

**PUBLIC PROCUREMENT REGULATORY AUTHORITY**  
**(PPRA)**

**CONTRACT AWARD PROFORMA – I**

**To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services and Goods**

- NAME OF THE ORGANIZATION/DEPTT. NADRA Headquarter, Islamabad
- FEDERAL / PROVINCIAL GOVT. Federal Government
- TITLE OF CONTRACT:- Establishment & Renovation of Office, HQ NADRA Islamabad
- TENDER NUMBER:- 121/2022 dated 4<sup>th</sup> July, 2022
- BRIEF DESCRIPTION OF CONTRACT Establishment & Renovation of Office HQ NADRA Islamabad
- TENDER VALUE 2.2 MILLION
- ENGINEER'S ESTIMATE (For civil works only) 2.2 MILLION
- ESTIMATED DELIVERY PERIOD 4-6 Weeks
- ESTIMATED COMPLETION PERIOD 4-6 Weeks
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?  
Yes / No Yes
- **ADVERTISEMENT**  
(Federal Agencies) (If yes give date and PPRA's tender number)
- |                  |                   |                                  |
|------------------|-------------------|----------------------------------|
| (i) PPRA Website | Tender # 121/2022 | dated 4 <sup>th</sup> July, 2022 |
| (ii) Newspapers  | Nawa-e-Waqt       | dated 5 <sup>th</sup> July, 2022 |
| (iii) Newspapers | Daily Time        | dated 5 <sup>th</sup> July, 2022 |
- TENDER OPENED ON (DATE & TIME) 28th July, 2022 at 11:30 hours
- NATURE OF PURCHASE NATIONAL

Inadba 41022 - G  
4267

- EXTENSION IN DUE DATE (If any) No
- NUMBER OF TENDER DOCUMENTS SOLD 07 Nos
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS (If yes enclose a copy). Yes
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS (Please refer RFP copy attached) Yes
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. \_\_\_\_\_
- TWO STAGE BIDDING PROCEDURE. \_\_\_\_\_
- c) TWO STAGES – TWO ENVELOPE BIDDING PROCEDURE. \_\_\_\_\_
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e. EMERGENCY, DIRECT CONTRACTING NEGOTIATED TENDERING ETC.) No
- WHO IS THE APPROVING AUTHORITY DG Administrative
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. N/A
- NUMBER OF BIDS RECEIVED 03
- M/s Muhammad Ayub Khan
- M/s MK Design
- M/s Capital Engineering Services
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER. Yes
- WHETHER INTEGRITY PACT WAS SIGNED NA

**PUBLIC PROCUREMENT REGULATORY AUTHORITY**  
**(PPRA)**

**CONTRACT AWARD PROFORMA – II**

**To Be Filled And Uploaded on PPRA Website In Respect of All Public**  
**Contracts of Works, Services & Goods**

➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS      **03 Nos**

NAME AND ADDRESS OF THE SUCCESSFUL BIDDER      RANKING OF SUCCESSFUL BIDDER IN  
EVALUATION REPORT

**M/s Muhammad Ayub Khan,**  
**House # 70, Street # 3, Shahzad Town,**  
**Islamabad**

(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).

**1<sup>st</sup> (Lowest Evaluated Bid)**

➤ NEED ANALYSIS (Why the procurement was necessary) **Renovation Work at HQ NADRA Islamabad**

➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS  
(Briefly describe)

➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE  
TIME OF OPENING OF BIDS      **Yes**

➤ DATE OF SIGNING THE PURCHASE ORDER      **30<sup>th</sup> September, 2022**  
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE      **Rs.2,086,452/-**

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS      **Yes**  
(Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED      **No**

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN  
IN THE TENDER NOTICE/DOCUMENTS      **No**  
(If yes give details)

➤ DEVIATION FROM QUALIFICATION CRITERIA      **No**  
(If yes give details)

➤ SPECIAL CONDITIONS, IF Any      **No**  
(Give Brief Description)

**National Database and Registration Authority NADRA, Islamabad**

Submission Date	4/7/2022
Receipt No	164326
Tender No	121/2022 (TS484933E)
Sector	Civil Works
Tender Title	Establishment & Renovation of Offices, HQ NADRA Islamabad
Tender Note	Establishment & Renovation of Offices, HQ NADRA Islamabad
Description	<p>GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR NADRA HEADQUARTERS ISLAMABAD 1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PEC in minimum Category C-6 and having valid registration from Income Tax &amp; Sales Tax Departments and who are Active on Tax payers List (ATL) of the FBR for Establishment &amp; Renovation of Offices, HQ NADRA Islamabad. 2. The bid documents contain detailed Specification, Instruction, conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement &amp; Stores) at given address &amp; upon payment of a non-refundable fee of Rs.1,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: Bank HBL Account Title: NADRA Headquarters Account # 0004600051009601. Rupees 250/- additional (courier charges) to be deposited by the out stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed. 3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before 1100 hours on 28th July, 2022. Bids will be opened on same day at 1130 hours. This advertisement is also available on PPRA website at <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>. 4. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name &amp; Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card. 5. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.</p>
Advertisement Date	4/7/2022
Closing Date	28/7/2022 ✓
Closing Time	11:00:00 AM
Opening Time	11:30:00 AM


<b>Estimated Cost</b>	
<b>Tender Nature</b>	National
<b>Earnest Money</b>	66,000 pay order call deposit bankers cheque or DD
<b>Bid Validity</b>	90 days
<b>Bidding/Tender Document Cost</b>	1000
<b>Remarks</b>	
<b>Attach Document</b>	
<b>Person to be Contacted</b>	Naveed A Channa
<b>Designation</b>	Head of Dept (Procurement)
<b>Tel No.</b>	051-9108145
<b>Address</b>	Ground Floor Procurement Department Regional HQ Building Mauve Area G10/4, Islamabad

