REQUEST FOR PROPOSAL
FOR

THE ESTABLISHMENT AND RENOVATION OF PSEB OFFICE AT NATIONAL INSURANCE COMPANY LIMITED (NICL), BUILDING IN KARACHI CANTONMENT AREA ABBASI SHAHEED ROAD

10TH FLOOR (RIGHT WING)

February, 2023

Version 1.0

PSEB, 06th Floor, Plot # 61, State Life Tower Near Saudi Pak Tower, Blue Area, Islamabad
www.techdestination.com
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PART A – DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS

1 Pakistan Software Export Board

The Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT) and Information Technology enabled services (ITeS) industry. PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It is governed by a Board of Directors chaired by the Federal Minister of IT and Telecommunications. Through its many support programs, PSEB aims to help Pakistani IT companies and IT professionals in obtaining a greater share of the global IT and ITeS marketplace.

2 Background & Introduction of Work

PSEB has recently acquired a new office space in Karachi and desires to setup a fully functional office. This assignment includes partitioning of office space as per floor drawings, erection of executives offices, general works spaces, conference rooms, visitors area, reception, kitchen, washrooms/toilets, etc., and furnishing the office space. The assignment also includes installing office requirements, network and power cabling, etc. The well-reputed firms with long-term and proven experience of such assignments/work/services are encouraged to participate in the bidding process. The floor plans/layout and necessary drawings, 3D will be provided by the PSEB and bidders are to propose plan and details to complete assignments as per BOQ explained under clause#8.5.

2.1 Site Address and Area: -
Name of Place for work: National Insurance Company Limited
Floor and Wing: 10th Floor, Right Wing
Area (in Sq.): 5,267 Sq. Ft.
Address: Abbasi Shaheed Road, Karachi,

3 Definitions

In this Request for Proposal (RFP), unless the context provides otherwise:

a. “Bidder” means a firm, agency, or party that will submit a proposal in response to this RFP.
b. “Bidding Document” means a set of documents prepared by PSEB to solicit Proposals, consisting of definitions, instructions for bidders, ToR, evaluation criteria, forms for providing information, and draft contract. Also referred to as “Request for Proposal (RFP).”
c. “Date of Issue” means the date on which the RFP is issued by PSEB to solicit bids from potential bidders for execution of this Project.
d. “Day” means calendar day.
e. “Descriptive” means what is happening now based on incoming data.
g. “Successful Bidder” means a Bidder who has been awarded the contract pursuant to the subject RFP and shall be responsible for completing all scope of work as outlined in ToRs.
h. “Proposal” means the entire set of documents, hard and electronic, consisting of Technical and Financial Proposals submitted by the bidder.

i. “Project Management Team” means administration & technical team appointed by the Successful Bidder to manage the subject Project.

j. “Regular Staff” means permanent/full-time staff employed by the Successful Bidder to perform the services or any part thereof.

k. “Terms of Reference” (ToR) means that part of Bidding Document explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder, and expected results and deliverables of the assignment.

4 Instructions of Bidders

This document contains all the information pertinent to this solicitation and governs the preparation and submission of Proposals. The technical & financial forms to be filled by bidder for this assignment are annexed with this RFP document. Proposals must be submitted by the deadline, completed on the formats provided by PSEB, with supporting documents, according to the guidelines given in the Instructions & Information for Bidders section. PESB reserves the right to cancel the bids submitted with incomplete forms/templates provided in the RFP. Bid evaluation committees constituted by PSEB will evaluate proposals. The selection of bidders will be based on Quality and Cost Based Selection methodology as provided in the Bidding Document.

5 Bidding Document

The bidder is expected to examine all instructions, general conditions, forms, terms, and specifications in the RFP document and its annexures. Failure to comply with instructions will be at the bidder’s risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the scope of work/ToR and other requirements may be rejected. Inability to comply with applicable instructions, general conditions of contract, terms and specifications may lead to rejection of the proposal.

