



**NATIONAL TELECOMMUNICATION
CORPORATION**

HEADQUARTERS G-5/2, ISLAMABAD

e-Bidding documents

FOR

**Provision of Support and Supply Services for 03 x Passenger
Elevators make Hyundai Installed at NTC HQ's G-5/2 Islamabad**

Through EPADS (www.eprocure.gov.pk)

e-Tender Notice # HQ/ADV-50/2025-26

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Provision of Support and Supply Services for 03 x Passenger
Elevators make Hyundai Installed at NTC HQ's G-5/2 Islamabad



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SECTION-I**INSTRUCTIONS TO THE BIDDERS****1 INVITATION TO e-BIDS****Tender Notice No. HQ/ADV-50/ 2025-26**

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

Tender No.	Description of Service	Last Date & Time of Bid Submission	Bid Opening Date & Time
50	Provision of Support and Supply Services for 03 x Passenger Elevators make Hyundai Installed at NTC HQ's G-5/2 Islamabad	02-07-2026 @ 1100 Hrs	02-07-2026 @ 1130 Hrs

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

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

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

Director (Procurement)

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

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

www.ntc.net.pk

2 INTRODUCTION

National Telecommunication Corporation (NTC) was established on 1st January 1996 through Pakistan Telecommunication (re-organization) Act 1996 Under section 41 (Chapter V) of the subject Act. NTC provides Telecommunication Services to its designated customers in accordance with the rights and privileges granted to the Corporation vide Pakistan Telecommunication (re-organization) Act 1996 and the license issued by the Pakistan Telecommunication Authority (PTA). NTC is registered with Federal and all Provincial Sales Tax Authorities like Punjab Revenue Authority, Sindh Revenue Board, Baluchistan Revenue Authority and Khyber Pakhtunkhwa Revenue Authority.

3 SCOPE OF WORK

- 3.1 NTC, public sector Corporation providing IT / Telecommunication services of the Government, intends to hire Services and Maintenance contract of 03 x passenger lifts Installed at NTC Headquarters building G-5/2 Islamabad from firm(s) possessing relevant experience of providing similar services to other government organizations / reputable private organizations in Pakistan & registered with taxation department of Pakistan as active taxpayer and also registered with relevant government authorities. The firms must have the lift / elevators expert human resource having relevant experience.
- 3.2 Bill of Quantity (BOQ) SLA and spares is attached as [Annex-A](#) & [Annex-B](#) respectively.
- 3.3 The scope of SLA is attached as [Annex-C](#).

4 QUALIFICATION CRITERION OF BIDDERS

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

- 4.1 The firms must be registered with FBR and the status of firm for Income Tax must be "active" and for Sales Tax as "operative".
- 4.2 The firm must have an office in Islamabad or in Rawalpindi. Preference shall be given to Islamabad based firm(s) as they can better meet response time as per SLA requirement.
- 4.3 The firm must have previous experience of similar service provisioning; related documents depicting experience must be submitted with the bid.
- 4.4 The firm must provide an undertaking on at-least PKR 200/- Judicial Paper of the following:
 - a) The firm is not black listed from any government organization or PPRA.
 - b) The firm does not have any linkage with India and/or Israel regarding ownership, sponsoring, IT support and operations.
- 4.5 The bidder must fully comply to the tender clauses as per [Annex-D](#).

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

5 COST OF TENDERING

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

6 CLARIFICATIONS OF TENDER DOCUMENTS

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

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

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

7 AMENDMENT OF TENDER DOCUMENTS

7.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify or amend the tender documents by issuing an amendment on EPADS.

7.2 Any amendment thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an amendment into account in preparing their bids, the NTC may at its discretion, extend the deadline for submission of bids if deemed necessary.

8 PREPARATION OF BID

8.1 Bid should be prepared in accordance with **“Single Stage-One Envelope”** procedure.

- Bid documents and all correspondence will be in English language.
- The scanned copy (PDF) of the bid along with bid security shall only be submitted online on EPADS. No hard copies of the bid shall be entertained.
- All pages of the bid must be sequentially numbered and the bidder is required to create a clear table of contents referencing the relevant page numbers and mark each supporting document with corresponding page numbers.
- All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the bidder.

8.2 Following documents shall be submitted with the bid:

- Duly filled Bill of Quantity as per [Annex-A](#) & [Annex-B](#);
- Duly filled Commercial compliance statement as per [Annex-D](#);
- Valid Bid Security;
- Documentary evidence and certificates as per Qualification Criteria; and
- Company Profile.

