>	<p>16.2 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.</p>
<p>b. Currency of Proposal</p>	<p>16.3 The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency.</p>
<p>c. Currency of Payment</p>	<p>16.4 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.</p>

C. Submission, Opening and Evaluation

<p>17.Submission, Sealing, and Marking of Proposals</p>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p>
	<p>17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p style="padding-left: 40px;">17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number,</p>

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	<p>name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.</p>
<p>Withdrawal of bids</p>	<p>17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p> <p>17.10 A Consultant may withdraw its Proposal after it has been submitted, provided that written notice of the withdrawal of the Proposal, is received by the Procuring Agency prior to the deadline for submission of Proposal.</p> <p>17.11 Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p>

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<p>18. Confidentiality</p>	<p>18.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procurement Evaluation Committee of the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.</p> <p>18.2 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.</p> <p>18.3 Notwithstanding the above provisions, from the time of</p>	
	<p>the Proposals' opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procurement Evaluation Committee or the Procuring Agency on any matter related to the selection process, it should do so only in writing.</p>	
<p>19. Opening of Proposal (Technical Proposals)</p>	<p>19.1 The Procuring Agency will open all Proposal, in public, in the presence of Consultant' or their representatives who choose to attend, and other parties with a legitimate interest in the Proposal proceedings at the place, on the date and at the time, specified in the BDS. The Consultant' representatives present shall sign a register as proof of their attendance.</p> <p>19.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.</p> <p>19.3 Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.</p>	

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	<p>19.4 Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. Any Modification shall be read out along with the Original Proposal except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5 The Procuring Agency’s evaluation committee shall conduct the opening of the Technical Proposals in the</p>
	<p>presence of the Proposer Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with Clause 23 of the ITC.</p> <p>19.6 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.</p>
<p>20.Proposals Evaluation</p>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>

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21.Evaluation of Technical Proposals	21.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet . Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet .
22.Financial Proposals for QBS	22.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract. 22.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

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<p>23.Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</p>	<p>23.1 After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores. The Financial Proposals of non-responsive consultants will be returned unopened after completing the selection process and Contract signing. The Procuring shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant’s attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant’s choice.</p> <p>23.2 The Financial Proposals shall be opened by the Procuring Agency’s evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.</p>
<p>24.Correction of Errors</p>	<p>24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p>
<p>a. Time-Based Contracts</p>	<p>24.1.1 If a Time-Based contract form is included in the RFP, the Procuring Agency’s evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit</p>

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	<p>price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency’s evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.</p>
25.Taxes	<p>25.1 The Procuring Agency’s evaluation of the Consultant’s Financial Proposal shall exclude taxes and duties in the in accordance with the instructions in the Data Sheet.</p>
26.Conversion to Single Currency	<p>26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.</p>
27.Combined Quality and Cost Evaluation	
a. Quality- and Cost-Based Selection (QCBS)	<p>27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.</p>
b. Fixed-Budget Selection (FBS)	<p>27.2 In the case of FBS, those Proposals that exceed the budget indicated in Clause 14.1.4 of the Data Sheet shall be rejected.</p> <p>27.3 The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.</p>
Least-Cost Selection	<p>27.4 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.</p>
D. Negotiations and Award	

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<p>28. Negotiations</p>	<p>28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>28.2 The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant’s authorized representative.</p>
<p>a. Availability of Key Experts</p>	<p>28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a prerequisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Experts’ availability may result in the rejection of the Consultant’s Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
<p>b. Technical negotiations</p>	<p>28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency’s inputs, the special conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
<p>c. Financial Negotiations</p>	<p>28.6 There shall be no financial negotiations, however, it may include only the clarification of the Consultant’s tax liability and how it should be reflected in the Contract.</p>

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<p>29. Conclusion of Negotiations</p>	<p>29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant’s authorized representative.</p> <p>29.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p>
<p>30. Award of Contract</p>	<p>30. Subject to ITC 29, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Most Advantageous Consultant, provided that such Consultant has been determined to be:</p> <p>a) eligible in accordance with the provisions of ITC 6;</p> <p>b) is determined to be qualified to perform the Contract satisfactorily; and</p> <p>c) Successful negotiations have been concluded, if any.</p>
<p>31. Grievance Redressal Mechanism</p>	<p>31.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.</p> <p>31.2 Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p>

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	<p>31.3 Any Bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than seven of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p> <p>31.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>31.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.</p> <p>31.6 The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.</p> <p>31.7 Any bidder or the procuring agency not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the fee as prescribed in "Redressal of Grievance Regulations, 2021".</p> <p>31.8 The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.</p> <p>31.9 The committee shall call the record from the concerned procuring agency or the GRC as the case may be, and the same shall be provided within prescribed time.</p> <p>31.10 The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.</p> <p>31.11 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.</p>
<p>32.Mechanism of Blacklisting</p>	<p>32.1 The Procuring Agency shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective</p>

	<p>procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; ii. Fails to perform his contractual obligations; and Fails to iii. abide by the id securing declaration; <p>32.2The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring Agency proposes to debar the bidder or contractor from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.</p> <p>32.3The procuring agency shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice</p> <p>32.4In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>32.5In case the bidder or contractor submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p>
<p>32.6</p>	<p>The Procuring Agency shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p>

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	<p>32.7 The procuring Agency shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>32.8 The Procuring Agency shall communicate to the bidder or contractor the order of debaring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty days, prefer a representation against the order before the Authority.</p> <p>32.9 Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>32.10 The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with "Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021". The Committee shall evaluate the case and decide within ninety days of filing of review petition.</p> <p>32.11 The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>32.12 The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>
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Section II. Proposal Data Sheet

A. General	
ITC Clause Reference	
2.1	<p>Name of Procuring Agency: <u>Benazir Income Support Programme-BISP, F-Block, Pak. Secretariat, Islamabad;</u></p> <p>The name of the assignment is: <u>Hiring for “Technology Platform Based Funds and Beneficiary-Level Reconciliation with BISP’s Partner Financial Institutions (PFIs) and validation by a firm [Chartered Accountant (CA) / Cost and Management Accountant/Financial Management Consulting Firm]”</u></p> <p>Method of Selection: Least Cost Selection (LCS) through Single Stage-Two Envelope Bidding Procedure.</p> <p><i>Financial Proposal is to be submitted separately as per the Single Stage Two Envelope Bidding Procedure through e-PADS in accordance with E-Pak-Procurement Regulations, 2023.</i></p>
2.2	<p>A pre-proposal conference/meeting will be held: Yes. Date of pre-proposal conference/ meeting: 25th March 2026 Time: 1400 hours Address: <u>Conference Room, Ground Floor, BISP, F-Block Pak Secretariat.</u> Contact person/conference coordinator: Deputy Director (Procurement).</p>
2.3	<p>The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Any Applicable Data committed by BISP.</p>
4.1	<p>The provisions of the ITC shall remain same and at the discretion of the Procuring Agency.</p>
6.3	<p>A list of debarred firms and individuals is available at the PPRA website: https://ppra.org.pk/</p>
B. Preparation of Proposals	
9.1	<p>The language of the Bid is “English”. All correspondence shall be in “English”.</p>