6 Joint Venture

If a single bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with firms or entities in a joint venture. In such cases, authorize one individual firm as Lead Bidder to act on their behalf in exercising all the bidder’s rights and obligations towards the PSEB under this Contract, including without limitation the receiving of instructions and Payments from the PSEB. The joint venture shall not be more than the 03 companies.

7 Preparation of Proposal

7.1 Language of the Proposal

Proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and PSEB shall be in writing and in English Language.

7.2 Proposal Currency

All prices shall be quoted in Pakistan Rupees (PKR) and all payments will be made in Pakistan Rupees (PKR.)
7.3 Period of Validity of Proposal
Proposals shall remain valid for 180 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, PSEB may solicit the bidder’s consent to an extension of the period of validity without any material changes in the Bidding Document.

7.4 Supporting Documents
While preparing the Technical Proposal, the bidder shall ensure that it has attached all the required documentary evidence wherever it is required. Bid evaluation committees will evaluate Proposals solely based on documentary evidence submitted in accordance with the evaluation criteria described in this Bidding Document.

7.5 Cost of Preparing Proposal
All costs of preparing proposal and of negotiating with PSEB, including visits for discussion with PSEB, are not reimbursable.

7.6 Taxes
Quoted costs should include all applicable (direct & indirect) taxes. The financial proposal will be scored based upon the bid amount inclusive of all taxes. The bids submitted without mentioning the taxes shall be considered inclusive of all applicable taxes.

7.7 Format and Signing of Proposal
The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary, to correct errors made by the bidder, in which case such corrections shall be initialed by bidder’s authorized person. The Proposals shall be clear and elaborate. Different parts of Proposals shall be separated using color separators, flags or tags. The authorized representative of the bidder shall sign each page of the proposal.

Note: The Technical Proposal must not contain any pricing information whatsoever. Non-compliance will lead to the rejection of the proposal.

7.8 Proposal Documents
The proposal, in binding form, with a serial number of each page should comprise the following:

<table>
<thead>
<tr>
<th>Technical Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>The technical proposal must consist of the following:</td>
</tr>
<tr>
<td>a) Checklist (Mandatory Documents required with the proposal)</td>
</tr>
<tr>
<td>b) Technical Proposal Submission – Form B1</td>
</tr>
<tr>
<td>c) Firms/Bidders Profile – Form B2</td>
</tr>
<tr>
<td>d) Relevant Experience of the Firm/Bidder – Form B3</td>
</tr>
<tr>
<td>e) Qualification, Total Experience and professional Certification/Membership – Form B4-I</td>
</tr>
<tr>
<td>f) Composition of Proposed Project Management Team with Organogram – Form B4-II</td>
</tr>
</tbody>
</table>

Technical proposal shall detail the capability and experience of delivering the work/services specified in the ToR. Bidder shall submit details of maximum ten (10) of their most relevant/similar nature assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered. Team structure proposed by the bidder for the project shall be in accordance with relevant Forms.
### Financial Proposal

Financial proposal must consist of the following:

- Financial proposal submission Form – *Form C1*
- Summary of costs – *Form C2*

### Proposal Evaluation

a. From the time the Proposals are opened to the time the evaluation report is announced, bidders should not contact PSEB on any matter related to its Technical and/or Financial Proposal. Any effort by the bidder to influence PSEB in the examination, evaluation, ranking of Proposals, and recommendation for the award of agreement may result in the rejection of the Bidder’s Proposal. However, PSEB may contact the bidder to seek clarification of any aspect of the Technical Proposal.

b. Evaluators of Technical Proposals will have no access to Financial Proposals until the technical evaluation is concluded.

c. Overall evaluation will be based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage, respectively.

### 8.1 Mandatory Eligibility Criteria Checklist

Before the bidders submit their Proposals, within the stipulated time mentioned in this Request for Proposal (RFP) document, bidders are requested to make sure that the following mandatory requirements of this RFP document are fulfilled. These requirements/evidence must be furnished at the time of submission of the proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:

**Note:** (If compliant, please check **Yes**, otherwise **NO** in the Mark Column)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate of Incorporation or Registration or equivalent. A copy of the same shall be provided. The firm participating shall also be registered with Pakistan Engineering Council (PEC)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Valid and active Income Tax Registration. A copy of the same shall be Provided</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Valid and active sales tax registration. A copy of the same shall be provided</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Audited Financial Statement showing turnover of Minimum Rs.10 million of the last 03 years. In the case of Joint Venture the total turnover should be minimum 20 million of the last 03 years.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>GST Statement (paid during last 3 years)</td>
<td></td>
</tr>
</tbody>
</table>
6. Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that bidder is not insolvent, bankrupt and not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization.

