



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

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RFQ No	CS20043SI	
DATE	23.09.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018359

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

08.10.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: Digital Data Scanning and uploaded to PSO Server Portal For (Commercial Function South)at PSO House.

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	Digital Data Archiving(Scanning Service)	PSO House				
1.01	Digital Archiving (Scanning)		EA	1,200,000		
	Digital Data Scanning and PSO Server Portal Service					
	Digital Data Archiving and Record Management					
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	1) Introduction					
	PSO Commercial Function is seeking proposals from qualified vendors to provide Data Archiving and Record Management services as part of its paperless/digital transformation initiative.					
	2) Invitation to Bidders					
	PSO Commercial Function invites bids from eligible Bidders addressing the following areas:					
	a) Scanning of paper bases records					



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	b) Storage of scanned data c) Provision of File Archival & Retrieval d) Tagging/Identification of Individual Data within Scanned Record and Physical Files e) Integration with existing PSO Commercial Function system f) Warehouse Facility for physical record/file management 3) Scope of Work The bidding organizations are requested to go through the document and understand scope of job completely. The PSO wishes to appoint a reputable service provider for Digital Data Archiving & Record Management Solutions in order to have a smart solution with traceability and accessibility. The system must have the following key areas: 1.,,For Scanning of Documents: a) Data Entry: This means the manual input of data into the service provider system, necessary when digitizing physical records for electronic storage and retrieval. b) Boxes/Files Scanning: The process of converting physical records into digital formats through scanning, enabling easy access. c) Scanning / Digitization: Converting physical documents into digital formats through scanning, enabling easier access. d) Online Access - Web Portal: Providing a secure online platform or web portal for PSO to access the stored documents remotely, offering convenience and accessibility. e) Unique Identifier: Every file and page of the physical file will have a unique identifier on them once scanned and uploaded online. f) Reports: The generation of reports specific, providing insights into the record management activities. g) Migration of Online Records: PSO may ask the winning bidder to migrate stored files to any system of PSO. h) Return Reports: Reports generated to track the return of boxes or files to the storage facility or PSO House, ensuring accurate and timely					



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	documentation of the movement of records. i) Secure Destruction: Ensuring the secure and compliant destruction of documents that have reached the end of their retention period, protecting sensitive information from unauthorized access. j) Destruction Reports: Documenting the secure destruction of records ,providing a record of compliance and ensuring proper handling of sensitive information during the destruction process. k) Uninterrupted Services: Ensuring continuous and uninterrupted provision of online record management services, thereby guaranteeing the availability of e-documents whenever required by PSO. l) Development of Online Portal for Digital Data Archiving and Transfer Rights to PSO: The winning bidder will be responsible for developing an online portal for PSO to manage digital data and records throughout the contract period. Upon the contract's conclusion, the winning bidder must seamlessly transfer the online portal, its intellectual property rights and related assets and all associated data to PSO along with necessary documentation and training for continued management by PSO. 4) Condition for Contract /General Guidelines The Winning bidder shall agree to the following terms of references to provide services to PSO: a) PSO reserves the right to disqualify bidders who fail to submit complete and attach all the relevant documents required in tender documentation. b) PSO shall enter into a formal contract with the winning bidder only and reserves the right to terminate the contract at any given time of the tenure of the contract, if the performance of the Bidder is unsatisfactory. c) Bidders to ensure that their bid documents are submitted by or before the closing date and time. d) PSO reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required. e) PSO reserves the right to verify any information provided by the					