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10.1	<p>The Proposal shall comprise the following:</p> <p>For FULL TECHNICAL PROPOSAL (FTP):</p>
	<p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> 1. Power of Attorney to sign the Proposal 2. TECH-1 3. TECH-2 4. TECH-3 5. TECH-4 6. TECH-5 7. TECH-6 <p>Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1 (2) FIN-2 (3) Statement of Undertaking (if required under Data Sheet 10.2 below)
10.2	<p>Statement of Undertaking is required: - Yes.</p> <p><i>Make sure to include paragraph (e) in Form TECH-1</i></p>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible:- <u>No</u>.</p>
12.1	<p>Proposals shall be valid for 120 days from the date of the Opening of Technical Proposals.</p> <p>For ensuring and compliance to the bid validity period the Consultants/Firms are required to execute the Proposal Securing Declaration as per the format provided in this RFP Document.</p>
13.1	<p>Clarifications may be requested no later than three (3) days prior to the submission deadline, via:</p> <ul style="list-style-type: none"> ○ E-mail: dd.procurement@bisp.gov.pk
14.1 (do not use for Fixed Budget method)	<p>Estimated total cost of the assignment: <u>Lump-Sum Cost to be offered by the Bidder [Firm]</u>.</p>

15.2	<p>The format of the Technical Proposal to be submitted is: Full-Technical Proposal- FTP.</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
16.1	<p>Lump-Sum Quote shall be submitted by the firms for the whole scope of the assignment as per the forms of Financials Proposal.</p>
16.2	<p>A price adjustment provision applies to remuneration rates: No. This contract is a fixed term contract.</p>
16.3	<p>The Consultant's shall be liable for tax obligations, in the financial proposal the Consultants shall quote applicable tax rates (indirect taxes), whereas the same shall be treated indicative in the Contract and would be paid/reimbursed as per the tax laws of Pakistan borne by BISP at the time of making Payments/Invoices.</p>
16.4	<p>The Financial Proposal shall be stated in the following currencies: Pakistani Rupee (PKR).</p>
<p>C. Submission, Opening and Evaluation</p>	
17.1	<p>The Consultants shall submit their Proposals via e-PADS. A replica of the submitted proposal to be submitted in hard.</p> <p><i>The electronic submission procedures shall be:</i> https://eprocure.gov.pk/#/supplier/registration</p>
17.4	<p>The Consultant must submit the following electronic proposals through e-PADS. No Manual Proposals alone will be accepted: (a) Technical Proposal: one (1) original through e-PADS & one (1) copy in hard; (b) Financial Proposal: one (1) original through e-PADS.</p>
17.9	<p>The Proposals must be submitted by not later than: Day: Monday Date: 6/4/2026 Time: 1400Hrs</p> <p>The Proposal submission address is:</p> <p>Director (Procurement) Room No.136, First Floor, Benazir Income Support Programme (BISP) Headquarters, F-Block, Pak. Secretariat, Islamabad, Pakistan.</p>

19.5	<p>An online option of the opening of the Technical Proposals is offered: Yes, Mandatory <i>The online opening procedure shall be: e-PADS</i> The opening shall take place at: Day: Monday Date: 6/4/2026 Time:1430 Hrs Address: BISP, F-Block, Pak. Secretariat, Islamabad, Tel: 051-9246337 during office hours through e-PADS.</p>
21.1	<p>[FTP] Eligibility Criteria, Technical Qualification Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals as well as the awarding methodology is given below:</p> <p>a) Basic Eligibility Criteria: The following documents are mandatory requirements for all proposal submissions;</p> <ol style="list-style-type: none"> i. Be a registered Chartered Accountant (CA) or Cost and Management Accountant (CMA) firm with the Institute of Chartered Accountants of Pakistan (ICAP)/ICMAP/Financial Management Consultancies mandated by government. ii. Have a minimum of 10 years' post-registration experience in financial audit/project audit/ financial reconciliations/transaction verification/project financial management, or any equivalent fields (Documentary evidence shall be submitted). iii. Provide documentary evidence demonstrating experience in the above areas at ii, including assignments with at least three (3) public sector organizations or three (3) reputable private sector organizations in the last ten (10) years. iv. Be registered with the Income Tax and Sales Tax authorities and be listed on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR). v. Submit an affidavit of not being blacklisted by any government, donor, or regulatory body in Pakistan. vi. Undertaking that no litigations are in process with Public Sector entities or provide complete details of such litigations. <p>After the above preliminary examination and determination of responsiveness, only those eligible proposals shall undergo further detailed technical evaluation based on the following criteria:</p> <p>b) Detailed Technical Evaluation Criteria: The prospective Bidders/Consultants/Firms must read carefully and note the following conditions:</p> <ol style="list-style-type: none"> i. Firms must provide valid documents against each criteria/ sub-criterion/ point scoring as required for qualifying technical evaluation criteria. Proposal received with incomplete document(s) or without concrete evidence(s) will be marked as

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disqualified or assigned zero marks as the case may be.

- ii. The Procuring Agency reserves the right to cross-verify or call further information/ documents, if deemed necessary during the procurement process, to ensure reliability of information and capability of Firms. Firm's non-submission of required document(s) or information on time may result in disqualification or non-scoring of a particular credential as the case may be.

S. No	Evaluation Parameter for Proposal	Description	Marks
1	<p>Relevant Experience Period since the Firm is in Financial Audit/ Project / Financial Reconciliations/Transactions Verification(s)/Project Financial Management/ Compliance Services or equivalent utilizing Information Technology/Digitized systems</p> <p><i>Proof of Technology driven Digitized System must be acceptable</i></p>	Up to 7 years Above 7 years	5 10
2	<p>Financial Soundness / Status: Avg. Annual Revenue Receipts as per Audited Statements for the last three (3) years Not older than 2022-2023 (Attach copies of the Audited Accounts/Synonymous Acceptable to BISP)</p>	Up to Rs. 100 Million up to Rs. 200 Million Above Rs. 200 Million	10 15 20
3	<p>Certifications: Mandatory ISO 9001 (Quality Management System) Mandatory ISO 27001 (Information Security Management System) Mandatory ISO 27701: (Privacy Information Management System) Mandatory PCI-DSS Compliant</p>	(1) Mark allocated against each listed certification / similar certification)	5
4	<p>Specific Experience: The firm shall provide documentary evidence of assignments undertaken in the areas of reconciliations / transaction verification assignment of funds transfer / disbursement projects undertaken in the public/private and/or financial sector, the worth of the quoted project(s) shall be of comparable size in terms of financial outlay [Yard stick is for a one (1) financial Year]</p>	One (01) Two (02) Projects	10 15

Section 2. Instructions to Consultants and Data Sheet

<p>5</p>	<p>Technical Approach & Methodology and Work Plan [Notes to the Consulting Firms: The Client will assess whether the proposed technical approach and methodology is clear, responds to and cover the all components requirements, and objectives being elaborated in the TORs, and is appropriate to achieve the desire objectives and outputs or otherwise]</p> <p>Funds-Level Reconciliation: The Consultant shall utilize a digital reconciliation platform to automate matching of BISP fund-disbursement records with PFI acknowledgements and bank records, ensuring auditable trails for all matched and unmatched transactions</p> <p>Beneficiary-Level Reconciliation: Reconciliation at the beneficiary level must use a platform capable of handling millions of records with configurable matching rules (Payment ID, CNIC, amount, date) to detect failed, duplicate, or partial payments.</p> <p>Data Security and Platform Handover: The Consultant’s platform shall comply with BISP data-security standards. All data remains the property of BISP. On completion, the Consultant will deliver a full structured export (e.g., SQL dump or CSV) and a comprehensive Data Interpretation Guide.</p> <p>Work Plan with in conformity with the above Technical Approach, Methodology and Proposed Technology Platform [It will be assessed that work plan is responding to the given timelines of the client, realistic, implementable and covering all the aspects/components of the assignment] On demand Presentation applicable for these criteria.</p>	<p>The areas provided shall be marked Proportionally considering the intended nature of the assignment</p> <p>For Work Plan 1/6th of the marks are allocated</p>	<p>30</p>
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Section 2. Instructions to Consultants and Data Sheet