7. Bidder must quote all items mentioned in a BOQ that the bidder has applied for; otherwise, the bid will be rejected.

Note: In the case of a Joint Venture, the same conditions shall apply on the lead bidder of the joint venture. In that case the lead bidder must submit a filled, signed & stamped copy of the above checklist along with the proposal.

8.2 Delivery Timelines
The required timeline to deliver the required work/items/services is 8-12 weeks. However, the bidding firm may propose its timelines as per its circumstance, but the procuring agency will decide the final delivery timelines.

8.3 Other mandatory Instructions to bidders.
Undertaking on letterhead that all work/items/services will be delivered within agreed timelines after the issuance of purchase order/Contracts Sign. Failing to provide work/items/services within agreed timelines, a penalty will be levied as follows:

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Major Area</th>
<th>Parameter</th>
<th>Requirements</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delivery of the work/items/services as per PO</td>
<td>work/items/services delivery, installation and commissioning</td>
<td>Agreed timeframe (in Weeks)</td>
<td>Delay up to 4 weeks after scheduled date @0.5% and beyond 4 weeks penalty will be 1.0% of PO value. Week means full week (7 days). If delay is more than 8 weeks from the scheduled date, authority reserves right to cancel the order.</td>
</tr>
</tbody>
</table>

Note: - PSEB may extend the performance period in case of delay due to genuine circumstances beyond control.

8.4 Evaluation of Technical Proposals
   a. During the technical evaluation, no amendments in the proposals shall be permitted. Bidders who obtain at least 70% marks in technical evaluation criteria will qualify. Financial Proposals would be opened only for technically qualified bidders.
   b. Financial Proposals of those bidders obtaining less than 70% marks shall remain un-opened and will be returned to the bidders after the completion of the evaluation process. An evaluation committee appointed by PSEB will evaluate Technical Proposals based on their compliance with the RFP and by applying the evaluation criteria and the point system, as specified below:
8.4 Civil Work/Partition/Renovation Work

Partitioning of office space as per floor drawings, erection of executive’s offices, general works spaces, conference rooms, visitor’s area, reception, kitchen, Ceiling work, Installation of Power Cabling & Distribution System, Installation of Telephone and Networking Cabling/Paneling, HVAC works, etc). Detailed BOQ documents can be obtained from the undersigned.

*It is mandatory to quote against each item of the BOQ to be eligible. The work will be*
85 Financial Proposals

a. After the evaluation of technical proposal, PSEB shall announce technical scores and opening of financial proposals as per details provided in clause#8.4.

b. Bidders whose technical scores do not meet minimum qualifying score, will be informed accordingly and their Financial Proposal will be returned unopened to them, after announcement of technical scores.

c. A Financial Evaluation Committee shall evaluate the Financial Proposal. If any discrepancy arises between the "total" amount and the partial amount, the “total” amount shall prevail. If any discrepancy arises between “word" representation of amount and the numerical representation of amount, then the word representation shall prevail. The prices of all items listed in the Technical Proposal shall be assumed to be included in the Financial Proposal, whether or not they are individually listed and priced in the Financial Proposal.

d. Quality and Cost Based Selection (QCBS) method will be used for evaluation of the proposal. The lowest evaluated Financial Proposal will be given the maximum financial score of 30 points. The financial score will be calculated as follows:

86 Combined Score

a. Technical Score (St) shall be calculated as follows: (Technical score obtained by the Bidder/Total Technical score) x 70.

b. Financial Score (Sf) shall be calculated as follows: (Lowest Bidder’s total cost/Bidder’s total cost) x 30.

c. Combined Score (Total Score) = St + Sf

d. All bidders will be ranked based upon the combined technical and financial score.

