

**STANDARD BIDDING DOCUMENT FOR  
PROCUREMENT OF LAPTOPS  
(YEAR 2020– 21)**



Ministry of Information Technology  
& Telecommunication

**DIGITAL PAKISTAN**

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INFORMATION TECHNOLOGY &  
TELECOMMUNICATION**

*RFP No: MOITT/PMU/TPD/02-2020*

## **Tender Notice**

### **TENDER FOR PROCUREMENT OF LAPTOPS & PRINTERS**

**Tender no. MOITT/PMU/TPD/02-2020**

Ministry of Information Technology and Telecommunication invites sealed bids (Single Stage two Envelope procedure, as defined under PPRA Rules, 36(b)) from reputed manufacturers/firms/suppliers registered with tax authorities for the procurement of following items under the project titled “**Technology Park Development Project, Islamabad**”.

IT Equipment	Laptops (Qty 6), Printers (Qty 2)
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Detailed terms and conditions can be downloaded from PPRA and Ministry of Information Technology & Telecommunication (MOITT’s) websites ([www.ppra.org.pk](http://www.ppra.org.pk)) / (<https://moitt.gov.pk/>) or collected personally from PMU MOITT from **16<sup>th</sup> October 2020**. Sealed bids along with 2% earnest money (bid security) in the name of **DDO, Technology Park Development Project, Islamabad Ministry of Information Technology & Telecommunication** on the total bid cost. The sealed bids should reach on or before 1100 Hours on **3<sup>rd</sup> November 2020** at the office of the Project Director, **Technology Development Park**. The proposals will be opened, at 1130 Hours on the same day. No advance payment shall be made to any bidder and no tender documents shall be issued on the date of opening

MoITT has the right to accept or reject any / all bids by assigning the reasons, thereof as given in PPRA rules

Amir Ahmed  
Project Director  
Technology Park Development Project  
Ministry of Information Technology and Telecommunication  
8<sup>th</sup> Floor, Constitution Avenue, New Secretariat (Kohsar Block), Islamabad  
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## Contents

Important Note:.....	4
Applicability of Public Procurement Rules, 2004.....	4
1. Bids.....	4
2. Scope of Work.....	5
3. Validity of Proposals.....	5
4. Currency.....	5
5. Withholding Tax, Sales Tax and Other Taxes.....	5
6. General Terms & Conditions.....	5
7. Rejection / Acceptance of the Bid .....	6
8. Award Criteria .....	7
9. Acceptance of Bid and Award criteria .....	7
10. Implementation & Payment Schedule.....	8
Annexure-I: Technical Evaluation for Hardware .....	9
EVALUATION criteria .....	10
Annexure II: Technical Specification .....	12
Annexure III: PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES.....	14
LETTER OF INTENT: BID FORM-01 .....	15
DOCUMENTARY EVIDENCE: BID FORM-02 .....	16
FIRM'S PAST PERFORMANCE: BID FORM-03 .....	17
CONTRACT AWARD LETTER: BID FORM-04.....	18
PERFORMANCE GUARANTEE: BID FORM-05.....	20
Financial CAPACITY: BID FORM-06.....	21

## IMPORTANT NOTE:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or certificates are liable to be rejected at the initial stage itself. The valid documentary evidence for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

## APPLICABILITY OF PUBLIC PROCUREMENT RULES, 2004

This Bidding Process will be governed under Public Procurement Rules, 2004, as amended from time to time and instructions of the Government of Pakistan received during the completion of the project.

