



Government of Pakistan
Ministry of Human Rights Islamabad

TENDER

FOR

**SUPPLY OF IT EQUIPMENT & MACHINERY AT THE
ESTABLISHMENT OF PLANNING AND MONITORING UNIT (PMU),
MINISTRY OF HUMAN RIGHTS**

www.mohr.gov.pk

Project Coordinator (PMU)

Ministry of Human Rights, 9th floor, Kohsar Block, Pak Secretariat Islamabad.

Phone: 051- 9246099, 051-9216406

Fax: 051- 9203132



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Scope of Work, Timeframe

| S. No. | Milestone | Time Period |
|--------|--|--|
| 1 | Supply, Installation of equipment, Warranty and after Sale Service/ Support at the Establishment of Planning and Monitoring Unit (PMU), Ministry of Human Rights | 6-8 weeks from date of signing of contract / issuance of purchase order. |

| Supply, Installation of equipment, Warranty and after Sale Service/ Support at the Establishment of Planning and Monitoring Unit (PMU), Ministry of Human Rights | | |
|---|-------------------------|---|
| S. No. | Item | Establishment of Planning and Monitoring Unit (PMU) Quantity |
| 1 | Desktop System with LED | 6 |
| 2 | Laptops | 5 |
| 3 | Network Laser Printer | 5 |
| 4 | UPS 8 kVA | 1 |
| 5 | DSLR Camera | 1 |
| 6 | Furniture | |
| | Officer Chair | 5 |
| | Officer Table | 5 |
| | Computer Chair | 5 |
| | Computer Table | 5 |
| | Staff & Visitors Chair | 20 |



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General Terms & Conditions

1.0 Bidder must be registered with Income Tax and Sales Tax Departments and must appear on the Active Tax Payers List of the Federal Board of Revenue (FBR).

1.1 Bidder should never have been blacklisted by any Government Organization.

1.2 Bidder with reasonable experience for accomplishing similar nature of assignments will be preferred. Bidder should provide value, size and nature of assignments done in the past with respect to requisitioned products/goods in this procurement.

1.3 Bidder must have Technical Strength of at least three (03) qualified/certified professionals/trained resources to be able to carry out the installation, configuration, maintenance and repair of equipment's.

1.4 Bidder shall be responsible for payment of any Duties/Taxes imposed by the Government of Pakistan during the payment of the project. The bid price **MUST** be inclusive of all the taxes.

1.5 Bidder will not propose and deliver any kind of Refurbished/Used/End of Life/Near End of Life equipment and components.

1.6 Bidder will provide a mandatory certificate (**Integrity Pact – Annexure B**) in case of procurement of goods & services worth Rs. 10 million or more as specified by regulation with approval of the Federal Government, between the Ministry of Human Rights (MoHR) and the suppliers or contractors. Failure to provide this Integrity Pact shall make the bid non-responsive.

2. Instructions to Bidders

2.0 Detail of LOTs containing “Technical Specifications” is attached as “**Annexure-A.**”

2.1 Bidder must provide on company's letter-head:

2.1.1 Name of the Organization

2.1.2 Complete Address of Head Office and Detail of sub-office(s) in Pakistan

2.1.3 Size of the Organization (No. of Employees)

2.1.4 Number of years of in Business

2.1.5 List of suitably qualified/certified human resource i.e. Engineers/IT Professionals

2.2 Bidder should provide all details required in **Bid Form-2** and datasheets.

2.3 Bidder should provide the financial details as per **Bid Form-5.**

2.4 The Bid Bond to be enclosed in a separate envelope, labelled as “**Bid Bond**”, and which should be sealed. It must be ensured that bid bond should not be in the same envelope as the financial proposal. In the Technical Bid, bidder must confirm on Company's Letter Head that the Bid Bond is submitted as required by the Ministry of Human Rights (MoHR).



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2.5 Envelope for Financial Proposals should clearly mark: “**Financial Proposal**”. Two hard copies of the Financial Proposal are required.

2.6 Main Envelope for Technical Proposal should clearly mark “**Technical Proposal**”. Main envelope for Technical Proposal should contain 02 hard copies and 02 soft copies (in CD/DVD format) of the Technical Proposal (each being physically separated, bound, sealed and labelled as “Technical Proposal”). Each envelope should contain similar supporting documents.

2.7 A Bid Bond, in the form of a Bank Draft/Pay Order in the name of D.D.O., Ministry of Human Rights, equivalent to **3%** of the total cost of bid (LOT wise) should be submitted along with the tender. All proposals and prices shall remain valid for a period of 60 days from the closing date of the submission of the proposal.