9 Availability of Proposed Team

The Successful Bidder(s) will be bound to provide the services of the proposed team in the Technical Proposal. In case of the non-availability of any member of the proposed team during the contract period, the bidder (s) will provide valid reason and justification. The bidder (s) will be bound to provide the substitute staff with same experience, capability and technical strength with no delay after mutual agreement of both parties i.e., the Bidder and PSEB. In such a case, it is at the discretion of PSEB to accept or reject the Bid.

10 Award of Contract

After completing the evaluation process, PSEB shall award Contract(s) to the selected bidder (most advantageous bid). After the award of contract, PSEB shall return the unopened Financial Proposals of the non-responsive bidders. PSEB and the successful bidder(s) will sign an agreement with detailed terms and conditions to govern the delivery of work/services/items and the provisioning of support.

11 Supply, Installation, Commissioning and Warranty of the Items/Services.
The most advantageous bidder(s) selected against the RFP have to complete the required work as per timelines agreed between PSEB and the selected bidder(s).

The one (01) year warranty of the complete work will start from the date of its installation/commissioning. PSEB reserves the right to change, add and delete the numbers of items and their count as per its requirements. Any additional work will be carried out with the approval of PSEB.

12 Confidentiality

PSEB shall keep all information regarding the bid evaluation confidential until the announcement of the evaluation report under PPRA Rule no. 41.

13 Fraud and Corruption

PSEB requires the bidder(s) participating in the provision of items/services to adhere to the highest ethical standards during the selection process and throughout the execution of an agreement. In pursuance of this policy, PSEB defines, for the purpose of this paragraph, the terms set forth below as follows:

a. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of PSEB in the selection process or in agreement execution.

b. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement.

c. “Collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels, etc.

d. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of an agreement.

PSEB will reject a Proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the award of contract to be executed pursuant to RFP.

14 Clarification Request/Amendment

a. The bidder(s) can request clarification in the RFP document until the closing date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to PSEB’s e-mail address indicated in the RFP document. PSEB will respond in writing or by standard electronic.

b. Before the last day for submitting the proposals, PSEB reserves the right to amend the RFP document by issuing an addendum in writing. The addendum shall be published in the local newspaper and uploaded to PPRA & PSEB’s website, and revised RFP document will be uploaded on PSEB’s websites.

15 Support and Maintenance

For all the items that come under 01-year warranty, the bidder(s) shall provide customer as
16 Payment Plan

Payments will be made as per following schedule.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Work to complete</th>
<th>Payment Percentage</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Total Cost of Civil Work</td>
<td>30%</td>
<td>50% on procurement of materials and 50% on the completion of work</td>
</tr>
<tr>
<td>02</td>
<td>Total Cost of Plumbing</td>
<td>15%</td>
<td>50% on procurement of materials and 50% on the completion of work</td>
</tr>
<tr>
<td>03</td>
<td>Total Cost of Electric Work</td>
<td>20%</td>
<td>50% on procurement of materials and 50% on the completion of work</td>
</tr>
<tr>
<td>04</td>
<td>Total Cost of HVAC</td>
<td>15%</td>
<td>50% on procurement of materials and 50% on the completion of work</td>
</tr>
<tr>
<td>05</td>
<td>Final Inspection</td>
<td>20%</td>
<td>After the satisfaction report submitted by PSEB Designated Officer</td>
</tr>
</tbody>
</table>

a. If requested by the selected bidder(s), 30% mobilization advance to be paid upon signing of the agreement and selected bidder(s) shall submit an un-conditional bank guarantee equivalent to the amount of 30% mobilization advance before the release of mobilization advance.
b. 10% of the total agreed value of the project shall be submitted as a performance guarantee by the selected bidder(s), at the time of award of contract. The performance guarantee should be in the form of Bank Guarantee/Bank draft/pay order with validity at least for one calendar year from the date of its issuance.
c. The performance guarantee will be released as governed by the agreement between PSEB and the project awardee, upon submission of a request from the project awardee and PSEB’s completion certification/sign-off document.
d. The payment modalities will be further finalized between PSEB and the successful bidder(s) under the contract.
e. 50% of payment against each of the components mentioned at Sr. No. 16 will be made on procurement of materials and 50% on the completion of work after the satisfactory report submitted by the PSEB designated officer.
f. The payments will be made as per actual measurements, quantity and items. Any additional work payment will be paid after the approval of PSEB designated authority.