**PID STATEMENT OF MEDIA RELEASED TO DAILY NEWSPAPERS**


PID ISLAMABAD 04-07-2022 PED-HQ NADRA)

Name of Client	Agency	Size	Publication Date	Caption	Region	Name of Newspapers/Periodicals	Publication Status
NADRA PID (I) 73 /22	PID	15x3	05-07-2022	Tender # 121	Isb/Lhr	Urdu-N.waqt	05-07-2022
						English- Daily Times	05-07-2022

روزنامہ سوائے دست راوی پبلشرز اسلام آباد (2) جولائی 2022ء



**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INTERIOR**  
**NADRA HEADQUARTERS ISLAMABAD**



**INVITATION OF BID**  
**CONVERSION OF NETWORK OPERATION**  
**CENTRE (NOC) INTO SECURITY**  
**OPERATION CENTRE (SOC)**  
**TENDER NO.121/2022**

National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PEC in minimum Category C-6 and having valid registration from Income Tax & Sales Tax Departments and who are Active on Tax payers List (ATL) of the FBR for Establishment & Renovation of Offices, HQ NADRA Islamabad.

The bid documents contain detailed specification, instruction, conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: **Bank: HBL, Account Title: NADRA Headquarters Account # 006460051009601**, Rupees 250/- additional (courier charges) to be deposited by the interested bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before 1100 hours on **28<sup>th</sup> July, 2022**. Bids will be opened on same day at 1130 hours. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card.

**PID(I)- 73/22**

NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

**CONFERENCE ROOM**  
**PROCUREMENT DEPARTMENT NADRA HQ**  
**NADRA RHO Building (Ground Floor)**  
**30 - Mauve Area G-10/4, Islamabad - 44000.**  
**Telephone: 051-90391854 Fax No: 9108188**



**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
NADRA HEADQUARTERS ISLAMABAD**



**INVITATION OF BID  
CONVERSION OF NETWORK OPERATION**

**CENTRE (NOC) INTO SECURITY  
OPERATION CENTRE (SOC)**

**TENDER NO.121/2022**

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2. The bid documents contain detailed Specification, Instruction, conditions and forms for participating in the bid. The bid documents (complete sets) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: Bank HBL, Account Title: NADRA Headquarters Account # 0004600051009601. Rupees 250/- additional (courier charges) to be deposited by the out stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed.
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4. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card.
5. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

**CONFERENCE ROOM  
PROCUREMENT DEPARTMENT NADRA HQ  
NADRA RHO Building (Ground Floor)  
30 - Mauve Area G-10/4, Islamabad - 44000.  
Telephone: 051-90391854 Fax No: 9108188**

**PID (I) NO. 73/22**

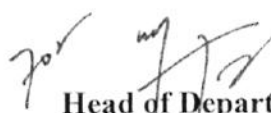
**EVALUATION REPORT**  
**(As Per Rule 35 of PP Rules, 2004)**

1.	Name of Procuring Agency:	HQ NADRA Islamabad
2.	Method of Procurement:	Single Stage (02) Envelopes Method
3.	Title of Procurement:	Conversion of Network Operation Center (NOC) into Security Operation Center (SOC)
4.	Tender Inquiry No:	121/2022
5.	PPRA Ref. No. (TSE):	TS484933E
6.	Date & Time of Bid Closing:	28 <sup>th</sup> July, 2022 at 1100 Hrs.
7.	Date & Time of Bid Opening:	28 <sup>th</sup> July, 2022 at 1130 Hrs.
8.	No of Bids Received:	03 x Bids
9.	Criteria for Bid Evaluation:	Based on Eligibility Criteria and Technical Compliance, as per Tender Documents
10.	Details of Bid(s) Evaluation:	As under:-

Name of Bidder	Marks		Evaluated Cost	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PPRA Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s Muhammad Ayub Khan	Qualified	Only technical qualification was required	Rs.2,086,452/-	Seven firms purchase the tender documents, whereas bids of three firms i.e. M/s Muhammad Ayub Khan, M/s Capital Engineering Services and M/s MK Design were received. Technical bids were opened on 28 <sup>th</sup> July, 2022. Technical bids were forward to technical evaluation board for technical evaluation. As per technical evaluation report bids of M/s Muhammad Ayub Khan, M/s Capital Engineering Services and M/s MK Design were technical qualified. Same was communicated to the respective bidder (F/A). Financial bid of technically qualified firms were opened on 1 <sup>st</sup> September, 2022. As per financial evaluation M/s Muhammad Ayub Khan was found most advantageous.
M/s MK Design	Qualified	Only technical qualification was required	Rs.2,366,980/-	
M/s Capital Engineering Services	Qualified	Only technical qualification was required	Rs.2,553,583/-	

Most Advantageous Bidder: **M/s Muhammad Ayub Khan**

11. Any other additional / supporting information, the procuring agency may like to share. Nil

  
 Head of Department  
 NADRA HQ Procurement  
 (Naveed A. Channa)  
 15<sup>th</sup> Sep, 2022



TECHNICAL EVALUATION Tender# 121/2022

Conversion of Network operation center (NOC) into Security Operation Center (SOC)