2.8 The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to ten percent (10%) of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.

2.9 All payments in the proposal shall be quoted in Pakistani Rupees (PKR).

2.10 The End User Licenses/Warranties for the goods and Contracting Support Services will be in the name of procuring agency, for all the equipment and software(s) for the delivered equipment.

2.11 Hardware Equipment must have three (03) years of warranty, including parts and installation charges with onsite support.

2.12 A Bidder, if he so chooses, can bid for selective LOT among (9) LOTs provided in the Schedule of Requirements “**Annexure – A**”. A Bidder is also at a liberty to bid for all the LOTs mentioned in the Schedule of Requirements.

2.13 However, Bidders cannot bid for partial quantities of items in the LOTs provided in Schedule of requirements. **THE BIDS MUST BE FOR THE WHOLE LOT(s) AS REQUIRED IN THE SCHEDULE OF REQUIREMENT.**

2.14 Bidder should clearly indicate the duration of delivery of equipment in the bid/proposal.

3. Submission of Bids

3.0 The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.



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3.1 Proposals shall be submitted by hand or through courier so as to reach the address given below by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.

Project Coordinator (PMU)

Ministry of Human Rights

9th Floor, Kohsar Block, Pak Secretariat, Islamabad

Phone: 051-9246099, 051-9216406

Fax: 051- 9203132

3.2 Bids may be submitted in a SEALED CONFIDENTIAL COVER at the address given above within (15) days from the date of appearance the tender in the press and must reach this office by 2:30 p.m. Technical Bids will be opened on same day at 03:00 p.m. in the presence of representatives of Responding Organizations/Bidders who wish to be present in the Committee Room of the Ministry of Human Rights.

3.3 Financial Bids will be opened for only Technically Qualified Bidders; whereas the Financial Bids of technically disqualified vendors shall be returned un-opened in connection with **PPRA Rule: 36(b)** in general and **PPRA Rule: 36-b (viii)** in particular.

4. Bids Evaluation

The committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. The committee will evaluate and compare the bids which have been determined to be substantially responsive. If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the Bidder by correction of the nonconformity. First of all, Qualification of the Bidder will be determined on the parameters listed below and after that Technical and Financial Evaluation (on the below mentioned criteria) will be completed.

Qualification Criteria of the Bidder

Initial Screening of bids will be done on the basis of following mandatory parameters. In case of deficiency, the bid will be declared as non-responsive.

1. NTN Certificate
2. GST Certificate
3. On Active Tax Payers List of F.B.R.
4. Organization Incorporation/Registration Certificate
5. Complete Organization Profile with Qualified Technical Team/Professionals



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6. Reasonable experience in supply and installation of required equipment
7. Authorized Partner/Distributor/Seller from the Original Equipment Manufacturer
8. Bid validity period of 60 days
9. Affidavit on Legal Paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Public Sector Organization/Division/Ministry
10. Compliance with Schedule of Requirements (**Annex – A**)
11. Submission of required amount of Bid Security with Financial Bid
12. Manufacturer’s Standard Warranty with One (01) year onsite warranty including parts and labour and three (03) years for hardware products as per (**Annex – A**)
13. Compliance with Technical Specifications & Scope of Work (**Yes/No**)
14. Technical Brochures/Data Sheets for the Hardware and Licensed Software (**Yes/No**)
15. Original Bidding Documents Duly Signed/Stamped (**Yes/No**)
16. All documents are properly Tagged/labelled (**Yes/No**)

(i) **Technical Evaluation Criteria (70 marks)**

| Parameters against technical evaluation shall be done against 70 Points | Scoring Bracket | Total Points |
|--|-----------------|--------------|
| Year of Experience of Product (OEM Experience) | | 15 |
| ≤ 02 years | 0 | |
| ≥ 3 < 6 years | 8 | |
| ≥ 6 < 9 years | 12 | |
| ≥ 9 years | 15 | |
| Technical Specification | | 40 |
| Technical Specification (Marks divide against the specification of Product) | | |
| Human Resource (Required a list of technical manpower along with Qualification and CNIC no.) | | 15 |
| Project manager with experience in HR management /Project management of at least 5 years or above | 2 | |
| Two supervisors with minimum experience of 5 years each in similar capacity | 3 | |
| < 03 Computer Engineer/Computer Science/ Network Engineer | 0 | |
| ≥03< 05 Computer Engineer/Computer Science/ Network Engineer | 3 | |
| ≥05< 08 Computer Engineer/Computer Science/ Network Engineer | 5 | |
| ≥08 Computer Engineer/Computer Science/ Network Engineer | 10 | |