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	bidder and can visit business premises to verify the information. f) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified. g) The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSO shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds. h) The data file (physical and electronic) stored at premises of qualified bidder or/and on cloud, will remain the property of PSO. i) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which may be corrected by PSO at later stage. j) PSO reserves the discretionary right to opt for either one or both (Scanning OR Physical Record Keeping) of the services spelled out in the tender document. k) The bidder shall depute necessary machinery for scanning documents and uploading them onto the designated portal at PSO House, Karachi. This includes the provision of qualified and competent personnel to carry out the scanning and uploading tasks. The arrangement of complete machinery and equipment (at PSO House) i.e.: scanning, uploading<(>,<)> internet device, laptops/computers and related accessories etc. will be sole responsibility of the winning bidder. l) The bidder undertakes to complete the scanning and uploading of documents within the agreed-upon timeframe. The scope of work encompasses scanning and uploading of documents totalling up to 1 ,200,000 pages. The bidder commits to complete this task for one (1) Year after allocation of LOI. m) The responsibility lies with the winning bidder to provide hosting ,servers, and other necessary infrastructure where our data, images, and scanned papers will reside, which will be accessed by PSO personnel through portal provided by winning bidder. n) It is the winning bidder's responsibility to allocate hosting/cloud space to accommodate all scanned images/papers, regardless of their size, and ensure that there is sufficient storage capacity for winning bidder to store and PSO to fetch (via portal) all such images. The					



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	associated costs should be part of the bid, which should be included in the " Digital Archiving (Scanning) & Digital Archiving (Record Management) " in financial bid. o) Winning Bidder will maintain records for each Storage Item by logging both the barcode number on the Storage Item and the Storage Item reference number, when it is received by Winning Bidder. p) Where PSO has requested that a file or document be scanned, Winning Bidder staff will use their best endeavours to find the right document, scan it, and return it to the same file and box. q) The PSO will be responsible for handing over Files which will be stored/packed by Winning Bidder in Archive Boxes provided/arranged by Winning Bidder. r) Winning Bidder will not destroy Storage Items without written confirmation from the PSO and will continue to store documents indefinitely until instructed otherwise. Upon the conclusion of this agreement, the winning bidder is obligated to transfer all the data residing on the cloud/portal resulting from the scanning process to the PSO in a USB or hard drive. The data should be organized in separate folders for each account, with each image in either PDF or JPEG format, as specified by the PSO at the time of the contract's conclusion. 5) Service Order a. The winning bidder shall sign and execute the Service Order of PSO including any general conditions on the terms and conditions specified therein and shall provide the agreed services within the stipulated time agreed in the contract. b. If PSO cancel the contract during the contract period, a notice period of 1 month shall apply. c. In case of any dispute arises regarding the services, the decision of the PSO shall be considered final & binding. d. Failure to comply with any terms and conditions in the tender document and Service Order given out to the winning bidder could incur					



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	imposition of penalties as spelled out later in the contract. e. All the payments will be done on post monthly basis, after verification of satisfactory services ascertained by PSO. f. All taxes will be applicable/deducted in accordance with the applicable laws. 6) Delivery Timelines or Completion Date a) Unless agreed otherwise, Digital Data Archiving & Record Management Solutions shall be provided from the date of execution of the Service Order issuance till the completion of contracted period. b) After allocation of LOI, winning bidder will be required to promptly initialize the services as outlined in the tender document. 7) Default & Termination 7.1 If Service Provider defaults in the performance of, or compliance with, any term or condition of this Agreement, or is unable to perform its obligations under the Agreement, PSO may terminate this Agreement by written notice. Termination of this Agreement shall be effective thirty (30) days from the date of receipt of such notice, unless, within thirty (30) days after receipt of such notice, the Service Provider has (i)corrected the default; or (ii) if such default is capable of correction,has taken timely and reasonable steps to correct and will complete suchcorrection within another thirty (30) days. 7.2 PSO may immediately terminate this Agreement in the event the Service Provider, has engaged in illegal, indecent, immoral, harmful, or scandalous behaviour or activities that may directly or indirectly damage PSO's reputation or goodwill or violates any applicable laws both inside and outside Pakistan. 7.3 The contract may be terminated by PSO upon providing 30 days' prior written notice. Conversely, the winning bidder is required to furnish PSO with a written notice of 3 months prior to the termination of the contract from their end. 7.4 Upon termination under this Section above, PSO shall clear all					