Sl. No.	Item	Conversion NOC to SOC		
		Mohammad Ayub Khan	Mik Design	Capital Engineering Services
1	Firm has a Valid NTN Registration certificates	Comply	Comply	Comply
2	Firm has a Valid GST Registration certificates	Comply	Comply	Comply
3	Firm must be on active Tax payer list (Income and sales Tax) at FBR	Comply	Comply	Comply
4	Past Relevant Experience of minimum 3 years from 30 <sup>th</sup> June 2022 of similar Nature	Comply	Comply	Comply
5	Bank statement of last 24 years showing transaction over 10 million.	Comply	Comply	Comply
6	Bid security (refundable) equal to 66,000/- of bid value in Pak Rupees in form of a pay order / Demand Draft / Call Deposit / Banker Cheque issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority.	Not Submitted	Not Submitted	Not Submitted
7	Documentary evidence / Certificate of Registration of company.	Comply	Comply	Comply
8	Copy of CNIC of the owner.	Comply	Comply	Comply
9	Bid price valid for 90 days.	Not Submitted	Not Submitted	Not Submitted
10	Submission of undertaking on legal, valid and attested stamp paper of Rs. 50/- that the firm is not blacklisted with any of Provincial and Federal Government Department, Agency, Organization or Autonomous body anywhere in Pakistan.	Comply	Comply	Comply
11	Authenticated Certificate of PEC registration (at least C-6). (Should not be expired at the time of bid submission)	Comply	Comply	Comply
12	Tender Document	Comply	Not Submitted	Not Submitted
	<b>Remarks</b>	* Subject to the availability of items mentioned in SF 6 & 9	* Subject to the availability of items mentioned in SF 9 & 12	* Subject to the availability of items mentioned in SF 6, 9 & 12

Member 1:  
Dr. Farhan Tariq  
IS Chairman Sect.

Signature: 

Member 2:  
Dr. M. Umar Muhr  
T&D

Signature: 

Member 3:  
Mr. Nauman Ali  
Datavare House

Signature: 

President:  
Mr. Ali Mohiyuddin, Dy Director  
IS Chairman Sect.

Signature: 



**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INTERIOR**  
**PROCUREMENT DEPARTMENT, GROUND FLOOR**  
**(RHO ISLAMABAD BUILDING) MAUVE AREA, G-10/4, ISLAMABAD**  
**PHONE NO 051-90391854 FAX NO 051-9108188**

Work Order No: NADRA/Proc/Reno/ 7711

30<sup>th</sup> September, 2022

To: M/s Muhammad Ayub Khan,  
House # 70, Street # 03, Shahzad Town, Islamabad  
Tele: 051-2614602, Cell # 0333-5551360

I am directed to confirm an order for Renovation of NOC into SOC, HQ NADRA Islamabad quoted vide our tender # 121/2022 financial bid opened on 1<sup>st</sup> September, 2022.

Sr #	Name of Item / Description	Qty	Unit Price (Rs)	Total Price (Rs)	16% GST	Total Price with GST (Rs)
1.	Providing and laying of counter table (9'x2.5'x2.5') Melamine Top/Particle Board 1" Thick with key Board Tray (20"x14") 3 Nos, and MS Frame 16 Gauge Powder coated including moveable Drawers Trolley. Table should be spotless surface and smooth as per attached designing. Table should contain portable cable Manager and portable Powder Socket Manager complete in all Respects.	01 Nos	195,000/-	195,000/-	31,200/-	226,200.00
2.	Providing and laying of counter table (7'x2x2.5') Melamine Top/Particle Board 1" Thick with Key Board Tray (20"x14") 2 Nos, and MS Frame 16 Gauge Powder coated including 2 moveable Drawers Trolley. Table should be spotless surface and smooth as per attached designing. Table should contain portable cable Manager and portable Powder Socket Manager complete in all Respects.	06 Nos	95,000/-	570,000/-	91,200/-	661,200.00
3	Providing Sofa Chairs (2 x Seater) with leatheride cushioning as per client directive.	03 Nos	64,000/-	192,000/-	30,720/-	222,720.00
4	<b>Executive Chair High Back:</b> Supply of ergonomically designed high back executive revolving chair with molded foam seat and back, upholstered with specially developed low pilling permeable upholstery, use friendly concealed bio-synchro mechanism with one position blocking and hydro pneumatic system for height adjustment (Torch, Interwood, Ekma or equivalent) as per direction of client.	15 Nos	28,500/-	427,500/-	68,400/-	495,900.00
5	Removal of existing floor tiles and dispose of debris out of HQ NADRA premises	01 Job	10,000/-	10,000/-	1,600/-	11,600.00
6	<b>PCC 1:2:4 Underlay:</b> Providing, laying and curing 2" to 4" thick plain cement concrete 1:2:4 in entire hall or required area using 1-part or grey cement 2-parts of clean Sand and 4-parts of Margala crush aggregates of specified grading curing and leveling complete in all respect as specified or as directed.	810Sqt	10.34	8,375.40	1,340.06	9,715.46
7	<b>Floor Tile 600x1200 mm:</b> Providing and Laying of master, sonix or equivalent vitrified porcelain tile floor (600 x 1200 x 10.5mm) laid as Flooring by using recommended adhesive Ceratile WPM or equivalent mixed with cement in appropriate ratio (2:1), the tiles shall be fixed using 2mm wide spacer and filling the joints with grout of approved shade and color of same brand fixing/cutting of 4" to 6" skirting (110 Rft) in area of main hall complete in all respect as specified or as directed.	810Sqt	350/-	283,500/-	45,360/-	328,860.00
8	<b>Networking System:</b> Supply, Installation, testing & Commissioning of following networking cables and hardware as per given specification complete in all respect as specified or as directed.					
i)	<b>Socket RJ45 with I/O Face Plate:</b> Supply, Installation, testing & commissioning of computer Data Socket RJ45 with I/O face plate including back box. The Fitting will be Synergy model # 730057 of Legrand UK or equivalent. The fitting & Back Box will be incorporated in counters and furniture tables or at required places complete in all respect as specified or as directed.	30 Nos	900/-	27,000/-	4,320/-	31,320.00