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

9 PRICE

- 9.1 Prices should be quoted in Pak Rupees on DDP basis as per [Annex-A](#) & [Annex-B](#).
- 9.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity. Any overwriting will lead to cancellation of bid at the time of opening.
- 9.3 The quoted price should include all the applicable government taxes, custom duties, in-land transportation, & any other applicable charges.
- 9.4 The prices should be valid for duration of the contract i.e. Three (03) Years.
- 9.5 It is mandatory that the rates / prices shall be entered against each item in the Bill of Quantity (BOQ) at [Annex-A](#) & [Annex-B](#).
- 9.6 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 9.7 Price of any or all items quoted in a currency other than PKR shall be converted into PKR and for calculation purpose conversion rate (i.e. selling) prevailing on the date of tender opening shall be applied.

10 BID SECURITY

- 10.1 The bidder shall furnish bid security / earnest money amounting to **PKR. 30,000/- (Pak Rupees Thirty Thousand Only)** in the form of Pay Order or Deposit at Call or a Bank guarantee as per [Annex-E](#) issued by a scheduled bank of Pakistan in favor of Managing Director NTC valid for a period 28 x days beyond the bid validity date.
- 10.2 The Original Bid Security shall be delivered in person or sent by the registered mail which should reach the office of Director (Procurement) Room # 05, Ground Floor, NTC HQ, G-5/2 Islamabad on or before **1100 Hours on July 02, 2026**. Any online bid for which original bid security does not reach before deadline of the bid shall be rejected by the NTC as non-responsive.
- 10.3 Scanned Copy of bid security shall be uploaded by the bidder on EPADS before deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as non-responsive.
- 10.4 The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of tender security whichever is earlier. The bid securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 10.5 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed contract agreement.
- 10.6 All correspondence regarding release/extension of bid security shall be made with Director (Procurement) NTC HQ.
- 10.7 The bid security may be forfeited:
 - a. If a bidder withdraws his bid during the period of bid validity.
 - b. If the bidder does not accept the correction of their bid price.
 - c. In the case of successful bidder, if bidder fails to furnish the required performance security or sign the contract agreement.
 - d. If bidder does not respond timely to the clarifications called by NTC.

11 VALIDITY OF BIDS

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

12 DEADLINE FOR SUBMISSION OF BID

- 12.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. www.eprocure.gov.pk on or before **1100 Hours on July 02, 2026**.
- 12.2 The bidders are required to follow procedure of EPADS and for any clarification/assistance regarding EPADS they may contact PPRA Helpline UAN: 051-111-137-237.
- 12.3 Bid received other than EPADS i.e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted by NTC.

13 OPENING OF BID

- 13.1 The NTC tender committee will download the bids at **1130 Hours on July 02, 2026** in the presence of bidders' representatives who choose to attend, at NTC HQ G-5/2 Islamabad.
- 13.2 The bidder's name, bid prices, any discount, the presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.
- 13.3 NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.
- 13.4 NTC reserves the right to reject any one or all bids as per Public Procurement Rules, 2004 33(1).

14 RESPONSIVENESS OF BIDDERS

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

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

15 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

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

15.4 Qualification Evaluation Criteria:

In first step, the received bids shall be evaluated on qualification criteria mentioned as per [clause 4](#) above. The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**

15.5 Quality Evaluation Criteria:

It will be examined in detail whether the bidder complies the SLA terms defined in [Annex-A](#) & [Annex-C](#) and whether the quoted spares by the bidder comply the quality and size/description as enunciated in [Annex-B](#). For this purpose, the bidder's data will be compared with terms and conditions set forth in the tender documents; supported documents & clarification will be sought in case compliance is not evident from the literature / documents. **Any bidder whose bid does not comply to the quality criteria will be rejected by NTC.**

15.6 Cost evaluation criteria:

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

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

15.8 Bids shall be evaluated on "as-a-whole" basis as per BoQ at [Annex-A](#) & [Annex-B](#) cumulatively.

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

16 CLARIFICATIONS / CORRECTIONS OF BID

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

16.2 Arithmetical errors will be rectified on the following basis:

"If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected."