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	outstanding dues for the Services carried out prior to the date of termination as per this Agreement if applicable, provided that PSO shall be entitled to refund of any part of the Consideration paid for the unfinished work, as at the date of termination. 8) Confidentiality & Data Security 8.1. The winning bidder acknowledges the sensitive nature of the data involved in the process of data archiving and file management and agrees to implement and maintain rigorous security measures to prevent any breaches of data security. The winning bidder shall take reasonable and appropriate measures to safeguard the confidentiality, integrity, and availability of all data, ensuring that access is granted only to authorized PSO personnel. In the event of any breach of data security<(> ,<(> the winning bidder shall promptly notify the PSO and take immediate corrective action. The winning bidder shall be held liable for any damages resulting from the breach of data security due to their negligence or non-compliance with the agreed-upon security protocols. This confidentiality and data security clause shall remain in effect both during and after the duration of the contract. 8.2. Any subcontractor and/or a third party appointed by the Service Provider shall abide by all the confidentiality obligations of this Agreement. 8.3. The confidentiality obligations shall survive termination and/or expiry of this Agreement and shall be valid for a period of One (01) year from the date of termination and/or expiry of this Agreement. 8.4. Service Provider shall fulfil all legal obligations under the applicable laws in connection with processing of Confidential Information including but not limited to personal data obtained from PSO under this Agreement. 9. FORCE MAJEURE 9.1. Neither Party shall be liable for any failure or delay in performance of its obligations under the Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable					



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	control, including without limitation, force majeure events like acts of God, earthquakes, fires, floods, any act of war, the act of terrorism<> ,<> strikes, riots, change of law, governmental action, epidemic or pandemic. 9.2. Notwithstanding the foregoing, in the event of the occurrence of such a force majeure event, the affected Party shall immediately notify the other Party, and both Parties shall mutually resolve the matter and reach a solution that benefits the Parties and allows the Parties to perform this Agreement to the maximum extent possible. If the Parties decide that the Services or any part thereof cannot be performed due to such an event, the Service Provider shall refund the relevant portion of the Fees on a pro-rata basis that has been paid by the Client to the Service Provider for the Services that have not been performed as a result of the Force Majeure Event, if applicable. 10) SERVICE AND PENALTIES SERVICES 1.,,Scanning Services & Cloud Portal: a),,Online Access - Web Portal: Availability of the online platform 24/7 with 99% uptime. b),,Secure Destruction: Prompt and secure destruction within 48 hours of request from PSO. c),,Uninterrupted Services: Ensuring continuous accessibility with a downtime of not more than 1% in a month. Penalties: 1. Service Interruption/Server Downtime Penalty Clause: a) In the circumstance where the server remains non-operational for one hour, a deduction of 1% from the monthly invoice shall be applicable. b) If reported service is down for over 2 hours, that day will be count					



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	as non-working day. Resulting in deduction of 2% of the monthly invoice value of the respective line item of the Service Order. 2. Confidentiality/Data Breach Penalty Clause: a) In the event of a data breach, resulting in compromising our client information, a penalty of 100% of the monthly invoice value will be applied. 3. Data Loss Penalty Clause: a) In the event of data loss, resulting in significant service disruption, a penalty of 50% of the monthly invoice value will be applied. The aggregate penalty shall not surpass 70% of the monthly invoice amount, other than applicable in point no. 2 of Penalties. Payment Terms: · Cost shall be paid as per the actual services acquired as per Unit Price. · Contract will be awarded to the lowest bidder on basis of total cumulative Cost inclusive of all applicable Taxes. · The payment will be made on a monthly basis where monthly payment is required to be made. On yearly basis where it's required to be made on yearly basis, and on an as-and-when-required basis where relevant service is utilized accordingly. · In the event that PSO elects to procure the online portal solution for its internal data archiving and record management purposes, the payment of this will be remitted by PSO to the winning bidder subsequent to the complete transfer of all rights and ownership of the online portal solution to PSO.					