6	<p>Team Qualifications Bidder must have minimum following certified experts (Mandatory)</p> <ul style="list-style-type: none"> • K1 - Project Director (PD) • K2 - Lead Data Scientist (DS) • K3 - Senior Audit Manager (SAM) • K4 - Junior Analyst (JA) • K5 - Legal / Compliance Expert 	As per the Sub-Criterion	20
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Note: For the Key-Experts the Points would be further decomposed for evaluation as per the following formula:

Relevant Education for Position	30%	10% for Min Qualification and 20% for Higher/Advanced)
Specific Experience	30%	3 Percent % Point for each succeeding year above the Min Requirement Max Marks on +10Yrs on top of min specific exp. requirement
Similar Experience to Assignment	40%	20 Percent % Point for one similar Project Max Marks on 2 projects

I. The minimum technical score (St) required to pass is: 70.

II. JVs are permitted, by duly submitting a JV agreement expressly providing a joint and several liability towards the assignment/Procuring Agency.

No.	Position	Minimum Qualification	Experience Requirement	Key Responsibilities
1	Project Director (PD)	CA/ACCA/ACMA or equivalent	Principal/Senior Manager level with significant experience in forensic accounting and fiduciary track leadership <i>10 years minimum in similar role</i>	Project management, client liaison, and day-to-day leadership of the forensic team.
2	Lead Data Scientist (LDS)	Bachelor's/Master's in Computer Science, Data Analytics, or related field	Senior Specialist with extensive experience in Big Data Analytics	Leading data processing and analysis,

Section 2. Instructions to Consultants and Data Sheet

No.	Position	Minimum Qualification	Experience Requirement	Key Responsibilities
			and integration with large databases (e.g., NADRA) <i>7 years minimum in similar role</i>	managing database integration, and overseeing data science aspects of the reconciliation.
3	Senior Audit Managers (2)	CA/ACCA/ACMA or Master's/BS (4 Years) in Finance/Accounting	Local Experts with substantial experience, focusing on SSN and Government Finance <i>7 years minimum in similar role</i>	Managing audit and reconciliation teams, focusing on complex fund and transaction-level analysis.
4	Junior Analysts/Auditors (6)	Bachelor's degree in Finance, Accounting, or related field	Entry-level to mid-level experience for local support staff <i>3 years minimum in similar role</i>	Supporting data entry, document review, and field investigation activities.
5	Legal/Compliance Expert (Part-Time)	Bachelor of Laws (LLB) or any relevant; Higher Education in Public/Commercial/Contract Law	Specialized experience in Public Law and/or Contract Law <i>5 years minimum in similar role</i>	Providing part-time legal and compliance advisory, ensuring adherence to contractual and regulatory requirements.

c) **Evaluation Techniques and Awarding Methodology:**

Least Cost Selection (LCS) Method: The evaluation process will follow a three-tier methodology, implemented in its true letter and spirit.

In the first Instance, the Technical Proposals (electronic proposals on e-PADS) will publicly be opened through e-PADS in the presence of Firms and/or their Representatives who may choose to attend the opening session.

- i. The basic eligibility requirement and responsive of the proposal will be checked, examined and substantiated on the basis of submitted documents; the technical proposals, in compliance with all eligibility criteria/requirements shall stand responsive and will further be technically Evaluated in detail.
- ii. All the responsive proposals shall be technically evaluated on the given criteria, proposals which obtain the minimum passing technical score 70 % or above shall qualify for opening of their electronic Financial Proposal, firms that fails to qualify in this stage, their financial proposals will not be opened.
- iii. Following the opening and due evaluation of Financial Proposals, including necessary due diligence, the firm quoting the lowest evaluated price shall be declared the successful firm for Award of Contract.

23.1	An online option of the opening of the Financial Proposals is offered: Through e-PADS
25.1	For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Procuring Agency on behalf of the Consultant.
26.1	Quoted Prices shall only be in PKR.
27.1	Least-Cost Selection is applicable herewith.
D. Negotiations and Award	
28.1	Expected date and address for contract negotiations: Will be communicated Address: BISP, F-Block, Pak. Secretariat, Islamabad
30.1	The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as per the provisos of this RFP and the applicable Procurement Rules & Regulations.
30.2	Expected date for the commencement of the Services: Date: May, 2026.

Section III. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Required for STP (√)	FORM	DESCRIPTION	Page Limit
STP			
√	TECH-1	Technical Proposal Submission Form.	
“√” If applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicable	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members <i>N/A (Joint Venture is not allowed for this Procurement)</i>	
√	TECH-2	Consultant’s Organization and Experience.	
√	TECH-2A	A. Consultant’s Organization	
√	TECH-2B	B. Consultant’s Experience	
√	TECH-3	Supplementary Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency.	
√	TECH-3A	Supplementary On the Terms of Reference	
√	A	Supplementary On the Counterpart Staff and Facilities	
√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
√	TECH-5	Work Schedule and Planning for Deliverables	
√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. [Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope" or, if only a Technical Proposal is invited "We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope."].

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until [insert day, month and year in accordance with ITC 12.1].
- (c) We have no conflict of interest in accordance with ITC 3.

(d) [Note to Procuring Agency: Only if required in ITC10.2 (Data Sheet 10.2),

include the following: In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Agency.]

- (e) Except as stated in the Data Sheet, Clause 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2 (for Full Technical Proposal Only)

Consultant's Organization and Experience

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last [] years.
2. List only those assignments for which the Consultant was legally contracted by the Procuring Agency as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Procuring Agency.

Duration	Assignment name/ & brief description of main deliverables/ outputs	Name of Procuring Agency & Country of Assignment	Approx. Contract value (PKR equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010 }	{e.g., “Improvement quality of” : designed master plan for rationalization of...; }	{e.g., Ministry of, country}	{e.g., PKR 1 mill/PKR 0.5 m}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government” : drafted secondary level regulations on.....}	{e.g., municipality of, country}	{e.g., PKR0.2 mil/PKR 0.2 mil}	{e.g., sole Consultant}

FORM TECH-3 (for Full Technical Proposal)

COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE PROCURING AGENCY

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Procuring Agency, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

FORM TECH-4 (for Full Technical Proposal Only)

Description of Approach, Methodology, and Work Plan in Responding to the Terms of Reference

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing

a) **Technical Approach and Methodology. As per criteria.**

b) **Work Plan. As per criteria.**

c) **Organization and Staffing. {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.} As per criteria.**

FORM TECH-5 (for FTP)

Work Schedule and planning for deliverables

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to Procuring Agency}													
D-2	{e.g., Deliverable #2 }													
n														

Note: The deliverables shall be the one mentioned/required in the TOR Section.

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

FORM TECH-6 (for STP)

Team Composition, Assignment, and Key Experts' inputs

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position	D-1	D-2	D-3	D-...					Home	Field	Total
KEY EXPERTS														
K-1		[Team Leader]	[Home] [2 month]	[1.0]	[1.0]									
			[Field] [0.5 m]	[2.5]	[0]									
K-2														
K-3														
n														
											Subtotal			

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.
- 2 Months are counted from the start of the assignment/ mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Procuring Agency's country or any other country outside the expert's country of residence.