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

17 VARIATION ORDER

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

18 COMMERCIAL COMPLIANCE STATEMENT

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

19 AWARD CRITERIA & NTC'S RIGHT

- 19.1 The contract will be awarded to Most Advantageous Bidder on as-a-whole basis.
- 19.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

20 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

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

SECTION-II

TERMS & CONDITIONS OF CONTRACT

1 PERFORMANCE SECURITY

- 1.1 The successful bidder shall furnish to the NTC a performance amounting to **PKR.50,000/- (Pak Rupees Fifty Thousand Only)** in the shape of Pay order or CDR or bank guarantee valid for a period of 39 months as per **Annex-F** prior to signing of contract.
- 1.2 Failure of the successful bidder to furnish performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security.
- 1.3 Performance security shall be released upon successful completion of three-year contract period.
- 1.4 All the correspondence regarding release of performance guarantee shall be made with Director (Procurement) NTC HQ.

2 CONTRACTORS RESPONSIBILITIES

The contractor shall supply the store in accordance with this contract. Contractors responsibilities include but not limited to:

- 2.1 The contractor shall be responsible for periodic maintenance as per SLA.
- 2.2 The contractor shall ensure packing and labeling for safe transportation and identification of store.
- 2.3 The contractor shall coordinate with ultimate consignee for delivery at site.
- 2.4 The contract shall not subcontract the whole of the works. The contractor shall not subcontract any part of the works without consent of NTC.

3 NTC RESPONSIBILITIES

NTC shall coordinate and facilitate the contractor for smooth supply of store in accordance with this contract:

- 3.1 NTC ultimate consignee shall be responsible to inspect and accept the delivered store by issuing acceptance certificate.
- 3.2 NTC shall be responsible to process invoices for payment.

4 TRANSPORTATION / PACKING

All types of transportation for delivery of store at final destination will be the responsibility of the contractor. Contractor shall ensure proper packing of store to avoid deterioration of store etc.

5 COMMENCEMENT OF SERVICES

- 5.1 The Contract shall come into force from the date of signing by both parties.
- 5.2 The Contractor and Ultimate Consignee shall mutually decide the maintenance schedule for monthly services for each elevator.

6 CONTRACT DURATION

- 6.1 Contract agreement for a period of three (03) years on DDP site basis will be signed. The unit prices quoted by the contractor shall remain valid for a period of three (03) years from the date of signing of contract.

- 6.2 The contractor shall provide SLA services as defined in [Annex-A](#) and [Annex-C](#) for the whole duration of the contract while NTC may require spares as defined in [Annex-B](#) from the contractor on as and when required basis.
- 6.3 Project Director shall place purchase order(s) for spares on as and when required basis and the contractor shall be bound to complete the delivery within 02 to 04 Weeks, as defined in the PO.

7 WARRANTY

The contractor will warrant that the store supplied under the contract is brand new, un-used, and incorporates all recent improvements in design and materials and of good quality. **(The contractor shall also furnish an undertaking that the store supplied is not stolen or smuggled).**

8 ACCEPTANCE CERTIFICATE(S)

- 8.1 **SLA Services:** Project Director shall issue an Acceptance Certificate in favor of contractor at the end of each month upon receipt of satisfactory service report from Ultimate Consignee.
- 8.2 **Spares:** Ultimate Consignee or their representative(s) will inspect and accept the store after delivery at site. An acceptance Certificate shall be issued by Project Director upon successful inspection by Ultimate Consignee or their representative.
- 8.3 Any discrepancies found will be intimated to the contractor who will arrange to sort out the discrepancy at the earliest but not later than fourteen working days, from the date when he is informed about the discrepancy.
- 8.4 Shortage of any quantity will also be pointed out and will be intimated to the contractor accordingly.
- 8.5 If any discrepancy is observed in the offered store by NTC, then delay will be attributed towards the contractor till the removal of discrepancies.

9 LIQUIDATED DAMAGES

Unless the failure to complete the delivery of spares is caused by force majeure or delay is not on part of NTC, the contractor shall pay to NTC as liquidated damages a sum up equivalent to @ 02% per week of the value of delayed store to maximum of 10% of total purchase order value and the same will be recovered from the Contractor at the time of payment. In case of force majeure the LD charges may be waived off by NTC on receipt of request from contractor with documentary evidences. If the delay is on the part of NTC, and agreed by NTC, then for that time no liquidated damages will be paid to NTC. NTC shall have discretion to impose/waive off LD Charges based on the performance of contractor.