- o Detailed Technical Evaluation will be done for Bidders who qualify the preliminary Evaluation/Eligibility criterion mentioned above. o During the evaluation, the Technical Committee will verify the compliance with Technical specifications. The eligible firms/bidders may be asked to give presentation of proposal on power point (soft copy)/proof of concept on their solution. Marks will be awarded as below:

**** Passing marks are 50 which are necessary to qualify for the Financial Evaluation.**



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(ii) Financial Evaluation Criteria (30 marks)

- Financial bids of eligible and technically qualified firms will be opened before the bidder's representatives who wish to attend the tender opening.

Clarification of Bids

During evaluation of the bids, the committee may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification will be issued in-writing and the response shall also be in-writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

Mechanism for Grievance Redressal

a) Grievance Redressal Committee

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 fifteen days after the announcement of the bid's evaluation report under Rule 35 to the following Grievance Redressal Committee: -

- | | |
|-------------------------------------|---------------|
| 1. Joint Secretary (Admin) – MoHR | [Chairman] |
| 2. Section Officer (General) – MoHR | [Member – I] |
| 3. IT Expert (Helpline) – MoHR | [Member – II] |

Mechanism for Dispute Resolution

a) Discussion Period

If any dispute of any kind whatsoever shall arise between the MoHR and the successful Bidder in connection with any opinion or specification of the provided items or services out of this Agreement, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the completion of the agreement (whether during or after the engagement and whether before or after the termination, abandonment or breach of the Agreement), the Parties shall seek to resolve any such dispute or difference through mutual consultation.

b) Referral to Dispute Resolution Committee

In case the Parties fail to reach agreement within fourteen (14) Days of the date upon which a Party serves notice upon the other with regard to the existence of a dispute, the dispute shall then be referred to the Dispute Resolution Committee. Secretary, MoHR will constitute the committee comprising of two (02) senior members from MoHR and a member recommended by the successful bidder. DRC shall resolve the dispute after giving each party reasonable opportunity of presenting its respective point of view. The decision of which shall be final and binding and shall be enforceable in any court of competent jurisdiction.



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6. Award of Contract

6.1 Acceptance of Bid and Award Criteria

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in “**Annexure-A**” and having the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

6.2 Procuring Agency’s Right over quantities at the time of Award

The Procuring Agency reserves the right at/after the time of award of Contract to increase the quantity of goods up to 15% (with fractional component rounded up to the next whole number) and decrease the quantity as per the then current requirements as originally specified in the Schedule of Requirements (**Annexure-A**) without any change in unit price or other terms and conditions.

6.3 Notification of Award

6.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.

6.3.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

6.3.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA2004.

6.4 Signing of Contract

6.4.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form.

6.4.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

6.4.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de- barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next most advantageous Bidder or call for new bids.

6.5 Performance Guarantee

6.5.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.

6.5.2 The Bid Security submitted by the successful bidder, at the time of submitting its bid, shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and



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confirmation of the performance/bank guarantee by the MOHR with the Bank of the successful bidder.

6.5.3 Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next most advantageous bidder or call for new bids.

7. Implementation & Payment Schedule

| S. No. | Milestone | Time Period | Payment |
|---------------|---|---|----------------------------------|
| 1 | Supply, Installation/ Configuration and Testing of Equipment (Hardware/Software) | 6-8 weeks from the date of issuance of supply order. | 100% |
| 2 | End of performance Guarantee | Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be three (03) year from the date of successful testing and acceptance. | Release of Performance Guarantee |



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Annexure-A

| S. No. | Name of Items | Quantity |
|-------------------------------|--|-----------------|
| Desktop System (LOT 1) | | |
| 1.1 | Desktop System | 6 or APA |
| Laptops (LOT 2) | | |
| 2.1 | Laptops with Licensed Software's | 5 or APA |
| Printers (LOT 3) | | |
| 3.1 | Network Laser Printer (All in one type, print, copy, scan & fax) | 5 or APA |
| UPS (LOT 4) | | |
| 4.1 | UPS 8 kVA | 1 or APA |
| Camera (LOT 5) | | |
| 5.1 | DSLR Camera | 1 or APA |
| Furniture (LOT 6) | | |
| 6.1 | Officer Table | 5 or APA |
| 6.2 | Officer Chair | 5 or APA |
| 6.3 | Computer Chair | 5 or APA |
| 6.4 | Computer Table | 5 or APA |
| 6.5 | Staff and Visitor Chair | 20 or APA |