	<b>CAT-6 Cable:</b> Supply, installation, testing and commissioning of Schneider or equivalent CAT-6 cable in PVC Duct in walls/floor or at required places/space areas from Server to all Working Tables or at required places to network RJ45 socket complete in all respect as per drawing or as specified or as directed.	100 0 Rft	38.79	38,790/-	6,206.40	44,996.40
iii)	Supply and installation of factory fitted Patch Cord 1.2 Meter Cat-6 Panduit/Clipsal or Equivalent.	30 Nos	500/-	15,000/-	2,400/-	17,400.00
9.	<b>Electric Wiring:</b> The Following wiring shall be PVC insulated 300/500 v grade wire manufactured by MS Pakistan Cables or equivalent.					
i)	<b>Socket Fitting with Face Plate:</b> Supply, Installation, testing & commissioning of Socket fitting with face plate including back box. Three sockets will be grouped in work stations/ working tables/ counters/ CC wall or RCC Column. The fitting and back box will be incorporated during fabrication of all lamination items complete in all respect as specified or as directed.	45 Nos	700/-	31,500/-	5,040/-	36,540.00
<b>Total Corrected Bid Price: (Rupees two million eighty six thousand four hundred and fifty two only including 16% GST)</b>						<b>2,086,452/-</b>

#### TERMS AND CONDITIONS

##### a. Completion Time: 4-6 weeks

- Delivery/completion period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least 2 weeks prior to the expiry of delivery period otherwise the request for extension will not be accepted.
- If any of the supplied items/equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.
- In case the firm fails to deliver the equipment even after the lapse of 30 days after the expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

##### b. Place of Work: HQ NADRA, Sector G-5/2, Islamabad

##### c. Inspection/Acceptability: As per acceptance by User Department

##### d. Liquidated Damages: In case of any delay from the completion time, Late Delivery Charges @ 0.5% per day on the delayed item / work, up to a maximum of 10% of the total value of delayed item / work shall be charged

##### e. Government taxes shall be deducted at the time of payments as per Government prescribed rates where applicable.

##### f. Payment Term:

##### a. 95% payments shall be made after completion/delivery of items and successful QC check to the supplier on provision of acceptance certificate / and on production of following documents:-

- Delivery Challan (in duplicate)
- Firm Bill (in duplicate)
- Sales Tax Invoice (in duplicate)
- Warranty / Guarantee form (in duplicate) for each equipment (if applicable)
- Valid professional Tax & Income Tax Exemption Certificate (if applicable)

##### b. 5% payment shall be retained as assurance of performance till the completion of warranty/defects liability period (whichever is applicable) and will be released on submission of invoice (in duplicate) by the vendor and provision of acceptance certificate by NADRA user department. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any scheduled Bank of Pakistan under URGD 758. The bank guarantee will be released after the expiry of warranty / defects liability (whichever is applicable) period upon submission of invoice/request from vendor and provision of NOC / Acceptance Certificate by the NADRA User Dept. NADRA reserves the right of confiscate this 5% payment in case of any non-performance by the bidder during the warranty and defects liability period.

##### g. Warranty and Defect Liability Period:

- The items are to be guaranteed for trouble free performance for a minimum period of one year after delivery. Firm shall warrant that all the components supplied under the order shall be new and of the best quality according to the manufacturers specifications and shall be free from the defects.
- All the work performed and services provided shall have a defects liability period of four (4) months from the date of completion of the work and of final acceptance from NADRA user department.
- All the equipment provided shall have a warranty period of one year from the date of final acceptance by NADRA user department.
- During the warranty and defect liability period defects are to be rectified free of charge by arranging free replacement or providing the repair wherever necessary.
- The vendor shall provide the warranty and defects liability certificate after the final acceptance by NADRA user department.

##### h. In case of any poor performance from vendor, NADRA reserves the right to issue Poor Performance Certificate to vendor and may restrict the vendor from the participation in any tender of NADRA after issuance of three Poor Performance Certificates to vendor.

##### i. Any type of corrupt or fraudulent practices and provision of any false information shall lead to the blacklisting the firms.

##### j. In case of cancellation of the purchase order, vendor shall not be eligible to claim and NADRA shall not be liable to pay any payments, costs or expenses what so ever incurred by the vendor against this purchase order.

##### k. In case of any variation in this purchase order, a variation order shall be issued after the mutual consent of both parties.

*Naveed A. Channa*

Head of Department  
NADRA HQ Procurement  
(Naveed A. Channa)

**For Networks Dte – Minute sheet # NADRA/IS/S-241 dated 28<sup>th</sup> January, 2022:** In case of any ambiguity / query related to work order, please inform Proc Dept., so that same can be responded properly.

**ACCEPTED:** I/We have read the above instructions while receiving the purchase order and agree to abide by all the terms & conditions mentioned here in above the purchase / work order.

Name: Saeedullah Signature: Saeedullah Designation GM Cell # 05335551300

Office Copy  
Prepared by Waqar

Renovation (Necessity) 21 / 22

20.7.22

- 1) Pak Kashmir 7-7-22 NISAN
- 2) M. ABUS KAMAR 14-7-22 WAQIAS
- 3) Capital Eng 18-7-22 Sarfaraz
- 4) Technoart Eng 19-7-22 Abdullah
- 5) Paswan 19-7-22 AKASH
- 6) Comtal 26-7-22 Nimit
- 7) MK Design

- 0321505870 7900445
- 03315472473 4236825
- 0324802200 02636673
- 0346665466 4736468
- 03008508988 289305F
- 74954746





**PPRA TENDER NO:-121/2022**



**Issue Date of Tender ----- 2022**

**NATIONAL DATABASE & REGISTRATION AUTHORITY**

**\*NADRA\***

***TENDER DOCUMENTS***

***For***

**CONVERSION OF NETWORK OPERATION CENTRE (NOC) INTO  
SECURITY OPERATION CENTRE (SOC)**

**NADRA**

**NATIONAL DATABASE & REGISTRATION AUTHORITY**

**\*NADRA\***





**TENDER NO.121/2022**  
**GOVERNMENT OF PAKISTAN**  
**HEADQUARTER NATIONAL DATABASE AND**  
**REGISTRATION AUTHORITY (NADRA)**  
**(RHO) BUILDING G-10/4, MAUVE AREA**



**CONVRSION OF NETWORK OPERATION CENTRE (NOC) INTO SECURITY OPERATION CENTRE**  
**(SOC)**

Note: (a) Contractors must fill in all the details as required in the form.  
 (b) Print in black ink use capital letters and ✓ appropriate boxes.