**Form TECH-6
(Continued)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel/e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved)	

Expert’s contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Agency.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized

Signature

Date Representative of the Consultant

(the same who signs the Proposal)

Section IV. Financial Proposal - Standard Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission
Form FIN-2 Summary of Costs

FORM FIN-1

Financial Proposal Submission Form

{Location, Date}

To: [Name and address of Procuring Agency]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations until [insert day, month and year in accordance with ITC 12.1].

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours

sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

Form FIN-2 Summary of Costs/Price Schedule

Sr#	Description	Total Cost - PKR
1.	Lump-Sum Cost against the required services as per TORs and associated services	
2.	Applicable Indirect Taxes	
3.	Grand Total - PKR	

Notes:

1. The Lump-Sum Cost shall be the total fixed price, covering all expenses related to the task, including remuneration for key and non-key experts, as well as all miscellaneous and reimbursable costs. No additional payments are claimable for this assignment.
2. The indirect taxes quoted by the firm shall be indicative and the actual amount of the indirect taxes to be added to the invoice and subsequently paid to the firm.

Section V. Eligible Countries

All the consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

1. *state "none"]*

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____
Title: _____

1. Proposal Security Form

To: [name of the Procuring Agency]

Whereas [name of the Consultant] (hereinafter called "the Consultant/Service Provider) has submitted its proposal dated [date of submission of Proposal] for the provision of [name and/or description of the consultancy services] (hereinafter called "the proposal").

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called "the Bank"), are bound unto [name of PA] (hereinafter called "the Procuring Agency") in the sum of [amount] for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____, 20_.

THE CONDITIONS of this obligation are:

1. If the Proposal
 - (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
 - (b) Disagreement to arithmetical correction made to the Proposal price; or
 - (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.
2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Proposal Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: in the capacity of
..... signed

[Signature of the Bank]

Dated on **day of**
..... **20**

2. : Proposal Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of Proposal process]*

Alternative No.: *[insert identification No if this is a Proposal for an alternative]*

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRF Documents.

We understand this Proposal Securing Declaration shall expire if we are not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of
[insert legal capacity of person signing the Proposal Securing Declaration]

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of Service Provider]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

Section VI. Terms of Reference

Terms of Reference (ToRs) Scope, and Deliverables

HIRING FOR “TECHNOLOGY PLATFORM BASED FUNDS AND BENEFICIARY-LEVEL RECONCILIATION WITH BISP’S PARTNER FINANCIAL INSTITUTIONS (PFIs) AND VALIDATION BY A FIRM [CHARTERED ACCOUNTANT (CA) / COST AND MANAGEMENT ACCOUNTANT/FINANCIAL MANAGEMENT CONSULTING FIRM]”

Background:

The Benazir Income Support Programme (BISP) is the flagship Social Safety Net (SSN) Program of Government of Pakistan (GoP), providing cash transfers to deserving families. BISP has been disbursing payments through various Partner Financial Institutions (PFIs), since its inception.

During period 2010 to 2019, BISP disbursed payments to the beneficiaries through the six (6) Partner Financial Institutions (PFIs) i.e., Habib Bank Limited (HBL), Bank Alfalah Limited (BAFL), Sindh Bank, Tameer Bank, United Bank Limited (UBL), Summit Bank. For the period 2019 to 2024, payments were disbursed through two (2) recently concluded contracts with PFIs i.e. Habib Bank Limited (HBL) & Bank Alfalah Limited (BAFL). BISP intends to hire a well reputed Chartered Accountant (CA), Cost and Management Accountant (CMA) Firm, or a Financial Management Consulting Firm to conduct a comprehensive reconciliation exercise, covering both funds as well as beneficiary level reconciliation with PFIs of both periods.

Objectives:

The Objectives for hiring the Chartered Accountant (CA), Cost and Management Accountant (CMA) Firm, or a Financial Management Consulting Firm are as follows:

1. To reconcile and validate the funds disbursed by BISP with the actual disbursements made by each Partner Financial Institution (PFI) for the both periods (2010–2019 and 2019–2024).
2. To ensure accurate and complete reconciliation at both the funds level and the beneficiary level.
3. To identify discrepancies and unauthorized/over payments to ineligible payee(s), if any, and recommend actions, including potential recoveries or adjustments, as per contractual obligations.
4. To assess the compliance of PFIs with the terms of their respective contracts and Service Level Agreements (SLAs) with BISP.
5. To identify and validate penalties (either imposed or to be imposed) on PFIs as per the terms and conditions of the respective contract.

SCOPE:**Funds Level Reconciliation:**

1. Verification and reconciliation of total funds transferred by BISP (including Provincial Governments funds) to each PFI (both against service charges and for beneficiary disbursements) against payment acknowledgments and bank statements during both periods (2010–2019 and 2019–2024).
2. Verification and reconciliation of fund utilization and unspent balances program wise for each year during 2010–2019 (for 6 PFIs) and 2019–2024 (for 2 PFIs).
3. Reconcile the overall funds disbursed to the beneficiaries by each PFI.
4. Reconcile and identify any discrepancies in transfers, account (debit/credit/reversals/de-credit or balances etc.), reporting, and suggest measures required to be taken as per contractual terms.
5. Reconcile funds/unspent balances deposited by banks in government treasury, as per contract.
6. Calculate and reconcile service charges paid/to be paid by BISP to PFIs, as per contractual terms.
7. Calculate and reconcile the penalties imposed/to be imposed by BISP on PFIs, based on contractual terms.
8. Calculate financial cost if any to be imposed on banks due to violation of agreed terms and conditions of the contract(s) or otherwise.

Beneficiary Level Reconciliation:

1. Reconcile and verify the PFIs transaction records (all types of debit/credit/reversals/de-credit or balances etc.) with BISP MIS record/data, based on payment IDs and beneficiary CNIC, besides verifying that all disbursements were actually made by PFIs to the BISP active beneficiaries of both periods, and identify discrepancies if any.
2. Identify failed, partial, duplicate, irregular, fake, suspense/suspicious or delayed transactions' status, if any and also assess frequency, materiality and causes of such occurrences.
3. Validate acknowledgement of payments by beneficiaries (e.g., through biometric verification logs, withdrawal receipts).
4. Verify the status of unresolved or disputed transactions.
5. Calculate and reconcile the penalties imposed/to be imposed by BISP on PFIs, based on contractual terms.
6. Calculate financial cost if any to be imposed on banks due to violation of agreed terms and conditions of the contract(s) or otherwise.

The firm will also perform any other allied services required for the completion of reconciliation exercise as per the objectives and TORs above. The firm to calculate and validate the net payable/receivable amount including penalties, if any, after reconciling accounts at both the beneficiary and funds levels. This includes determining amounts to be paid by BISP to the PFIs or vice versa. Furthermore, the firm will review the compliance of PFIs with the contract terms and Service Level Agreements (SLAs). The firm will ensure auditable trail of all reconciliations for future audit and legal compliance.

The firm will be responsible to complete the reconciliation activities and submit final report to the BISP management within six (6) months from the date of signing the contract.

Deliverables:

1. Inception Report with detailed methodology and reconciliation framework to be submitted within two (2) weeks’ from signing of contract.
2. Monthly Interim reports on the funds as well as beneficiary levels reconciliation of each PFI (Period: 2010–2019 & 2019–2024) to be shared with BISP Management.
3. Monthly Progress Presentation to BISP Management as well as when required by the BISP management on need basis.
4. Draft Final yearly and consolidated reconciliation statements and report of the auditor, incorporating BISP feedback to be shared with BISP Management before at-least three (3) weeks before concluding the activity.
5. Submission of Certified Final yearly and consolidated reconciliation statements and report along with covering all aspects.

