

**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 Worth Fifty  
Million or More

- NAME OF THE ORGANIZATION/DEPTT. universal service Fund
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT Provision of Maintenance services for use of infrastructure
- TENDER NUMBER USF/ITR/IT/2023-24/02/09 Ture
- BRIEF DESCRIPTION OF CONTRACT Infrastructure For IT Room
- TENDER VALUE Rs. 2,194,228
- ENGINEER'S ESTIMATE N/A  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD -
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? Yes Yes / ~~No~~
- ADVERTISEMENT :
- (i) PPRA Website TS 522127E Yes / No  
(Federal Agencies) (If yes give date and PPRA's tender number)
- (ii) News Papers No Yes/  
No  
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 20-oct-23 at 11:30 AM
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (if any) No Yes / No

➤ NUMBER OF TENDER DOCUMENTS SOLD N/A  
(Attach list of Buyers)

➤ WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS yes Yes / ~~No~~  
(If yes enclose a copy).

➤ WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS No Yes / No  
(If yes enclose a copy).

➤ WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)

a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_

b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. \_\_\_\_\_

c) TWO STAGE BIDDING PROCEDURE. \_\_\_\_\_

d) TWO STAGE – 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.)

- WHO IS THE APPROVING AUTHORITY CEO

➤ WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED  
FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. N/A

➤ NUMBER OF BIDS RECEIVED one (1)

➤ WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER \_\_ Yes / ~~No~~

➤ WHETHER INTEGRITY PACT WAS SIGNED N/A Yes / No



➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS yes Yes / No

➤ DATE OF CONTRACT SIGNING 24<sup>th</sup> day of Nov 2023  
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE 2,194,228

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS yes Yes / No  
(Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED No Yes/ No  
(If yes result thereof)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ SPECIAL CONDITIONS, IF Any  
(Give Brief Description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sr.No#	Attributes	Ref. Page no. in proposal
a.	<p>In case of company, Incorporation certificate issued by Security and Exchange Commission of Pakistan (SECP) with valid NTN.</p> <p>In case of Firm, Form-C issued by registrar of Firms with Valid NTN.</p>	
b.	Valid Registration with FBR for Income Tax purposes and with relevant Tax/Revenue Authority for Sales Tax purposes and are on Active Taxpayer List (ATL).	
c.	The Bidder shall provide an undertaking on letter head that the Bidder has not been declared blacklisted by any Government/Semi-Government institutions.	
d.	The vendor will ensure that the support services are acquired from the Original Equipment Manufacturer (OEM) and is procured through proper channel as advised by the OEM. <b>Manufacturing authorization letter (MAL)</b> from the principal. Certificate shall be attached.	
e.	<p>Bidder must have minimum ten (10) years of relevant working experience at national level, in provision of similar services, from the date of incorporation of the company / registration of the firm.</p> <p>The Bidder must have experience and documented track of similar assignments of same PRINCIPAL. (At least 2)</p>	
f.	Bidder must have fully functional office(s) in Islamabad/Rawalpindi.	
g.	Applicants are required to state, in their proposals, the name, title, contact number and email address of the applicant's authorized representative through whom all communication shall be directed until the process has been completed or terminated.	

**Note: Exact page numbers against all requirements shall be mentioned. Bids not in compliance may lead to disqualification.**

#### **4. INSTRUCTIONS /GENERAL CONDITIONS**

- a. The bidder will be selected after an open, competitive and transparent bidding process.
- b. Proposals shall be submitted in English/Urdu language.
- c. All prices mentioned in the Financial Proposal shall be in Pak Rupees (PKR) **and inclusive of all applicable taxes.**
- d. Each page of the Technical and Financial Proposal shall be signed by an authorized representative of the Bidder. The representative's authorization shall be confirmed by Letter of Authorization on official letter head of the bidder accompanying the proposal.