**FORM NUMBER**

M/s \_\_\_\_\_

**COMPANY NAME AND TAX NO**

<b>Company Name:-</b>	
<b>National Tax Card No:-</b>	

**SALES TAX REGISTRATION NO AND REGISTRATION DATE**

<b>Sales Tax Registration No:-</b>	
<b>Date of Registration:-</b>	

**OWNER'S NAME AND CNIC NO**

<b>Owner's Name's:-</b>	
<b>Owner's National Identity Card No:-</b>	

**COMPANY'S BUSINESS ADDRESS**

<b>Country:-</b> _____	<b>City:-</b> _____
<b>Street No :-</b> _____	<b>House No:-</b> _____
<b>Post Office :-</b> _____	<b>Ward No:-</b> _____
<b>Tehsil/Sub:-</b> _____	<b>District:-</b> _____
<b>Province:-</b> _____	<b>Division:-</b> _____
<b>Telephone #:-</b> _____	<b>Fax No:-</b> _____





**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
NADRA HEADQUARTERS ISLAMABAD**



**INVITATION OF BID  
CONVERSION OF NETWORK OPERATION CENTRE (NOC) INTO SECURITY OPERATION CENTRE  
(SOC)**

**TENDER NO.121/2022**

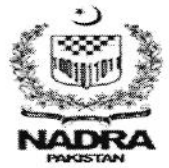
1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. Suppliers/Contractors/Firms having valid registration with PEC in minimum Category C-6 and having valid registration from Income Tax & Sales Tax Departments and who are Active on Tax payers List (ATL) of the FBR for Establishment & Renovation of Offices, HQ NADRA Islamabad.
2. The bid documents contain detailed Specification, Instruction, conditions and forms for participating in the bid. The bid documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address & upon payment of a non-refundable fee of Rs.1,000/- into NADRA bank account and provision of deposit slip to NADRA Office. Detail of NADRA bank account is: **Bank HBL Account Title: NADRA Headquarters Account # 0004600051009601.** Rupees 250/- additional (courier charges) to be deposited by the out stationed bidders for the purpose to purchase complete set of bidding documents. The complete set of Bidding Documents will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of tender else any delay liability cannot be claimed.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the address mentioned below on or before **1100 hours on 28<sup>th</sup> July, 2022.** Bids will be opened on same day at **1130 hours.** This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).
4. All the vendors are requested to provide request for issuance of tender documents on company letter head including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company representative must possess company employee card.
5. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.



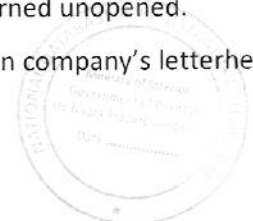
**CONFERENCE ROOM  
PROCUREMENT DEPARTMENT NADRA HQ  
NADRA RHO Building (Ground Floor)  
30 - Mauve Area G-10/4, Islamabad - 44000.  
Telephone: 051-90391854 Fax No: 9108188**



## TERMS AND CONDITIONS FOR BID AND BIDDERS



1. **Tender Identification Number:** TENDER No.121 /2022.
2. **Procurement Agency:** Headquarters National Database and Registration Authority Islamabad
3. **Last Date & Time for Submission of Bid:** 28/07/2022 at 1100 Hours (PST).  
**Note:** All bids submitted after the time prescribed shall be rejected and returned without being opened (Reference PPRA 2004 Rule 28-2).
4. **Bid Opening Date & Time:** 28/07/2022 at 1130 Hours (PST).
5. **Bid Submission and Opening Address:**  
(Conference Room)  
Procurement Department NADRA HQ,  
RHO Building (Ground Floor),  
Maive Area G-10/4, Islamabad
6. **Procedure of Tender**
  - a. Single Stage Two Envelope Procedure.
  - b. The bids sealing and submission (of envelopes) must comply the prescribed procedures as defined in PP Rules 2004 (Rule # 36) (b).
  - c. It is to be ensured that Bid Security must not be sealed with the Technical Bid.
7. **Tender Type:** National
8. **Scope of Works/Deliverables:** Revamping of NADRA NOC Room
9. **Nature of Procurement:** Turnkey Solution
10. **Authorization of Bidder:** PEC Registration C-6 or above
11. **Completion Timelines:** 4-6 Weeks
12. **Place of Work:** NADRA HQs Islamabad
13. **Bid Submission:**
  - 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.
  - Note: Bidders are required to state, in their proposal, the name, title, fax number and e-mail address of the bidders authorized representative for all communications until the process has been completed.
  - NADRA will not be responsible for any costs or expenses incurred by bidders in connection with the preparation and submission of bids.
14. **Bid Opening Process/Method:**
  - a) In the first instance, only technical proposal will be opened in the presence of the bidders who chose to participate in the tender opening process. The names of the participating bidders will be read aloud/announced. Technical bids will then be forwarded to the technical evaluation board for technical evaluation. After the completion of the Technical Evaluation the financial proposal and bid security of only qualifying bidders will be opened and the bid prices will be read aloud/announced. The date and time of the financial bid opening will be communicated to bidders. The financial proposals and bid security of firms not meeting the required specifications/ criteria will be returned unopened.
  - b) The representative of the bidder shall bring an authority/nomination letter on company's letterhead for attending the financial bid opening.