Milestone Achievements and Payment Schedule:

Milestone(s)	Payment (%)	Contractual Timeline
Submission and acceptance of Inception Report	-	Within two weeks of the signing of the contract
Submission and acceptance of complete Reconciliation Reports i.e., Completion of 100% work, of each PFI in the relevant time periods (2010–2019 & 2019–2024)	34%	Within four months of the signing of the contract
Submission and on acceptance (by BISP Management) of Draft Final Report	33%	Within five months of the signing of the contract
Submission & Acceptance (by BISP Management along with Satisfactory Completion Certificate) of Certified Final Reconciliation Report.	33%	Within six months of the signing of the contract

Notes:

The Firm will be given a six months to complete the activity. A well-resourced CA/CMA or a Financial Management Firm can manage the workload associated with all banks within this timeframe; however, it would require:

- Multiple dedicated teams (one team per PFI)
- A robust activity management and coordination structure
- Significant IT/ data processing infrastructure to handle large-scale transaction data securely and efficiently

**PART II: Section VII.
Conditions of Contract and Contract Forms**

Lump Sum Contract.

STANDARD FORM OF CONTRACT

**Consultant's Services
[LUMP-SUM CONTRACT]**

Contract No. _____

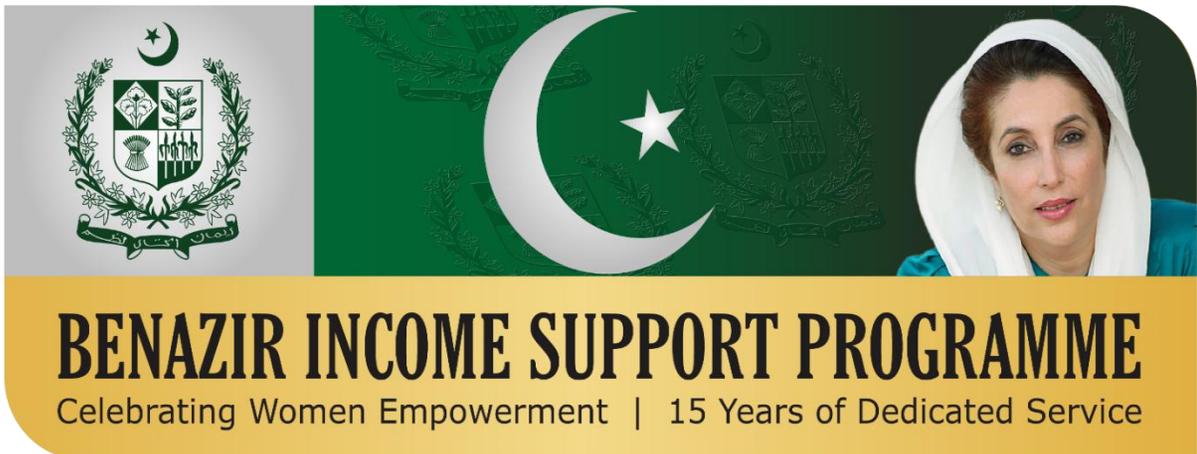
Between

**Benazir Income Support Programme (BISP),
Government of Pakistan
[Procuring Agency]**

&

**M/s _____
[Consultant]**

**For
[Subject Hiring]**



Dated: _____, 2026

Contract Agreement

LUMP-SUM

This CONTRACT (hereinafter called the “Contract”) is made the day of the month of -----, 2026, between, on the one hand, **Benazir Income Support Programme (BISP), Government of Pakistan** (hereinafter called the “Procuring Agency”, “Client”) having its office at BISP HQs, F- Block, Pak Secretariat, Islamabad Pakistan and, on the other hand, **M/s -----** (hereinafter called the “Consultant”) having its office at -----, Pakistan

WHEREAS

- (a) the Procuring Agency has requested the Consultant to provide consulting services of Subject **Hiring** as defined in Appendix “A” of this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Key Experts
 - Appendix C: Summary of Cost/Price schedule
 - Appendix D: Non-Disclosure Agreement (NDA)
 - Appendix E: Integrity Pact
 - Appendix F: Minutes of Contract Negotiations
- All other applicable documents from the RFP stage and subsequent phases

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Appendixes: A; Appendix B; Appendix C;

Appendix D; Appendix E and Appendix F. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

- 2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of
[Benazir Income Support Programme (BISP)]

For and on behalf of
[M/s -----]

Director General -----

Mr. -----

WITNESSES

- 1. Name: _____
- Designation: _____
- CNIC: _____
- 2. Name: _____
- Designation: _____
- CNIC: _____

- 1. Name: _____
- Designation: _____
- CNIC: _____
- 2. Name: _____
- Designation: _____
- CNIC: _____

General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) **“Applicable Law”** means the laws and any other instruments having the force of law in the Procuring Agency’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
- (b) **“Procuring Agency”** means the implementing agency that signs the Contract for the Services with the Selected Consultant.
- (c) **“Procuring Agency’s Personnel”** refers to the staff, labor and other employees (if any) of the Procuring Agency engaged in fulfilling the Procuring Agency’s obligations under the Contract; and any other personnel identified as Procuring Agency’s Personnel, by a notice from the Procuring Agency to the Consultant.
- (d) **“Consultant”** means a legally-established professional consulting firm or entity selected by the Procuring Agency to provide the Services under the signed Contract.
- (e) **“Contract”** means the legally binding written agreement signed between the Procuring Agency and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices including all the RFP Document and Minutes of Meeting (MOM) of the Pre-Proposals Conference).
- (f) **“Day”** means a calendar day unless indicated otherwise.
- (g) **“Effective Date”** means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- (h) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, assigned by the Consultant to perform the Services or any part thereof under the Contract.

- (i) **“Foreign Currency”** means any currency other than the currency of the Procuring Agency’s country.
- (j) **“GCC”** means these General Conditions of Contract.
- (k) **“Government”** means the government of the Procuring Agency’s country.
- (l) **“Joint Venture (JV)”** is not Applicable
- (m) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- (n) **“Local Currency”** means the currency of the Procuring Agency’s country.
- (o) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (p) **“Party”** means the Procuring Agency or the Consultant, as the case may be, and **“Parties”** means both of them.
- (q) **“SCC”** means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (r) **“Services”** means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (s) **“Site”** (if applicable) means the land and other places where Works are to be executed or facilities to be installed, and such other land or places as may be specified in the Contractor’s Contract as forming part of the Site.
- (t) **“Sub-consultants”** means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (u) **“Third Party”** means any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-consultant.

2. Relationship between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of Pakistan, unless otherwise specified in SCC.

4. Language

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Headings

The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.

- 8. Authority of Member in Charge** Not Applicable
- 9. Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SCC.
- 10. Fraud and Corruption** Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.
- The Consultant/Applicant/ Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 10.3 Any communications between the Consultant/ Bidder and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.
- 10.4 Procuring Agency will reject proposal, if it is established that the Bidder was engaged in corrupt and fraudulent practices in competing for the contract.
- 10.5 Procuring Agency will also declare the bidder/Firm as blacklisted in accordance with the regulatory provisions PP Rule 19 and predefined standard mechanism.