### 1. BIDS

- 1.1. As per Rule 12(1), this Tender is being placed online at PPRA's website, as the value of the tender is less than three million. The bidding document carrying all details can be downloaded from PPRA's website <http://ppra.org.pk> & [www.moitt.gov.pk](http://www.moitt.gov.pk).
- 1.2. Bids may be submitted to the undersigned in a SEALED CONFIDENTIAL COVER at the address given below latest by **03-11-2020 at 11:00 AM**. Furthermore, bids shall be delivered by hand or courier so as to reach the address given at **Advertisement** by the last date indicated for submission. PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.
- 1.3. **Responding Organization (RO)** is requested to submit technical and financial proposals separately. These separate proposals must be submitted in accordance to the following:
  - (A) Financial Proposal should be submitted as follows:
    - Financial Proposal in single should be submitted in sealed envelope. Clearly labeled as "Financial Proposal"
  - (B) Technical Proposal should be submitted as follows:
    - Labeled as Technical Proposal.
    - Contains 3 hard copies
- 1.4. A bid Security, in the shape of a Bank Draft/Pay Order which shall be 2 % of the total cost of bid should be submitted along with the tender in separate envelop labeled as "Bid Security" The Bid security shall be in favor of **DDO, Technology Park Development Project Islamabad, Ministry of Information Technology & Telecommunication**.
- 1.5. Bid Bond/security should be enclosed in a separate sealed envelope, labeled as Bid Bond. It must be ensured that the bid bond should not be in the same envelope as the financial proposal.

2. **SCOPE OF WORK** Provision of Hardware (6xLaptops, 2x Network Printers. The detailed information is placed at Annexure II).

2.2. All the equipment should have one (1) years warranty, including parts and Labor. However, any bidder giving extended warranty time at lower price will be encouraged.

2.3. RO is encouraged to propose any other (missing) item required to make the equipment operational mentioned at Annexure II.

### 3. **VALIDITY OF PROPOSALS**

3.1 All proposals and prices shall remain valid for a period of **120 days** from the closing date of the submission of the proposals. However, the responding organization is encouraged to state a longer period of validity for the tender.

### 4. **CURRENCY**

4.1 All prices in the proposal shall be quoted in **Pakistani Rupees (PKR)**.

### 5. **WITHHOLDING TAX, SALES TAX AND OTHER TAXES**

5.1 The responding organization must be registered with the Sales Tax Registration Department and should be in possession of valid National Tax Number (NTN). Copies of the certificates must be provided with the bid.

5.2 The RO shall be responsible for payment of any duties/taxes etc. that are imposed by the Government of Pakistan.

5.3 The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for products supplied and services rendered by any responding organization who signs a contract with the Government.

### 6. **GENERAL TERMS & CONDITIONS**

6.1 The successful bidder 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) for one (1) year after all contractual obligations have been fulfilled.

6.2 The RO should be authorized Partner/ Reseller/Manufacturer, of THE ORIGINAL EQUIPMENT MANUFACTURER(OEM), in Pakistan or through its authorized distributor in Pakistan., with operational office at Islamabad/Rawalpindi. Proof in the form of certificates or letter should be provided with the bid

6.3 All equipment should be supplied through verifiable distribution channels.

6.4 RO should not be a blacklisted firm by any public sector organization or Private Sector Organization anywhere in Pakistan .and should not have any unsatisfied public sector customer. As a proof, RO should submit an undertaking in this regard on a stamp paper along with the bid.

6.5 The RO should provide **financials** as per **Annexure-III**. RO may not propose any kind of refurbished/Used/End of Life Hardware equipment's/components in their technical proposals.

6.7 RO should confirm the time duration of delivery of equipment i.e **15 days** after the award of contract.

6.8 Title of End User licenses, end user warranties and any contract(s) for support services will be with the customer, for all the equipment delivered during the course of the project.

6.9 RO should have been in the IT business for at least three years. R.O. should attach Income Tax Registration/ Sales Tax Registration or Company Registration Certificate to prove that they have been in IT Business for the last three years.

6.10 There are two categories of hardware 1) laptops and 2) Network printer's items (details given at **Annexure II**), the vendor has to quote both category (i.e. Laptops, Printers); otherwise, the bid would not be considered.

## 7. REJECTION / ACCEPTANCE OF THE BID

7.1. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser 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. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Public Procurement Rules, 2004 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Public Procurement Rules, 2004).