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Specification for Desktop System (LOT-1)

| S. No. | Item | Specification | |
|--------|-------------------------|---------------|--|
| 1.1 | Desktop System with LED | Processor | 11th Gen Intel® Core™ i7-11700 processor (8-Core, 16M Cache, 2.5GHz to 4.9GHz) or Higher |
| | | Memory | 16GB DDR4 (8Gx2) 2933Mhz Memory |
| | | Hard Drive | 512 GB SSD |
| | | Graphic Card | 2GB |
| | | Connectivity | Wi-Fi 5 or Wi-Fi 6, Bluetooth minimum, Built-in HDMI, VGA & Display Port Giga-bit built-in LAN |
| | | OS | Windows 11 pro OLP 64 bit (Licensed) (Pre-Installed) |
| | | Warranty | 3/3/3 (Material/ Labour/ Onsite Support) Warranty |
| | | Accessories | Keyboard, Mouse, and Power cords |
| | | LED | 21” Full HD (1080p) 1920x1080 at 60 Hz or more, aspect ratio 16:09 with HDMI, VGA, USB 3.0 ports with power adapters and other accessories |



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Specifications for Laptops (LOT 2)

| S. No. | Item | Specification | |
|----------|---|---------------|---|
| 2.1 | Laptops | Processor | 11th Generation Intel® Core™ i7, 2.8/4.7 GHz, 12 MB Cache or higher |
| | | Memory | 16GB DDR4 2667Mhz Memory or higher |
| | | Hard Drive | 512 GB |
| | | Display | 14.0" FHD or higher |
| | | Graphic Card | 2GB or higher |
| | | Ports | Ports: 2 x USB-A 3.1, HDMI, RJ45, Headphone / mic combo |
| | | Connectivity | Wi-Fi 5, Wi-Fi 6, Bluetooth minimum, Giga-bit built-in LAN |
| | | Camera | HD 720p (minimum) with Shutter privacy cover |
| | | Keyboard | Spill resistant, Backlight with white LED lighting, US English |
| | | AC Adapter | Included |
| | | Battery | Up to 6 hours or higher |
| | | Laptop Bag | Top load 15.6" case |
| OS | Windows 11 Pro OLP 64bit (Licensed) (Pre-Installed) | | |
| Warranty | 3/3/3 (Material/ Labour/ Onsite Support) Warranty | | |



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Specifications for Printers (LOT 3)

| S. No. | Item | Specification | |
|----------|---|----------------------------|---|
| 3.1 | Network Laser (All in One type, Printer, Copy, Scan, Fax) | Model | Network Laser printer for Business/Office |
| | | Print Type | Mono Laser Printer, Copy, Scan, Fax (All in One type) |
| | | Print Speed | Black (normal quality minimum 28 ppm) |
| | | Resolution | 600 x 600 dpi or higher |
| | | Duty Cycle | minimum 50,000 monthly |
| | | Monthly Page Volume | 750 to 4,000 |
| | | Duplex Printing | Automatic |
| | | Memory (RAM) | 1.25 GB (printer), 512 MB (scanner) or higher |
| | | Processor | 800 MHz or higher |
| | | Display | Yes |
| | | Paper Handling | Minimum 50-sheet multipurpose tray, minimum 250-sheet input tray |
| | | Mobile Printing Capability | Yes |
| | | Connectivity Options | Hi-Speed USB 2.0; 1 host USB; Gigabit Ethernet 10/100/1000 BASE-T network; 802.3 az (EEE) Wi-Fi 802.11b/g/n |
| | | E-Print | Preferred |
| Wi-Fi | Yes | | |
| Warranty | Three-year support with parts and labour | | |



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Specifications for UPS (LOT 4)

| S. No. | Item | Specifications |
|--------|---------------------|---|
| 4.1 | UPS 8 kVA with rack | RATING: 6400Watt, Power factor .8 or higher Frequency 50/60 Hz On-line efficiency 95%, On-Line regulation -10% to +6% of nominal voltage On-battery regulation $\pm 5\%$ of nominal voltage Line-Interactive, Sine Wave output LED Display USB and serial support Management Software Battery type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte, leak proof Audible alarm Adjustable voltage sensitivity Automatic Shutdown Backup time: 01 Hour Three Years warranty |