17 Submission, Receipt and Opening of Proposals

17.1 A single stage and two envelope procedures will be opted to process the received bids. Envelope #1 shall clearly bear the name “TECHNICAL PROPOSAL “The Establishment and Renovation of PSEB office at NICL Building, Karachi” (01) hard copy of Technical Proposal and with one (01) soft copy in flash disk shall be enclosed in the envelope. If there are discrepancies between the hard and soft copies of the Technical Proposal, the hard copy governs. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form, otherwise, the...
bid will stand disqualified.

17.2 **Envelope #2 shall clearly bear the name “FINANCIAL PROPOSAL – The Establishment and Renovation of PSEB office at NICL Building, Karachi”**. Financial proposal must be submitted in one hard copy and one soft copy on Flash Disk in MS Excel format enclosed in the envelope. The hard copy & soft copy of Financial Proposal must be sealed in Envelope # 2 and should not be part of Technical Proposal in any form. The name of bidder, with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL” shall be printed on the envelope.

17.3 The envelopes containing Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the project mentioned in this document and the bidder's name, and clearly marked “DO NOT OPEN BEFORE SUBMISSION DEADLINE”. PSEB shall not be responsible for misplacement, losing or premature opening of the outer envelope if not properly sealed and marked as stipulated. Such negligence may result in rejection of the proposal. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejection of the proposal.

17.4 The proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered. Submission letters for both Technical and Financial Proposals, must be in the attached format (Form B1 & C1) in separate envelopes.

17.5 The Bidder’s Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the Technical and Financial Proposals. In case of an authorized representative, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign.

17.6 Bidders must submit their proposal to PSEB by registered post/courier or by hand to the official postal address of PSEB before or on the submission deadline specified elsewhere in this Bidding Document.

17.7 Any Proposal received by PSEB after the deadline for submission shall be returned unopened.

17.8 The company reserves the right to accept or reject any or all the Proposals submitted at any time in accordance with applicable PPRA rules and the stipulations contained in this document.

A bid/earnest money, 2% of the bid value, shall be enclosed in the Financial Proposal and shall not be disclosed in any manner in the Technical Proposal.

17.9 The bidder declared **most advantageous** shall submit 10% Performance Bond in the form of unconditional Bank Guarantee/Pay Order/Demand Draft in the name of Pakistan Software Export Board, before the signing of the contract with PSEB. The validity of the Bank Guarantee/Pay Order/Demand Draft shall not be less than 01 year.

17.10 The Technical Proposal will be opened thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of PSEB and will be opened as per the tentative timeline separately.
communicated to bidders qualifying Technical Evaluation. The proposal must be sent to the following address and received by PSEB not later than the time and the date specified elsewhere in this Bidding Document:

17.11 The participant company/firm must have to visit the site before submission of proposal.

18 GENERAL TERMS AND CONDITIONS.
   a. In case the selected bidder(s) do not accept the Purchase Order/Contract, their bid security will be confiscated, and a poor performance certificate will be issued to vendor.
   b. In case there is a difference between the unit price and total price for any items quoted in the bid, the unit price of that/those items shall prevail and decision of PSEB in this regard shall be final.
   c. Total prices must conform to the individual prices of all the items quoted and delivered.
   d. The quoted price will be considered inclusive of all overhead costs (seen or unforeseen), required for the successful delivery of the project.
   e. The successful bidder(s) will sign Integrity Impact with PSEB (draft attached as Annex-I).
   f. PSEB reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the effected bidder or bidders.
   g. PSEB may terminate the Contract at any time by giving written notice to the bidder, if the bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided such termination will not prejudice or affect any right of action or remedy, which has, accrued or will accrue thereafter to PSEB.
   h. If the bidder is unable to fulfill its obligations as mentioned in the work plan and withdraws from the project, PSEB shall terminate the contract by issuing a written notice and shall not be responsible to pay off any liability incurred towards the bidder and forfeit the security deposit (bid bond amount).
   i. The equipment/items/material provided shall not be either used or re-furbished/re-conditioned. The quality of the material/items provided shall be of high quality and any item of low quality will be straight away rejected.