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 11. Effectiveness of Contract** 11.1 This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.
- 12. Termination of Contract for Failure to Become Effective** 12.1 If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.
- 13. Commencement of Services** 13.1 The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
- 14. Expiration of Contract** 14.1 Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
- 15. Entire Agreement** 15.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 16.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.
- 17. Force Majeure**

- a. Definition**
- 17.1 For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- 17.2 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 17.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- b. No Breach of Contract**
- 17.4 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- c. Measures to be Taken**
- 17.5 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 17.6 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.8 During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Agency, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.9 In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49 & 50.

18. Suspension

18.1 The Procuring Agency may, by written notice of suspension to the Consultant, suspend part or all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1 This Contract may be terminated by either Party as per provisions set up below:

a. By the Procuring Agency

19.1.1. The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least

five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 50.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Procuring Agency determines that the Consultant has engaged in Fraud and Corruption in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

b. By the Consultant

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days

after receiving written notice from the Consultant that such payment is overdue.

- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 50.1.
- (d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Agency of the Consultant's notice specifying such breach.

- c. **Cessation of Rights and Obligations** 19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.
- d. **Cessation of Services** 19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Agency, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.
- e. **Payment upon Termination** 19.1.6. Upon termination of this Contract, the Procuring Agency shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

- a. Standard of Performance**

20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

20.2 The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Agency.
- b. Law Applicable to Services**

20.4 The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Procuring Agency's country when

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6 The Procuring Agency shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

21. Conflict of Interest

21.1 The Consultant shall hold the Procuring Agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Consultant Not to Benefit from Commissions, Discounts, etc.

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 39 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Agency on the procurement of goods, works or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Agency.

b. Consultant and Affiliates Not to Engage in Certain Activities

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from

or directly related to the Consultant's Services for the preparation or implementation of the project.

- c. **Prohibition of Conflicting Activities** 21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. **Strict Duty to Disclose Conflicting Activities** 21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 22. Confidentiality** 22.1 Except with the prior written consent of the Procuring Agency, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 23. Liability of the Consultant** 23.1 Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be provided by the Applicable Law.
- 24. Insurance to be taken out by the Consultant** 24.1 The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.
- 25. Accounting, Inspection and Auditing** 25.1 The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the

Services in such form and detail as will clearly identify relevant time changes and costs.

25.2 Pursuant to paragraph 1.23 (e) of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit, the Procuring Agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Agency's inspection and audit rights constitute a prohibited practice subject to contract termination.

**26. Reporting
Obligations**

26.1 The Consultant shall submit to the Procuring Agency the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.

**27. Proprietary Rights
of the Procuring
Agency in
Reports and
Records**

27.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency.

27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Agency's prior written approval to such agreements, and the Procuring

Agency shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

28. Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Consultant by the Procuring Agency, or purchased by the Consultant wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Consultant or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. Code of Conduct

29.1 The Procuring Agencies and the Consultant are bound to follow the Code of Ethics issued by the Authority.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

30. Description of Key Experts

30.1 The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in Appendix B.

30.2 If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in Appendix B may be made by the Consultant by a written notice to the Procuring Agency, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments

shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 38.2.

30.3 If additional work is required beyond the scope of the Services specified in Appendix A, the estimated time-input for the Key Experts may be increased by agreement in writing between the Procuring Agency and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 38.2, the Parties shall sign a Contract amendment.

31. Replacement of Key Experts

31.1 Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. Removal of Experts or Sub-consultants

32.1 If the Procuring Agency finds that any of the Experts or Sub-consultant:

- (a) persists in any misconduct or lack of care;
 - (b) carries out duties incompetently or negligently;
 - (c) fails to comply with any provision of the Contract;
 - (d) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works; or
 - (e) undertakes behavior which breaches the Code of Conduct;
- the Consultant shall, at the Procuring Agency's written request, provide a replacement.

32.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Consultant to provide a replacement.

32.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.

32.4 Subject to the requirements, and notwithstanding any requirement from the Procuring Agency to request a replacement, the Consultant shall take immediate action as appropriate in response to any violation of (a) through (e) above. Such immediate action shall include removing (or causing to be removed) from carrying out the Services, any Expert who engages in (a) to (e) above.

32.5 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE PROCURING AGENCY

33. Assistance and Exemptions

33.1 Unless otherwise specified in the SCC, the Procuring Agency shall use its best efforts to:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Procuring Agency's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to

practice their profession or to establish themselves either individually or as a corporate entity in the Procuring Agency's country according to the applicable law in the Procuring Agency's country.

- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Procuring Agency's country, of bringing into the Procuring Agency's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the SCC.

34. Access to Project Site

34.1 The Procuring Agency warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Agency will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

35. Change in the Applicable Law Related to Taxes and Duties

35.1 If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 39.1

36. Services, Facilities and Property of the Procuring Agency

36.1 The Procuring Agency shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference

(Appendix A) at the times and in the manner specified in said **Appendix A**.

36.2 In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix A, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 36.

37. Counterpart Personnel

37.1 The Procuring Agency shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Agency with the Consultant's advice, if specified in **Appendix A**.

37.2 Professional and support counterpart personnel, excluding Procuring Agency's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Agency shall not unreasonably refuse to act upon such request.

38. Payment Obligation

38.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Agency shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

39. Contract Price

39.1 The Contract price is fixed & affirm and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.

39.2 Any change to the Contract price specified in Clause GCC 39.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC

16 and have amended in writing the Terms of Reference in **Appendix A**.

40. Taxes and Duties

40.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

40.2 As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring Agency on behalf of the Consultant.

41. Currency of Payment

41.1 Any payment under this Contract shall be made in the currency (ies) of the Contract.

42. Mode of Billing and Payment

42.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 39.1.

42.2 The payments under this Contract shall be made in lump-sum instalments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the SCC.

42.2.1 Advance payment: is not Applicable

42.2.2 The Lump-Sum Installment Payments. The Procuring Agency shall pay the Consultant within sixty (60) days after the formal acceptance by the Procuring Agency of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Procuring Agency does not approve the submitted deliverable(s) as satisfactory in which case the Procuring Agency shall provide comments to the Consultant within fifteen (15) days period of the receipt of the respective deliverable (s). The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

42.2.3 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

42.2.4 With the exception of the final payment under 38.2.2 and 38.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

- 43. Interest on Delayed Payments** 43.1 Not Applicable

G. FAIRNESS AND GOOD FAITH

- 44. Good Faith** 44.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

- 45. Amicable Settlement** 45.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

45.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 46 shall apply.

- 46. Dispute Resolution** 46.1 Any dispute of any kind whatsoever shall arise between the Authority and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Project -whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract - the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

46.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC sub-clause 45.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Project. Arbitration proceedings

shall be conducted in accordance with Arbitration Act 1940.

46.3 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Service Provider any monies due the Service Provider.