15. **Bid Security:**

- a) The amount of the bid and bid security shall be in Pak Rupees. The bidders are required to deposit **Bid Security (refundable)** amounting to **Rs.66,000/-** in the shape of **pay order, call deposit, bankers Cheque or demand draft** issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority. Bid security shall be sealed with the financial bid or in an envelope separate from Technical and Financial bids. Bid security shall not be sealed with the technical bid. **Bids not accompanied by original bid security will not be entertained.**
- b) **Bid security of successful bidder will be released upon acceptance of Purchase / Work Order**

16. **Bid Validity Period:** 90 days from the date of opening of Tender.

17. **Withdrawal of Bid:**

- a. A bidder may withdraw the bid prior to the deadline for submission of bid as prescribed in these tender documents.
- b. The bid security will be forfeited if a bidder withdraws the bid after the deadline of bid submission or during the period of bid validity or in the case of a successful bidder fails to sign/accept the Purchase Order/Contract.

18. **Rejection of Bid:**

- a. Bids not sealed as per the instructions in the bidding documents.
- b. Bid security has not been submitted as per the relevant clause.
- c. Incomplete, conditional or optional bids will be rejected forthwith.
- d. Bids offering multiple options will be rejected.
- e. Bids received after due date & time will not be accepted.
- f. Bids failing to meet the eligibility / evaluation criteria.
- g. Any noncompliance to the terms and conditions of bidding documents.

19. **Bidder's Eligibility Criteria:**

- a. Bidders must fulfill all the requirements as per the eligibility criteria provided in these bidding documents.
- b. Non-compliance by the bidders will lead to disqualification and their bids will not be considered for further process.

20. **Compliance Instructions:**

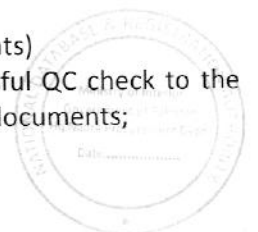
- a. Quoted rates should be in Pak rupees and include all applicable GOP taxes & GST (if applicable).
- b. No cutting / overwriting of the offered prices will be accepted.
- c. Strict Compliance of bidding documents, given Specifications and eligibility / qualification criteria.

21. **Completion Timelines:**

- a. 04-06 weeks
- b. Delivery / completion period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least 2 weeks prior to the expiry of delivery period otherwise the request for extension will not be accepted.
- c. If any of the supplied items / equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.
- d. In case the firm fails to deliver the equipment even after the lapse of 30 days after the expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

22. **Payment Terms:** (Standard terms are given below, you can change it as per requirements)

- a. 95% Payment shall be made after completion of delivery of items and successful QC check to the supplier on provision of acceptance certificate / and on production of following documents;
  - I. Delivery Challan (In duplicate).
  - II. Firm bill (In duplicate).



- III. Sale tax invoice (In duplicate).
- IV. Warrantee/Guarantee form (in duplicate) for each equipment (If applicable).
- V. Valid Professional Tax & Income Tax exemption Certificate (If applicable).
- b. 5% Payment shall be retained as assurance of performance till the completion of warranty/defects liability (whichever is applicable) period and will be released on submission of invoice (in duplicate) by the vendor and provision of acceptance certificate by NADRA user department. However, for earlier release of this payment the vendor may provide a bank guarantee of equal amount issued by any Scheduled Bank of Pakistan under URGD 758. The bank guarantee will be released after the expiry of warranty/defects liability (whichever is applicable) period upon submission of invoice/request from vendor and provision of NOC/Acceptance Certificate by the NADRA User Dept. NADRA reserves the right of confiscate this 5% payment in case of any non-performance by the bidder.

**23. Warranty and Defect liability period:**

- a. The items are to be guaranteed for trouble free performance for a minimum period of one year after delivery. Firm shall warrant that all the components supplied under the order shall be new and of the best quality according to the manufacturers specifications and shall be free from the defects.
- b. All the works performed and services provided shall have a defects liability period of four months from the date of completion of the work and of final acceptance from NADRA user department.
- c. All the equipment provided shall have a warranty period of 01 year from the date of final acceptance by NADRA user department.
- d. During the warranty and defect liability period defects are to be rectified free of charge by arranging free replacement or providing the repair wherever necessary.
- e. The vendor shall provide the warranty and defects liability certificate after the final acceptance by NADRA user department.

**24. Bidder's Queries:**

Any queries by the Bidders must reach to NADRA Procurement department, at the already mentioned address, at least three (3) working days before the deadline of the bid submission, otherwise NADRA will not be liable to respond.

**25. Performance of Bidder:**

In case of any poor performance from selected bidder, NADRA reserves the right to issue Poor Performance Certificate to bidder and to confiscate the retention money/bid security/performance bond (whichever is applicable) of the bidder. Bidder receiving three poor performance certificates may be barred from participation in future procurements of NADRA.

**26. Liquidated Damages (LD):**

In case of any delay in delivery LD @ 0.5% of the total value of the delayed item, per day, up to a maximum of 10% of the total value of the delayed item / work shall be charged.

**27. Corrupt or Fraudulent Practices by Bidder:**

Any type of corrupt or fraudulent practices or provision of any false information by the bidder will lead to disqualification of the bid and confiscation of the bid security regardless of the price and quality of the product.