19 CHANGE OF SCOPE
At any time prior to the deadline for submission of bids, PSEB may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Tender. Amendments will be provided in the form of Addenda to the Tender and will be sent in writing by courier, cable, facsimile, or electronic mail to all prospective Bidders that have received the Tender Document and will be binding on them. Bidders are required to immediately acknowledge receipt of any such addenda, and it will be assumed that the amendments contained in such addenda will have been taken into account by the bidder in its bid.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, PSEB may, at its discretion, extend the deadline for submission of bids, in which case PSEB will notify all the bidders.

20 FORCE MAJEURE
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 far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.

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 (including operational disruptions due to government imposed COVID-19 restrictions), landslides, earthquakes, fires, storms, lightning, flood, washouts, government imposed restrictions due to environmental hazards, civil disturbances, explosion, Governmental Export/Import Restrictions, Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes 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.

The terms 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 4 (four) 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.

If a Force Majeure situation arises, the bidder shall promptly notify PSEB in writing of such conditions and the cause thereof. Unless otherwise directed by PSEB in writing, the bidder 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.

21 **BIDDER'S QUERIES.**

Any queries by the Bidders must reach to Manager Administration, PSEB, either through email or postal at the already mentioned address, at least five (5) working days before the deadline of the bid submission, otherwise PSEB will not be liable to respond.

22 **PRE-BID MEETING**

A pre-bid meeting will be held on **02nd March, 2023 at 3:00 pm** to address the queries of intended bidders. Please use following link to join pre-bid meeting [https://bit.ly/3xHHXEV](https://bit.ly/3xHHXEV)

23 **POINT OF CONTACT. (e-mails)**

To: rarif@pseb.org.pk
Ph: 051-9202295
THE ESTABLISHMENT AND RENOVATION OF PSEB OFFICE AT NICL BUILDING KARACHI

24 BID SUBMISSION AND OPENING ADDRESS.
Please submit the complete proposals (Technical and Financial) on or before 09th March, 2023 at 03:00 pm which will be open on the same date at 03:30 pm at the following address

Manager Administration
Pakistan Software Export Board
06th Floor, Plot # 61, State Life Tower,
Near Saudi Pak Tower, Blue Area, Jinnah Avenue,
Islamabad.

PART B – FORMS TO BE SUBMITTED WITH THE PROPOSAL

Technical Proposal - Standard Forms

B1 - Technical Proposal Submission
B2 - Firms/Bidders Profile
B3 - Relevant Experience of the Firm/Bidder,
B4-I - Qualification, Professional Experience
B4-II - Composition of Proposed Project Management Team

B1. Technical Proposal - Submission Form

To
Manager Administration
Pakistan Software Export Board
06th Floor, Plot # 61, State Life Tower
Near Saudi Pak Tower, Blue Area, Jinnah Avenue, Islamabad Tel: +92-51-9204074
Email: rarif@pseb.org.pk

Sir,
We, the undersigned, offer to provide the services for execution of “The Establishment and Renovation of PSEB office at NICL Building, Karachi” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our proposal which includes this Technical Proposal and Financial Proposal sealed under a separate envelope.

Our Technical Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the proposal, which is 180 calendar days from the date of advertisement.