7.2. The Tender shall be rejected if it is:

7.2.1.substantially non-responsive in a manner prescribed in this tender document; or

7.2.2.submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

7.2.3.incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or

7.2.4.subject to interlineations / cuttings / corrections / erasures / overwriting if not attested; or

7.2.5.the Tenderer refuses to accept the corrected Total Tender Price; or

- 7.2.6.the Tenderer has conflict of interest with the Purchaser; or
- 7.2.7.the Tenderer tries to influence the Tender evaluation Committee/ Contract award;  
or
- 7.2.8.the Tenderer engages in corrupt or fraudulent practices in competing for the  
Contract award.
- 7.2.9.the Tenderer fails to meet all the requirements of Tender Eligibility /  
Qualification Criteria.
- 7.2.10. the Tenderer fails to meet the evaluation criteria requirements.
- 7.2.11. the tenderer has been blacklisted by any public or private sector organization.
- 7.2.12. The tendered has mentioned any financial implication(s) in the financial  
proposal that is in contradiction to this document and Government rules and  
regulations.
- 7.2.13. There is any discrepancy between bidding documents and bidder's proposal i.e.  
any non-conformity or inconsistency or informality or irregularity in the  
submitted bid.
- 7.2.14. The Tenderer submits any financial conditions as part of its bid which are not  
in conformity with tender document.
- 7.2.15. The Tenderer bid rejected if quotes any one of the categories.
- 7.2.16. The Tenderer must print this whole document, signed, and stamp each page of  
this document and make it part of the technical proposal.

## **8. AWARD CRITERIA**

- 8.1. At first step, eligible bidder(s)/tenderer(s) as per Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.
- 8.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted(Least Cost Method) as per rules and fulfilling all necessary formalities against each lot , irrespective of their score in the previous step.

## **9. ACCEPTANCE OF BID AND AWARD CRITERIA**

- 9.1. The Bidder with successfully technically evaluated and lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government shall be awarded the Contract, within the original or extended period of bid validity.

## 10. IMPLEMENTATION & PAYMENT SCHEDULE

SR. NO.	MILESTONE	TIME PERIOD	PAYMENT
1.	Receiving of the required Hardware in MOITT (as conveyed by the procuring agency), Installation, configuration and testing of Equipment (Hardware/Software/Other Items)	Fifteen days i.e. 15 days from the date of signing of contract / issuance of purchase order.  Performance Guarantee will have to be provided to cover the warranty as applicable from the date of successful testing and acceptance.	100%  <b>Note-1 and Note- 2</b>
2.	End of performance Guarantee	.	Release of Performance Guarantee
<p><b>Note-1:</b> On signed delivery documents from the Client i.e. where delivery is made.</p> <p><b>Note-2:</b> On successful verification and/or testing report signed by the procuring agency.</p>			



## ANNEXURE-I: TECHNICAL EVALUATION FOR HARDWARE

There will be a single stage two envelope procedure, using **least cost method** of total bid value will be used for evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of the terms & conditions given above in para number one (1) to six (6).

The ROs qualified in preliminary evaluation will then be evaluated in following parameters. The ROs are advised to provide the documentary proof (where applicable) and information in their proposals regarding following parameters.

## EVALUATION CRITERIA

Bids evaluation shall be subject to 100% compliance to the following criteria for Vendors qualification:

Evaluation Criteria is as follows:

Category	Description	Points
<b>Legal (Mandatory)</b>	The Bidder must be registered with Sales Tax, Income Tax Departments and must be in possession of a valid NTN certificate. Copies of the certificates must be provided with the bid document <b>Clause 5.1</b>	Mandatory
	RO must be on the Active Taxpayer List of FBR <b>Clause 5.1</b>	Mandatory
	OEM local presence of Sales/Presales/Post Sale, Service Centers and offices, <b>Clause 6.2</b>	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and not involved in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required on non-judicial stamp paper worth of Rs.100/-. <b>Clause 6.4</b>	Mandatory
	Compliance to the technical specifications of goods (all items) to be procured mentioned vide <b>(Annexure-II)</b> of this document	Mandatory
	The Bidder shall not propose any item/equipment which is refurbished, used, end of life, expired or near to expire. Proof of import through verified channel is mandatory (where applicable). <b>Clause 6.5</b>	Mandatory
	A Bid Bond in the shape of a Bank Draft/Pay Order in the name of <b>DDO, Technology Park Development Project, Islamabad Ministry of Information Technology &amp; Telecommunication</b> , equivalent to 2% of the total cost of the bid must be submitted along with the proposal. <b>Clause 1.4</b>	Mandatory
	In full compliance of the Execution Schedule and Delivery Period mentioned in tender document.	Mandatory
Authorized Dealer Certificate of the quoted brand/items from Principal.	Mandatory	