**28. General Terms and Conditions:**

- a. In case the selected bidders 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 NADRA in this regard shall be final.
- c. Total Prices must conform to the individual prices of all the items quoted and supplied.
- d. Items Supplied must conform and commensurate to the prices as per the size i.e. Small/Medium/ Large.
- e. Items Supplied must be of Fresh production and new stock.
- f. In case, one or more bidders, quote the same unit/total price for one or more item(s), then those bidder(s) shall be required to submit bids again (for those specific item(s)), as per normal procedure.
- g. **Participating vendors are requested to avoid from all overt & covert activities that shall create any doubt that leads towards ambiguity in the tendering process and tender opening session.**
- h. Bidder must mention name of brand of all the items being quoted in financial bid.
- i. **APPENDICES: (Specifications BOQ & Drawing)**

29. Mandatory Requirement: (can be amended as per requirements)

<u>S. No</u>	<u>Requirement</u>	<u>Yes / No</u>
1	Firm has a Valid NTN Registration certificates	
2	Firm has a Valid GST Registration certificates	
3	Firm must be on active Tax payer list (Income and sales Tax) at FBR	
4	Past Relevant Experience of minimum 3 years from 30th June 2022 of Similar Nature	
5	Bank statement of last 2x years showing transaction over 10 million.	
6	Bid security (refundable) equal to Rs.66,000/- of bid value in Pak Rupees in form of a pay order / Demand Draft / Call Deposit/ Banker Cheque issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority.	
7	Documentary evidence / certificate of Registration of company.	
8	Copy of CNIC of the owner.	
9	Bid price valid for 90 days.	
10	Submission of undertaking on legal, valid and attested stamp paper of Rs.50/- that the firm is not blacklisted with any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan	
11	Authenticated Certificate of PEC Registration (at least C-6). (Should not be expired at the time of bid submission)	

**Note:**

- **Failure to provide the required information mentioned above will lead to DISQUALIFICATION from Tender**



30. Technical Specifications/BOQ etc.: (Provide specifications as per clause 10 of PPRA Rules 2004)

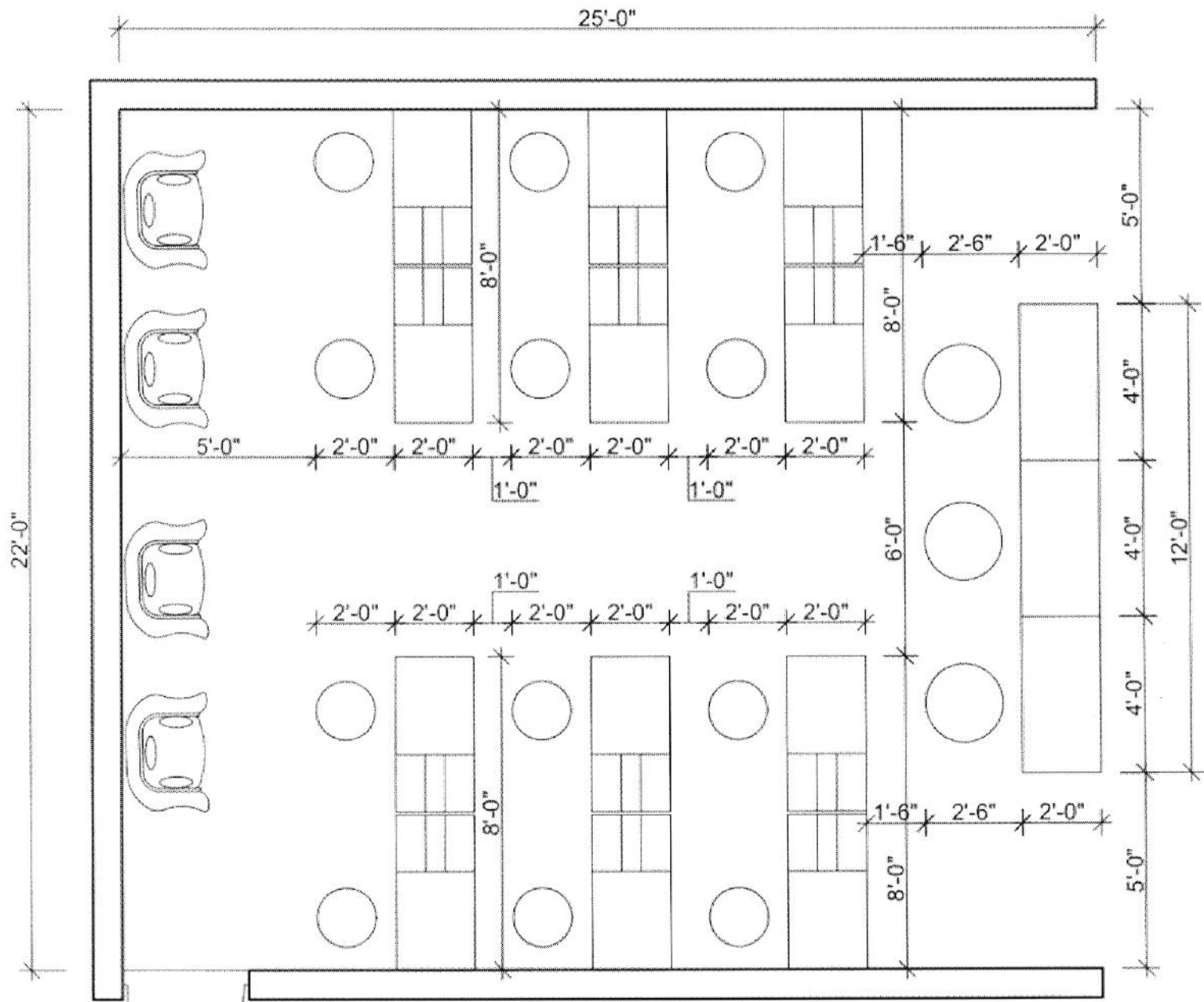
Sr #	Description	Unit	BOQ				
			Qty	Unit Rate	Total Price	% GST	Total Price
1.	Providing and laying of counter table (9'x2.5'x2.5') Melamine Top/Particle Board 1" Thick with key Board Tray (20"x14") 3 Nos, and MS Frame 16 Gauge Powder coated including moveable Drawers Trolley. Table should be spotless surface and smooth as per attached designing. Table should contain portable cable Manager and portable Powder Socket Manager complete in all Respects.	No	1				
2.	Providing and laying of counter table (7'x2x2.5') Melamine Top/Particle Board 1" Thick with Key Board Tray (20"x14") 2 Nos, and MS Frame 16 Gauge Powder coated including 2 moveable Drawers Trolley. Table should be spotless surface and smooth as per attached designing. Table should contain portable cable Manager and portable Powder Socket Manager complete in all Respects.	No	6				
3.	Providing Sofa Chairs (2 x Seater) with leatheride cushioning as per client directive.	No	3				
4.	<b>Executive Chair High Back.</b> Supply of ergonomically designed high back executive revolving chair with molded foam seat and back, upholstered with specially developed low pilling permeable upholstery, use friendly concealed bio-synchro mechanism with one position blocking and hydro pneumatic system for height adjustment (Torch, Interwood, Ekma or equivalent) as per direction of client.	No	15				
5.	Removal of existing floor tiles and dispose of debris out of HQ NADRA premises	Job	1				
6.	<b>PCC 1:2:4 Underlay:</b> Providing, laying and curing 2" to 4" thick plain cement concrete 1:2:4 in entire hall or required area using 1-part or grey cement 2-parts of clean Sand and 4-parts of Margala crush aggregates of specified grading curing and leveling complete in all respect as specified or as directed.	Sqft	810				
7.	<b>Floor Tile 600x1200 mm:</b> Providing and Laying of master, sonix or equivalent vitrified porcelain tile floor (600 x 1200 x 10.5mm) laid as Flooring by using recommended adhesive Ceratile WPM or equivalent mixed with cement in appropriate ratio (2:1), the tiles shall be fixed using 2mm wide spacer and filling the joints with grout of approved shade and color of same brand fixing/cutting of 4" to 6" skirting (110 Rft) in area of main hall complete in all respect as specified or as directed.	Sqft	810				