Special Conditions of Contract

[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]

SSC Clauses#	GCC Clauses#	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1	1.1(a)	The Contract shall be construed in accordance with the law of <u>Islamic Republic of Pakistan.</u>
2	3.1	The laws of the Government of Pakistan
3	4.1	The language is: <u>English</u>
4	6.1 and 6.2	<p>The addresses are:</p> <p>Procuring Agency: <div style="text-align: center;"><u>Director General (CT)</u> BENAZIR INCOME SUPPORT PROGRAMME (BISP)</div> </p> <p>Consultant: _____ <div style="text-align: center;">=====</div></p>
5	8.1	Not Applicable
6	9.1	<p>The Authorized Representatives are:</p> <p>For the Procuring Agency: ----- <u>Director General (CT)</u> Benazir Income Support Programme (BISP)</p> <p>For the Consultant: =====</p>
7	11.1	<p><u>The effectiveness conditions are the following:</u></p> <p>The contract shall become effective on the date (the “Effective Date”) of the signing of the Contract by both the parties i.e. the Procuring Agency and the Consultant, if the Consultant failed to sign the contract within the time stipulated in “Award of Contract Notification or Letter “without conveying any justifiable reason, the contract shall become</p>

		<p>effective from the last date mentioned of date of Award of Contract Letter/Notification of Award. Punitive actions as per these documents and applicable law shall come in to action.</p> <p>Confirmation of Key Experts' shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert his/herself, in original before the signing of the contract.</p> <p>The Procuring Agency shall not accept any delay in confirming the availability of proposed key staff by the Consultant. Any delay shall be attributed towards the provisions of <u>GCC and SCC Clause 12.</u></p>
8	12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be: <u>Thirty (30) Days</u></p>
9	13.1	<p>Commencement of Services: <u>Within Ten (10) days after effectiveness of Contract.</u></p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert.</p>
10	14.1	<p><u>Expiration of Contract:</u></p> <p>The time period for expiry of Contract is: Six Months, beginning from the date of effectiveness of Contract. The Contract execution period if necessitated may be further extended with the consent of both the parties as and when required on the bases of well justifiable and evident reasons all at the discretion of BISP.</p>
11	19	<p>The provisions of this contract which expressly or by implication are intended to survive its termination or expiry will survive and continue to bind the parties. Inter alia, the provisions of SCC 17, GCC 17 shall prevail in both letter and spirit.</p>
12	21 b.	<p>The Procuring Agency reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3 : <u>Yes</u></p>
13	23.1	<p>No additional provisions.</p>
14	24.1	<p>The insurance coverage (acceptable to BISP) against the risks shall be as follows:</p>

		<p>The Consultants shall provide insurance coverage from companies enlisted with Pakistan Credit Rating Agency Limited/Equivalent, with A rating or above. The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance with a minimum coverage of an amount <u>equivalent to the Contract Price in Pak Rupees - if applicable and required by BISP</u>;</p> <p>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Procuring Agency's country by the Consultant or its Experts or Sub-consultants, <u>with a minimum coverage of "in accordance with the applicable law in the Procuring Agency's country"; - if applicable and required by BISP.</u></p> <p>(c) Third Party liability insurance, with a minimum coverage of <u>"in accordance with the applicable law in the Procuring Agency's country"; -if applicable and required by BISP.</u></p>
15	27.1	No additions to the GCC provisions.
16	27.2	<p>The documents/reports/maps/data and/or software etc. which shall be used by the Consultant may contain highly sensitive data. Thus, the Consultant shall not use any of the documents/ reports/maps/data and/or software etc. which are either property of BISP or shall be prepared for this assignment for purposes unrelated to this Contract without the prior written approval of the Procuring Agency.</p> <p>A certificate to this effect shall be provided by the Consultant whenever the Procuring Agency shall require.</p> <p>All documents/reports/maps/data and/or software etc. shall invariably become and remain the property of BISP, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all original documents back to the Procuring Agency, together with a detailed inventory thereof. This would be a pre-condition for materialization of final payment.</p> <p>The Consultant shall obtain the Procuring Agency's prior approval in writing before making any proceedings of the assignment public/sharing with media. BISP shall have the ownership of the</p>

		<p>deliverables generated for the assignment. Procuring Agency. The provisions of Non-Disclosure Agreement (NDA) at Appendix D and Integrity Pact at Appendix E shall prevail in true letter and spirit.</p> <p>The Consultant shall require to have proper contract agreement with all the staff including Key and Non-Key Experts. The said contract agreements shall be invariably shared by the Consultant with the Procuring Agency whenever those are asked / required.</p> <p>The Consultant will minimize multiple replacements of personnel and the Procuring Agency shall have the right to determine and terminate the Contract in the case of multiple replacements affecting the performance of consultants and project deliverables.</p> <p>In the event of replacement, the Consultant will forward three (03) CVs for Procuring Agency's approval within seven (07) working days. If the Consultant fails to forward CVs within seven (07) working days or upon Procuring Agency's approval of the replacement, fails to mobilize the replacement within 15 working days; the Procuring Agency shall deduct 0.1% of the total cost of Remuneration agreed for the particular expert/personnel, per day up to maximum of 30 days. Upon lapse of said time period, if the Consultant fails to make available the Key Staff, the Contract shall be liable to termination.</p>
17	28	Not applicable
18	39	This is a lump sum contract; hence time-charge details of the consultant are not needed.
19	40	<p>The Contract price is: PKR -----] Exclusive of local indirect taxes (GST).</p> <p>The General Sales Tax (GST), chargeable in respect of this Contract for the Services provided by the Consultant, shall be charged by the Consultant in their respective invoices which shall be dealt with as per the applicable taxation laws (borne by BISP). Any additional modality, if applicable, shall also be adhered to.</p> <p>The amount of such taxes (GST) is -----to be finalized at the Contract's negotiations on the basis of the Consultant's Financial Proposal.</p>

20	40.1 and 40.2	<p>Indirect Taxes, VAT, GST, Sales tax on services will be treated <u>in accordance with the applicable laws in Pakistan.</u></p> <p>All payments will be subject to verification and approval of deliverables by an authorized officer(s) of BISP, the CT Wing, or designated BISP-Committee(s). Payments shall be made according to the schedule corresponding to each deliverable, as defined and detailed in the Terms of Reference (TORs).</p> <p>The Consultant/Firm shall submit deliverable-based invoices to the Procuring Agency upon final approval, duly endorsed by the relevant unit or wing. Payment will be made within ninety (90) days of the Procuring Agency’s formal acceptance of the report.</p> <table border="1" data-bbox="462 772 1383 1780"> <thead> <tr> <th>Milestone(s)</th> <th>Payment (%)</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>Submission and acceptance of Inception Report</td> <td>-</td> <td>Within two weeks of the signing of the contract</td> </tr> <tr> <td>Submission and acceptance of complete Reconciliation Reports i.e., Completion of 100% work, of each PFI in the relevant time periods (2010-2019 & 2020-2024)</td> <td>34%</td> <td>Within four months of the signing of the contract</td> </tr> <tr> <td>Submission and on acceptance (by BISP Management) of Draft Final Report</td> <td>33%</td> <td>Within five months of the signing of the contract</td> </tr> <tr> <td>Submission & Acceptance (by BISP Management along with Satisfactory Completion Certificate) of Certified Final Reconciliation Report.</td> <td>33%</td> <td>Within six months of the signing of the contract</td> </tr> </tbody> </table> <p>Notes:</p>	Milestone(s)	Payment (%)	Timeline	Submission and acceptance of Inception Report	-	Within two weeks of the signing of the contract	Submission and acceptance of complete Reconciliation Reports i.e., Completion of 100% work, of each PFI in the relevant time periods (2010-2019 & 2020-2024)	34%	Within four months of the signing of the contract	Submission and on acceptance (by BISP Management) of Draft Final Report	33%	Within five months of the signing of the contract	Submission & Acceptance (by BISP Management along with Satisfactory Completion Certificate) of Certified Final Reconciliation Report.	33%	Within six months of the signing of the contract
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		BISP CT Wing/designated Committee will verify a deliverable and convey its acceptance to the Consultant/Firm within 20 working days of receipt of the deliverable in BISP. In case, the deliverable is not accepted, the reasons for non-acceptance will be communicated to the firm within the same 20 working days.												
21	42.2.1	<u>Advance Payment: Not Applicable.</u>												
22	42.2.4	<p>The account (s) for local currency is/are:</p> <table border="1"> <tr> <td>Account Title:</td> <td></td> </tr> <tr> <td>Account No:</td> <td></td> </tr> <tr> <td>ABA No:</td> <td></td> </tr> <tr> <td>Bank Name:</td> <td></td> </tr> <tr> <td>Branch Address:</td> <td></td> </tr> <tr> <td>Telephone No.</td> <td></td> </tr> </table>	Account Title:		Account No:		ABA No:		Bank Name:		Branch Address:		Telephone No.	
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23	43.1	Not Applicable												
24	44	48.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.												
25	46.1	<p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <p>Dispute Resolution</p> <p>i. If any dispute of any kind whatsoever shall arise between the Authority and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Project – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.</p>												