<b>Financial /Experience</b>	<b>Years of Establishment</b> Less than 3 Year(Y) <b>0 Marks</b> Equal or above 3 Y Up to 5 years <b>3 Marks</b> From above 5 years to 10 years <b>6 Marks</b> Above 10 years <b>10 Marks</b>  (Sole Proprietorship /firm evidence from relevant department)	<b>Max Point</b>	<b>10 Points</b>
	<b>Tenders of similar Nature in last 03 Years Only</b>  Less than 4 hundred thousand                      0 Points Equal or above 4 up to 5 hundred thousand    10 Points Above 5 up to 10 hundred thousand              20 Points Above 10 up to 15 hundred thousand            30 Points Above 16 hundred thousand                        40 Points  (Please provide relevant Purchase Orders/Agreements) As per form-3	Max Point	40 Points
	<b>Financial Capacity: Average Turnover</b> (Average of last three year 2017,2018, 2019)  Less than 2 Million(M)                      0 Points Equal or above 2 M to 4 M                      6 Points Above 4 M up to 6 M                          12 Points Above 6 M up to 8 M                          18 Points Above 8 M up to 10 M                        24 Points Above 10 M                                      30 Points (Please provide relevant Financial statements) As per form-6)	<b>Max Points</b>	<b>30 Points</b>
	<b>Current Ratio</b> (Average of last three year 2017,2018, 2019) Less than 1                                      0 Points Equal or above 1 up to 1.5                      5 Points Above 1.5 up to 1.75                          10 Points Above 1.75 up to 2                              15 Points Above 2    20 Points (Please provide relevant Financial statements) As per form-6)	<b>Max Points</b>	<b>20 Points</b>

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs. The R.O shall obtain 70 points minimum to be eligible for opening of financial bid. Else, the bid will be returned unopened to all unsuccessful bidders scoring less than 70 points.

**ANNEXURE II: TECHNICAL SPECIFICATION**

**Category-I Supply of Hardware**

**Category –I LAPTOP-**

Sr.#	Item	Description/Specification	Compliance YES / No	Reference Document at Bid page No
1.	Category	Business Class/Medium		
2.	Processor	Intel Core i3 10th Generation or higher		
3.	Processor Speed	1.2 GHz or higher		
4.	Memory	8GB DDR4-2666 SDRAM or Higher		
5.	Hard Disk	1 Tera Byte SATA,5400 RPM or higher		
6.	Weight	Less than 3 Kg or lighter		
7.	Display Graphics Card	Integrated Graphics		
8.	Screen Display	(15.5” to 16.0”) or equivalent also require Camera & Microphone		
9.	Carrying Case	Carrying Case/ Backpack		
10.	Warranty	One Year (local warranty)		
11.	Optical Mouse	Require		
12.	HDMI, USB ports	Require		
13.	Operating System	Free Dos		

**Category –II Printers**

Sr.#	Item	Description/Specification	Compliance YES / No	Reference Document at Bid page No
1.	Print technology	Laser		
2.	Print Speed	40 ppm (Black) or higher		
3.	Print resolution	1200x1200 dpi black		
4.	First Print Out Time	6.1 Second or less		
5.	Duplex Printing	Require		
6.	Monthly Duty Cycle	80,000 Pages or higher		
7.	Interface	RJ45, USB Type-B		
8.	Processor	1200 MHz or higher		
9.	Memory	256 MB or Higher		

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Signature and seal  
of responding organization