10 PAYMENT

- 10.1 **SLA Services:** Quarterly payment shall be made to contractor upon successful provisioning of SLA services as per Annex-A which shall be proved by Acceptance Certificates issued by Project Director.
- 10.2 **Spares:** 100% payment shall be payable to contractor upon successful delivery of spares against placed P.O which shall be proved by Acceptance Certificate issued by Project Director.
- 10.3 The Contractor will submit the commercial invoice & sales tax invoice in triplicate to Ultimate Consignee. The Contractor will clearly mention NTN & GST number of

both supplier & purchaser on the invoice (NTC NTN # 1218153-6, NTC GST # 07-01-9802-013-64). Taxes will be deducted as per government rules.

- 10.4 All payments shall be made by Finance Wing NTC HQs through Project Director.
- 10.5 Taxes will be deducted as per government rules at the time of payment.

11 DEFAULT BY CONTRACTOR

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

12 ARBITRATION AND GOVERNING LAW

- 12.1 This Agreement shall be governed under Pakistani law and the Courts at Islamabad shall have exclusive jurisdiction over any matter that may be referred to a Court under this Agreement.
- 12.2 In the event that any dispute arises between the Parties under this Agreement, one Party shall issue notice to the other Party to mutually negotiate a resolution to the dispute. If the negotiations fail to resolve the dispute within seven (7) days of receipt of the notice, the dispute shall be referred to the Managing Director, National Telecommunication Corporation ("MD") or his nominee who shall provide a personal hearing to Contractor and render a decision thereon within a period of thirty (30) days. In the personal hearing conducted pursuant to this clause, the Contractor shall not be represented by a legal practitioner within the meaning of the Legal Practitioners and Bar Councils Act, 1973.
- 12.3 If the Contractor is aggrieved of the decision of the MD or his nominee rendered under clause (11.2) hereof, the Contractor may refer the dispute to arbitration within thirty (30) days of the date of the decision of the MD or his nominee under the Arbitration Act, 1940 or any law that the Arbitration Act, 1940 is repealed, amended, or modified by at the time of referral of the dispute to arbitration. The arbitration shall be conducted before a Sole Arbitrator to be appointed by the consent of the Parties. The seat and venue of arbitration shall be at the National Telecommunication Corporation Headquarters, Sector G-5/2, Islamabad. The arbitration and the award thereof shall be conducted in the English language.
- 12.4 The costs and fees of the Sole Arbitrator shall be shared by the Parties equally. A Party shall bear the costs and fees of its legal practitioners and other personnel that a Party engages for the arbitration unless otherwise awarded by the Sole Arbitrator.

13 FORCE MAJEURE

- 13.1 The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 13.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused

but for no longer period and such cause shall as for as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

- 13.3 The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.
- 13.4 The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 12 (twelve) months from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.
- 13.5 If a Force Majeure situation arises, the Contractor shall promptly notify NTC in writing of such conditions and the cause thereof. Unless otherwise directed by NTC in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14 TERMINATION FOR INSOLVENCY

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

15 TERMINATION FOR CONVENIENCE

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

16 PROJECT DIRECTOR/ULTIMATE CONSIGNEE

Role	Designation
Project Director	DD (Civil) NTC HQs
Ultimate Consignee	AD (E&M) NTC HQs

17 DEBARMENT / BLACKLISTING OF FIRM

- 17.1 As per clause-19 of the PPRA rules 2004, NTC reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts: -
- Consistent failure to provide satisfactory performance.
 - Contractor becomes insolvent.
 - Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
 - Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
 - Commission of fraud.
 - Contractor abandons the contract.
 - Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
 - Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
 - Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc, giving false evidence, furnishing of false information of serious nature.
- 17.2 Managing Director NTC will constitute a committee comprising of three NTC officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of Managing Director NTC.
- 17.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NTC also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

18 INTEGRITY

- 18.1 The Contractor hereby declares that it has not obtained or induced the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract from Government of Pakistan or any administrative subdivision or agency thereof or any other owned or controlled by it (GoP) through any corrupt business practice.
- 18.2 Without limiting the generality of the foregoing the Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of this Contract or a right, interest,

privilege or other obligation or benefit under this Contract in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

- 18.3 The Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this clause.