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the EPADS.vi. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Service Provider any monies due to the Service Provider. |
|--|--|---|

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Appendices

APPENDIX A – TERMS OF REFERENCE (TORs)

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Procuring Agency and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements; Procuring Agency's input, including counterpart personnel assigned by the Procuring Agency to work on the Consultant's team; specific tasks that require prior approval by the Procuring Agency.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 in the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]

APPENDIX B - KEY EXPERTS/TEAMS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

[Specify Hours of Work for Key Experts: List here the hours of work for Key Experts; travel time to/from the Procuring Agency's country; entitlement, if any, to leave pay; public holidays in the Procuring Agency's country that may affect Consultant's work; etc. Make sure there is consistency with Form TECH-6. In particular: one month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.]

**APPENDIX C - SUMMARY OF COST/PRICE SCHEDULE
LUMP SUM AND FIXED COST CONTRACT**

APPENDIX D: NON-DISCLOSURE AGREEMENT (NDA)

THIS NON-DISCLOSURE AGREEMENT (“NDA”) is made and entered into at F Block, Pak Secretariat Islamabad, Pakistan on the ____ day of ----, 2026;

BY AND BETWEEN

Benazir Income Support Programme (BISP), launched in in July 2008 by Government of Pakistan having its Head Quarter at Block-F Pak-Secretariat, Islamabad, (hereinafter called as the “Procuring Agency” which expression shall where the context admits, include successors-in-interest and assigns) of the **One Part:**

AND

M/s _____ having its office at _____, Pakistan, hereinafter referred to as the “Consultant”, which expression shall where the context so permits include its successors-in-office and permissible assigns of the **OTHER PART**.

(The Party on the One Part and Party on the Other Part shall hereinafter be collectively referred to as ‘Parties’ and individually as ‘Party’ as the context of this NDA requires).

WHEREAS,

1. The parties have entered into Contract Agreement dated ---, 2026 (the “Contract Agreement”) whereby, the Procuring Agency may have to disclose certain nonpublic and proprietary information in result of execution and subsequent operation of the Contract Agreement to the _____, which may fairly be considered to be of confidential nature including, but not limited to, methods, practices and procedures with which the Parties conduct their respective businesses, internal working, decisions or Standard operating Procedures (SOPs) which are not Public documents, strategies in dealing with the Operators, Licensees, licensee lists, contract terms methods of operation, software specifications, software codes, functionality, know how, and financial information etc. the Know-How, information pertaining to its principles, pricing policy, commercial relationship, negotiations or parties’ projects, affairs, finances or any information in respect of which the parties are bound by an obligation of confidentiality to any third party.

2. The Parties are desirous to set the terms and conditions hereunder and sign this NDA.

NOW, THEREFORE THIS AGREEMENT WITNESSETH, for good and valuable consideration, it is hereby agreed between the parties as under;

1. Under this Agreement the Consultant is under an obligation to keep all such information that is disclosed in the course of the contract and after completion of the term with BISP, confidential and not to use it to the detriment of the Authority. In particular, the Consultant shall not use it for, or disclose it to, any of its new employer or Procuring Agency.
2. Any unauthorized disclosure or use of the Authority's confidential information could lead to litigation against the Consultant and any new employer.
3. Definition of Confidentiality. In addition to the definition used in the Agreement, "Confidential Information" refers to any information which has commercial value and is either
 - (i) technical information, including patent, copyright, trade secret and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and functions of the Procuring Agency, or
 - (ii) non-technical information relating to Procuring Agency's functions, responsibilities, operations including, without limitation, plans and strategies, finances, financial and accounting data and information, suppliers, stakeholders, purchasing data, strategically plans and any other information which is proprietary and confidential to Procuring Agency.
4. Nondisclosure and Non-use Obligations. Subject to confidentiality clause under the Agreement, the Consultant will maintain in confidence and will not disclose, disseminate or use any Confidential Information belonging to Procuring Agency, whether or not in written form. Consultant agrees that Consultant shall treat all Confidential Information of Procuring Agency with at least the same degree of care as Consultant accords its own Confidential Information. Consultant further represents that Consultant exercises at least reasonable care to protect its own Confidential Information. The Consultant agrees that Consultant shall disclose Confidential Information only to those of its employees who need to know such information and certifies that such employees have previously signed a copy of this Agreement.
5. Survival. This Agreement shall govern all communications between the Parties. Consultant understands that its obligations under Paragraph 4 ("Nondisclosure and Non-use Obligations") shall survive for at least five (5) years after the termination or expiry of the Agreement. Upon termination of any relationship between the Parties, Consultant will promptly deliver to Procuring Agency, without retaining any copies, all documents and other materials furnished to Consultant by Procuring Agency.
6. Governing Law. This NDA shall be governed in all respects in accordance with the laws of Pakistan.

7. The Consultant agrees and undertakes that upon termination of the Agreement by the Procuring Agency.

a. shall return to Procuring Agency all documents and property of Procuring Agency, even if not marked "confidential" or "proprietary," including but not necessarily limited to drawings, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to Procuring Agency, or in any way obtained by the Consultant during the course of the Agreement and shall not retain copies, notes or abstracts of the foregoing.

b. The Procuring Agency may notify any future or prospective employer or third party of the existence of this Agreement.

c. Injunctive Relief. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to Procuring Agency for which there will be no adequate remedy at law, and Procuring Agency shall be entitled to injunctive relief and/or a decree for specific performance and such other relief as may be proper (including monetary damages if appropriate).

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates written below.

For and on Behalf of Procuring Agency: Benazir Income Support Programme (BISP)	For and on behalf of Consultant: (M/s =====)
Signed by _____	Signed by _____
Seal _____	Seal _____
Witness _____	Witness _____

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

Contract No. _____

Dated _____2026

Contract Value: **Rs.** _____

Contract Title:

M/s _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from BISP or any administrative subdivision or agency thereof or any other entity owned or controlled by BISP through any corrupt business practice.

Without limiting the generality of the foregoing, **M/s** _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Organizations, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from BISP, except that which has been expressly declared pursuant hereto.

M/s _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with BISP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to BISP under any law, contract or other instrument, be voidable at the option of BISP.

Notwithstanding any rights and remedies exercised by BISP in this regard, **M/s** _____ agrees to indemnify BISP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to BISP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **M/s** _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from BISP.

For and on behalf of 'Procuring Agency/ **Benazir**
Income Support Programme (BISP)

For and on behalf of **M/s** _____

Signature: _____

Signature: _____

APPENDIX F: MINUTES OF THE CONTRACT NEGOTIATIONS

Request for Proposal Document ENDS
HERE!