8.	<p><b>Networking System.</b> Supply, Installation, testing &amp; Commissioning of following networking cables and hardware as per given specification complete in all respect as specified or as directed.</p> <p>a. <b>Socket RJ45 with I/O Face Plate.</b> Supply, Installation, testing &amp; commissioning of computer Data Socket RJ45 with I/O face plate including back box. The Fitting will be Synergy model # 730057 of Legrand UK or equivalent. The fitting &amp; Back Box will be incorporated in counters and furniture tables or at required places complete in all respect as specified or as directed.</p> <p>b. <b>CAT-6 Cable.</b> Supply, installation, testing and commissioning of Schneider or equivalent CAT-6 cable in PVC Duct in walls/floor or at required places/space areas from Server to all Working Tables or at required places to network RJ45 socket complete in all respect as per drawing or as specified or as directed.</p> <p>c. Supply and installation of factory fitted Patch Cord 1.2 Meter Cat6 Panduit/ Clipsal or Equivalent.</p>	Nos	30			
9.	<p><b>Electric Wiring.</b> The Following wiring shall be PVC insulated 300/500 v grade wire manufactured by MS Pakistan Cables or equivalent.</p> <p>a. <b>Socket Fitting with Face Plate.</b> Supply, Installation, testing &amp; commissioning of Socket fitting with face plate including back box. Three sockets will be grouped in work stations/ working tables/ counters/ CC wall or RCC Column. The fitting and back box will be incorporated during fabrication of all lamination items complete in all respect as specified or as directed.</p>	Nos	45			

**Note: bidder must mention name of brand of all the items being quoted**





**PLAN OPTION-A**

31. Financial Bid Format: (Standard format is given below, Change as per requirements)

Sr. No	Item/ Description	UOM (Unit of measurement)	Quantity	Unit Price (Rs)	Total Price (Rs)	Tax Rate/ Exemption (16% or 17% etc.)	Total Price (including Tax) (Rs.)
<i>Figure</i>	<i>Name, Brand, Model (other info if necessary)</i>	<i>Each, No., Sqft etc</i>	<i>Figure</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>
<b>Total Price : (Amount in words)</b>							<b>Total figure be round off</b>



## Undertaking for Bidders

It is hereby solemnly confirmed that the undertaking is submitted in respect of Tender # 121/2022.

**a. Statement for Non –Black Listing**

I, \_\_\_\_\_ s/o Mr. \_\_\_\_\_, Designation \_\_\_\_\_ of M/s \_\_\_\_\_ holding CNIC # \_\_\_\_\_ hereby confirms that our firm/company is not blacklisted by any Ministry / Division / Department of the Government / Semi government / Autonomous body of Federal Government of Pakistan.

**b. Declaration**

It is to certify that I have read, clearly understood and agreed upon to all the terms and conditions mentioned in the tender documents. Further, I certify that all of the information provided e.g. (certificates, etc.) in our bid is true and accurate. If at any stage the information provided is found to be false & fake or conflicting to eligibility / qualification criteria, than my firm and I/We shall be held accountable as per PPRA Rules 2004 & our bid shall be rejected.

**Sign & Stamp:** \_\_\_\_\_

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

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





## Note for Vendors

All vendors are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Procurement Department or to the end user in return for the acceptance certificate. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against acceptance certificate, immediately inform **HOD (Procurement)** on the following e-mails. NADRA will protect the personal and confidential information of the Vendor, in this regard:

[channa.naveed@nadra.gov.pk](mailto:channa.naveed@nadra.gov.pk);

If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained.