19 DECLARATION OF BENEFICIAL OWNERS' INFORMATION

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

ANNEX-A: SLA SERVICES BOQ

Description	Qty	A/U	Unit Price per Month without Tax	Unit Price per Month with Tax	Total Price per Month with Tax
Service Level Agreement- Monthly maintenance and fault rectification as per scope defined in Annex-C Make: <i>Hyundai</i> No of floors Basement, Ground, + 5 Car capacity 1000 Kg Speed 90 m/min	03	Job			
Total Price with Service Tax for Three Year (i.e. 36x Months)					

ANNEX-B: SPARES BOQ

Item #	Description	A/U	Approx Qty	Unit Price without Tax	Unit Price with Tax
1	Door Drive inverter Hyundai	No	01		
2	Door Roller	No	10		
3	Cabin Shoe	No	04		
4	Counter- Weight Shoe	No	01		
5	Door Safety	No	02		
6	Door Lock	No	02		
7	LOP Button	No	10		
8	COP Button	No	10		
9	Power Supply	No	01		
10	Oil Cup	No	02		
11	Leveling inductor	No	01		
12	Door Spring	No	08		
13	Dismantling of old Pulley installation of new pulley	Job	01		
14	Repairing of main gear including the replacement of gear seals, adjustment of bearing and reinstallation / fixing of the gear box.	Job	01		
15	Gear oil	liter	10		
Total Price with Tax					

Note: Above listed quantities are approximate and spares will only be procured on as and when required basis.

ANNEX-C: SERVICE LEVEL AGREEMENT

1 MONTHLY MAINTENANCE

The contractor shall carry monthly maintenance of 3x elevators installed at NTC HQs under intimation to the Ultimate Consignee in accordance with maintenance checklist defined below:

- a. To turn grease cups for speed governors and compensating pulleys
- b. To check and oil selectors
- c. To top up rail lubricators
- d. To clean ropes oil if necessary
- e. To clean traction motor brushes, brush holders and internal frame. Adjust slip rings if necessary. Check commutators.
- f. To oil electric brake pins
- g. To oil all pins of door operation and door opening mechanisms
- h. To clean hoist way, beams slow down cams, outside cages, rails and counterweight rails.
- i. To clean, oil and adjust door closer and levers
- j. To check and repair operation of weighting devices.
- k. To clean main sheave, secondary sheaves and rope sheaves on car top and Counterweight top.
- l. To clean and repair brake wheels and shoes
- m. To oil compensating rope tensioning pulleys.
- n. To check all bearing oils, oil rings, oil chains, etc. All machines should be carefully Checked and repaired for abnormal temperature rise.
- o. To check and repair all relays and contacts as wells as their movements and repair as necessary.
- p. To clean traction machines, relays panels, control panel, starter panels, selectors, governors, car top, car gates, sills and pits.
- q. To check brake action and adjust if necessary
- r. To check and repair movement of door switches, gate switches and emergency stop switches.
- s. To check and repair indicator lamps and indicator
- t. To check and repair lights, buzzer and car lights
- u. To check and adjust leveling differences, brake slippage, acceleration, deceleration and riding comfort.
- v. To check and repair movements of car control buttons, switches.

2 FAULT RECTIFICATION

The contractor shall be responsible for ratification of faults in accordance with targets defined hereunder:

Sr.	Fault Type	Classification	Response time Minutes/Hours	Resolution time Minutes/ Hours/ Days	Reports, Daily/ Fortnightly, Monthly
1	Passenger trapped in elevator	Critical	15-30 minutes	Within 30 minutes	Monthly
2	Elevator completely out of service	Major	1-4 hours	4-24 hours	
3	Major operational fault	Major	2-8 hours	4-24 hours	
4	Minor faults (lift car/hall buttons, indicators, fans, door adjustments etc.)	Minor	Same day or next business day	48-72 hours	

3 PENALTIES

A penalty of PKR. 5,000/- per day shall be imposed on noncompliance of above response and resolution times. If delay continues, for more than three days; then 3rd party will be called to fix the problem and cost of the same will be borne by the contractor.

ANNEX-D: COMMERCIAL COMPLIANCE STATEMENT

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

ANNEX-E: BID SECURITY FORMAT

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

To,

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

Dear Sir,

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

WE HEREBY AGREE AND UNDERTAKE:

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

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

Yours faithfully,

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



ANNEX-F: PERFORMANCE BOND FORMAT

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

FROM: _____

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

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

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

WE HEREBY AGREE:

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

Dated This Day of

Authorized Signature:

& Seal of bank



ANNEX-G: DECLARATION OF BENEFICIAL OWNER INFORMATION

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

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

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

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

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

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

Name & signature

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