**ANNEXURE III: PRICE SCHEDULE FOR THE GOODS IN PAK RUPEES**

Sr.#	Description/Specification	Qty	Unit Price (PKR)	Unit Price with GST (PKR)	Total Cost Including GST(PKR)	Bid Security (2% of the Total Cost)
1.	Category-I Laptop	06				
2.	Category-II Network Printer	02				
	Total Bid Price (Price of Item I+ II)					

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

In case total price of more than one vender is same than lowest price of laptop will be considered

**LETTER OF INTENT: BID FORM-01**

Bid Ref No.: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date of the Opening of Technical Bid  
 Name of the Tender: \_\_\_\_\_

**To,**

Amir Ahmed  
 Project Director  
 Technology Park Development Project  
 Ministry of Information Technology and Telecommunication  
 8<sup>th</sup> Floor, Constitution Avenue, New Secretariat (Kohsar Block), Islamabad

**LETTER OF INTENT**

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid (Annexure-III) or such other sums as may be determined in accordance with the terms & conditions of the said tender. 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/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender 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 procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement 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.

**Dated This:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_ **(title or position)**

**Duly authorized to sign this bid for and on behalf of:** \_\_\_\_\_ **(name of Bidder)**

## 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-2.

SR. NO.	REQUIRED DOCUMENTATION	SIGNATURE OF BIDDER	SUPPORTING DOCUMENT'S NAME	PAGE NUMBER IN THE BID
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Complete Company profile			
6	Operational Office in Islamabad/Rawalpindi			
7	Evidence of Firm's Last three (03) years Performance (As per Bid Form -3, along with supporting documents)			
8	Affidavit: bidder is not blacklisted by any Federal, Provincial Public sector organization			
9	The OEM certification with bidder.			
10	<b>All bids and prices must remain valid till the period of 120 days from P.O/Contract.</b>			
11	Compliance with schedule of requirements			
12	Submission of required amount of bid security with Financial Bid			
13	Compliance with Tech Specifications			
14	Warranty years & onsite support as per <b>Clause 2.2</b>			
15	Technical brochures/data sheets of products			
16	Original Bidding documents duly signed/stamped			



**FIRM'S PAST PERFORMANCE: BID FORM-03**

Name of the Firm: \_\_\_\_\_

Bid Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

NAME OF THE CLIENT /INSTITUTION	PURCHASE ORDER NO.	DESCRIPTION OF ORDER	VALUE OF ORDER	DATE OF COMPLETION	WORK COMPLETION CERTIFICATE BY CLIENT

Note: 1. Bidders may use additional Sheets if required.

2. All certificates are to be attached with this form

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

## CONTRACT AWARD LETTER: BID FORM-04

Bid Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Tender: \_\_\_\_\_

To,

### AWARD OF CONTRACT

Dear Sir/Madam,

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

Project Director

\_\_\_\_\_ 2020

**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the \_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_ 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 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.

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)

## PERFORMANCE GUARANTEE: BID FORM-05

To,  
Project Director  
Technology Park Development Project, Islamabad  
Ministry of IT & Telecom (MoITT)  
8<sup>th</sup> Floor, Kohsar Block, Pak Secretariat,  
Islamabad.

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods/services] (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 here by 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 \_\_, 202\*.

Signature and Seal of the Guarantors/ Bank

Address: \_\_\_\_\_

Date: \_\_\_\_\_

## FINANCIAL CAPACITY: BID FORM-06

### Financial Capacity of the Bidder

Additionally, the following financial data form shall be filled out for the Bidder. The Purchaser reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its Audited financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees))		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet:			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement:			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
Information from Cash flow statement/Relevant Financial Statement			
Annual Turnover			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

Provide information on current or past litigation or arbitration over the last three (3) years as shown in the form below.

Litigation or arbitration in the last three (3) years: No: \_\_\_\_\_ Yes: \_\_\_\_\_ (See below)

#### Litigation and Arbitration During Last three (3) Years

Year	Matter in Dispute	Value of Award Against Contract in PAK Rupees

Authorized Signatures  
with Official Seal