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Specifications for Camera (LOT 5)

| S. No. | Item | Specification | |
|-----------------------------|--|--|---|
| 5.1 | Camera | Generation Specifications | <ul style="list-style-type: none"> • 24.2MP⁴ 35mm full-frame CMOS sensor with back-illuminated design • Sensitivity range up to ISO 51200 (expandable to ISO 50-204800 for stills) • Fast Hybrid AF with 693 phase-detection and 425 contrast-detection AF points • High-speed continuous shooting of up to 10 fps¹ with AF/AE tracking • 4K HDR²³ movie recording capability • In-body image stabilization • Touchscreen • Dual SD memory card slots • Movie Resolution: 3840x2160 (30p/25p/24p) 1920x1080 (120p/100p/60p/60i/50p/50i/30p/25p/24p) • Built-In Wi-Fi • NFC, Bluetooth, Microphone, Headphone, • External Connections: USB 2.0, High-speed USB 3.0, Super speed Bluetooth, WiFi |
| | | Lens Compatibility | E-mount lenses |
| | | Sensor type | 35mm full frame (35.6×23.8mm), Exmore R CMOS sensor (mirrorless) |
| | | Number of pixels (effective) | Approx. 24.2 megapixels |
| | | Sensitivity (recommended exposure index) | Still images: ISO 100-51200 (ISO numbers up from ISO 50 to ISO 204800 can be set as expanded ISO range.), AUTO (ISO 100-12800, selectable lower limit and upper limit), Movies: ISO 100-51200 equivalent (ISO numbers up ISO 102400 can be set as expanded ISO range.), AUTO (ISO 100-12800, selectable lower limit and upper limit) |
| Battery life (still images) | Approx. 610 shots (Viewfinder) / approx. 710 shots (LCD monitor) (CIPA standard) ³⁰ | | |



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| | | | |
|--|--|-----------------|---|
| | | Viewfinder type | 1.3 cm (0.5 type) electronic viewfinder (color), XGA OLED 2,359,296 dots (786,432 pixels) |
| | | Monitor type | 7.5cm (3.0-type) type TFT |

Specifications for Furniture (LOT 6)

| S. No. | Item | Specifications |
|--------|-----------------------|---|
| 6.1 | Officer Table | Size 4.5'x3'x2.5' Solid Sheesham Veneer board having 03 Drawers with locks file cabinetcum computer table on the other side, size 4'x1.6 ft having Sheesham lipping and moveable (sample picture should be provided) With side rack: Dimensions: 42"W x 16"D x 30"H • Construction: Woodand hardwood solids • Shelves (sample picture should be provided) |
| 6.2 | Officer Chairs | Revolving & adjustable-black color leather back seat with wooden handles- padded polypropylene (synthetic)fabric, metal base hydraulic system and base Taiwan made and molty foam, arm rest PP arm (sample picture should be provided) |
| 6.3 | Computer Chair | Low back cushioned with leather lite + molty foam arms, hydraulic systemand base Taiwan made. |
| 6.4 | Computer Table | 36" L x 21" W x 30" H or more To be made with pre-laminated medium density board 18mm thick and edges sealed with PVC edge banding. Sliding key board with channel (24" x 18" or nearest), Sliding platform for printer (24" x18" or nearest std.), a drawer (12" W x 6" H x 20" D), and a place for CPU with auto hinge cover. Table base should have Castor wheels for smooth movement of system. |
| 6.5 | Staff & Visitor Chair | Staff Chair: Leather back & seats with iron handles & legs-cushioned arms Visitor Chair: Wooden handles (solid Sheesham) cushioned seats with leather/ fabric seat & back |



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Annexure - B

(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 _____

Contract Value: _____

Contract Title: _____

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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, consultant, 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 GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder’s fee or kickback given by [name of Supplier] 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 GoP.

Name of Buyer:

Name of Seller/Supplier:

Signature: [Seal]

Signature: [Seal]



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LETTER OF INTENT: BID FORM-01

Bid Ref. No. _____

Date of the Opening of Technical Bid _____

Name of the Contract: _____

To: Ministry of Human Rights, Islamabad

Dear Sir,

Having examined the bidding documents, including Addenda No(s) [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents and have duly provided bid security @ 3% of the total bid value, in the shape of pay order/demand draft/ call deposit in the name of _____ with our Financial Bid.

*We also confirm that if our bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the contract and the composition on the constitution of the joint venture shall not be altered without the prior consent of the President's Secretariat

*[This clause does not apply if bidder is a single firm]

Dated this [insert:number] day of [insert: month], [insert:year].