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

Authorized Signature:
Name and Title of Signatory:
Name of Firm: Address:
### B2. Firms/Bidders Profile

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Criteria</th>
<th>Response</th>
</tr>
</thead>
</table>
| 1     | Profile of the agency:  
   i. Registered age of Firm  
   ii. Names of Managers/ Owners/ CEO/ Directors/ Partners | | |
| 2     | i. Location of Firm office/sub office  
   ii. Number of relevant employees including their Names & Designations, Contact Numbers & Branch contact numbers | | |
| 3     | Financial Position  
   i. Name of Banks  
   ii. Certificate of Financial position  
   iii. Copy of audited Annual Accounts (of last 02 years)  
   iv. Tax Registration (NTN/STN/FTN) | | |

### B3. Relevant Experience of the firm/Bidder

Supply and Installation of Fixtures, Furniture, Cooling/Heating, Cabling, Air-Conditioning, etc.

<table>
<thead>
<tr>
<th>Title &amp; Synopsis</th>
<th>Project Name and contact details of Focal Person of Bidder</th>
<th>Client Name, Focal Person Name &amp; Contact Info</th>
<th>Project Worth (PKR)</th>
<th>Project Duration</th>
<th>Completion Date</th>
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</table>

*Please attach relevant documents to corroborate your information.
## B4-I. Qualification and Professional Experience

### Summary (Complete for each Team Member)

<table>
<thead>
<tr>
<th>Name of Employee:</th>
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<tr>
<th>Position/Specific experience</th>
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<tr>
<th>DD/MM/YY</th>
<th>From</th>
<th>To</th>
<th>Position/Specific experience</th>
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### Relevant Experience:
Summarize relevant experience in reverse chronological order. Indicate technical and managerial experience relevant to the project:

<table>
<thead>
<tr>
<th>Education:</th>
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<tr>
<th>Highest Level of Degree</th>
<th>Relevance of Degree to the Assignment</th>
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<tbody>
<tr>
<td>Masters</td>
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<tr>
<td>Bachelors</td>
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<tr>
<td>Any Other.</td>
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### Certification:
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Full name of staff member:

Full name of authorized representative:
### B4-II – Composition of Proposed Project Management Team

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Name of Staff</th>
<th>CNIC</th>
<th>Firm</th>
<th>Area of Expertise</th>
<th>Position</th>
<th>Task Assigned</th>
<th>Full time/part time/consultant</th>
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Financial Proposal - Standard Forms

C1. Financial Proposal submission form
C2. Summary of costs

C1. – Financial Proposal Submission Form

[Location, Date]
To: Manager Administration
Pakistan Software Export Board
06th Floor, Plot # 61, Sate Life Tower Near
Saudi Pak Tower, Blue Area, Jinnah Avenue,
Islamabad, Pakistan
Tel: +92-51- 9204074
Email: rarif@pseb.org.pk

Sir,

We, the undersigned, offer to provide services for execution of “The Establishment and Renovation of PSEB office at NICL Building, Karachi” project in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal (Technical and Financial Proposals) .. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies and other charges applicable on our company, our sub-contractors and collaborations under the Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal, which is 180 calendar days from the date of advertisement.

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

Yours sincerely,

Authorized Signature:
Name and Title of Signatory: Name of Firm:
Address:
C2. – Summary of Costs

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Amount with all applicable taxes (Rs).</th>
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<tbody>
<tr>
<td>Total Cost of Civil Works</td>
<td></td>
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<tr>
<td>Total Cost of Plumbing Works</td>
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<tr>
<td>Total Cost of Electrical Works</td>
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<tr>
<td>Total Cost of HVAC Works</td>
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<tr>
<td>Total Cost of Project Rs.</td>
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<tr>
<td>Total Covered Area</td>
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<tr>
<td>Cost per SFT</td>
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</table>

Annexure-III – Integrity IMPACT

(To be submitted on Legal Stamp Paper for successful bidder only)

Affidavit

Tender Number:
Date:
Tender Value: ___________ Tender
Title:

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

Without limiting the generality of the foregoing, [name of firm] 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 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 contact, right, interest, privilege or other obligation or benefit in whatsoever form from Purchaser, except that which has been expressly declared pursuant hereto.

[The Firm/Contractor] 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 the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or’ warranty / support. [The Firm/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 declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on
account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm/Contractor] 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 the Purchaser

Authorized Signature & Stamp

Subscribed and sworn to me this ____________, Day of _______ 20_____
Verified by the Notar