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Signed: _____

In the capacity of: _____ [insert: title or position]

Duly authorized to sign this bid for and on behalf of: _____

[Insert: name of Bidder]



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DOCUMENTARY EVIDENCE: BID FORM-02

Name of the Firm: _____

Bid Reference No: _____

Date of opening of Bid. _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-1.

Bidders are required to mention the exact page number of relevant documents placed in the Bid.

| Required Documentation | Initials of the Bidder | Supporting Document's Name | Page Number in the Bid |
|---|-------------------------------|-----------------------------------|-------------------------------|
| Column:1 | Column:2 | Column:3 | Column:4 |
| 1. NTN Certificate | | | |
| 2. GST Certificate | | | |
| 3. On Active Tax Payers List of FBR | | | |
| 4. Registration/Incorporation/Business Certificate | | | |
| 5. Complete Company profile | | | |
| 6. Experience of Firm (Assignments of similar nature) | | | |
| 7. Original Manufacturer's Authorization Letter | | | |



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| | | | |
|---|--|--|--|
| 8. Bid Validity Period of 60 days | | | |
| 9. Affidavit that the bidder is not blacklisted by any Federal, Provincial Public Sector Organization | | | |
| 10. Compliance with Schedule of Requirements | | | |
| 11. Submission of required amount of Bid Security with Financial Bid | | | |
| 12. Compliance with Technical Specifications | | | |
| 13. Technical Brochures/Data Sheets | | | |
| 14. Manufacturer's warranty: 03 year and Onsite Support | | | |
| 15. Original Bidding Documents duly Signed/Stamped | | | |
| 16. All documents should be properly Tagged/labelled | | | |



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MANUFACTURER'S AUTHORIZATION: BID FORM-03

To: Ministry of Human Rights, Islamabad

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No. _____ for the goods manufactured by us.

We here by extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----

Designation: -----

Official Stamp: -----

**** [This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid].*



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FIRM'S PAST PERFORMANCE: BID FORM-04

Name of the Firm: _____

Bid Reference No: _____

Date of opening of Bid: _____

Assessment Period:(Minimum 03Years)

| Name of the Purchaser/Institution | Purchase Order No. | Description of Order | Value of Order | Date of Completion | Purchaser's Certificate |
|--|---------------------------|-----------------------------|-----------------------|---------------------------|--------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Bidders may use additional Sheets if required.

All certificates are to be attached with this form.

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----



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FINANCIAL DETAILS: BID FORM-05

Name of the Firm: _____

Bid Ref. No: _____

Date of opening of Bid. _____

| S. No. | Name of the Item | Unit Price (Inclusive of all applicable taxes)* | Qty | Final Total Price (Inclusive of all applicable taxes) |
|---|------------------|---|-----|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | (3x4) |
| | | | | |
| Total Price (Inclusive of all applicable taxes) | | | | |

User Note: This form is to be filled by the Bidder for each individual item and shall submit with Financial Bid.

*The quoted price should include the delivery/installation charges.

FINAL TOTAL PRICE (in words): _____

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----



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PERFORMANCE GUARANTEE – BID FORM 06

To: **Ministry of Human Rights, Islamabad**

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:-

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of _____.

Signature and Seal of the Guarantors/Bank _____

Address: _____

Date: _____



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CONTRACT AWARD LETTER - BID FORM-07

Bid Ref No.: _____

Date: _____

Name of the Tender: _____

Dear Sir/Madam,

AWARD OF CONTRACT

Having examined your technical bid for the above-mentioned tender through technical evaluation dated: _____ and evaluation of financial bid opened on _____, Ministry of Human Rights has decided to award the contract to your company. Draft agreement including all the terms and conditions enclosed below, in this regard are being shared with you, you are advised to review it and if agreed, come to Ministry of Human Rights for signing of the agreement.

(Signature and Stamp)

Dated _____



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Ministry of Human Rights Islamabad

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the ____ day of _____ 2021 ____ between _____ (hereinafter called the “Employer”) of the one part and _____ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that supply and commissioning of IT Equipment herein after called “Work” , viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such supply and commissioning of IT Equipment and the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) The Letter of Acceptance
 - b) The completed Form of Bid along with Schedules to the Bid
 - c) Conditions of Contract & Contract Data
 - d) The priced Schedule of Prices
 - e) The Specifications
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the supply and commissioning of IT Equipment and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal) _____

(Seal) _____

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)