



NATIONAL ACCOUNTABILITY BUREAU
Awareness and Prevention Division

Checklist under Section 33-B of National Accountability Ordinance, 1999

(Mandatory to be filled for public contracts / projects of 50 M and above for submission to A&P Division,
NAB HQ, Islamabad)

1. Name of the Organization / Department **NADRA**
2. Federal / Provincial Government / Other **Federal**
3. Title of Contract / Bid **Procurement of Email Services
Upgradation and Integration of Email
Archiving Solution**
4. Tender Number / Bid Number **NADRA-HQ-RFB-142/2023**
5. Brief Description of Contract / Bid **Exchange servers 2013 have not been
upgraded since 2013, while exchange 2019 is the latest stable available version by
Microsoft. NADRA external / internal projects requirements upgrading to latest
exchange server is highly recommended with email archiving solution.**
6. Tender Estimated Value **90.27 Million**
7. Estimated Completion Period **12 Weeks**
8. Tender / Bid Opening (Date and Time) **10th August, 2023 at 11:30**
9. Number of Tender Document Sold with names of Firms as per S.R.O. 591(I)/2022 the
bidding documents published on NADRA
website
10. Number of Bid Received with names of Firms: **03 Nos (M/s Techaccess, M/s Tech Avenue
and M/s Khazana Enterprises)**
- a. With Bid Security (Annexure-A) **M/s Techaccess (BC No. 32202710,
32202709, 32202742 Askari Bank)
M/s Tech Avenue (PO No. 16130367 &
16130368 Habib Metropolitan Bank)
M/s Khazana Enterprises (BC No.
25624716 & 25624718)**
- b. Without Bid Security **N/A**
11. Number of Bidders present at the time of Opening of Bid **02 bidders (Annexure-B)**
12. Name and Address of the successful bidder
 - i. **M/s Techaccess (Pvt) Ltd Plot 3rd Floor, Tech Tower, E-12, North
Commercial, Islamabad**
 - ii. **M/s Tech Avenue Evacuee Trust Complex, 4th Floor, Office 409, Agha Khan
Road, F/5-1, Islamabad**
 - iii. **M/s Khazana Enterprises (Pvt.) Limited Gound Floor, NTC Building, 6-Race
Course Road, Lahore**
13. Date of contract signing / bid signing **19th January, 2024 2x Contract (M/s Tech
Avenue and M/s Khazana Enterprises) & 22nd December, 23 PO (M/s Techaccess)**

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14. Contract award price

Rs.47,225,242/- (Lot-3)

Rs.39,264,248/- (Lot-1)

Rs.6,990,840/- (Lot-2)

15. Method of procurement used

Single Stage – Two Envelope

- a. Single stage – one envelope
- b. Single stage – two envelope
- c. Two stage bidding procedure
- d. Two stage – Two envelop

16. Approving authority for award of contract

a. Name

Lt. General Muhammad Munir Afsar

b. Designation

Chairman

17. It is certified that following Documents are attached

a. Bid Evaluation Report.

Annexure-C

b. Technical Committee Evaluation Report.

Annexure-D

c. Qualification Criteria with Executive Summary.

Annexure-E

d. Contract documents.

Annexure-F

18. Particulars of officers who processed the contract for Technical, Administrative and Financial Sanctions

1.	Advertisement: i) PPRA Website (Federal Agencies) (If yes, give date and PPRA's tender number) ii) News Papers (If yes, give names of newspapers and dates)	✓ Yes	No
		✓ Yes	No
2.	Nature of contract	✓ Local	No
3.	Officer responsible to distribute tender form, name and designation. Name _____ Designation _____ as per S.R.O. 591(I)/2022 the bidding documents published on NADRA website		
4.	Number of forms distributed.		03(Three)
5.	Whether qualification criteria, rectification of items were included in bidding / tender documents (if yes enclose a copy, If No, give reasons and attach).	✓ Yes	No
6.	Whether bid evaluation criteria, specification of items were included in bidding / tender documents (if yes enclose a copy, If No, give reasons and attach).	✓ Yes	No
7.	Whether approval of competent authority was obtained for using a method other than open competitive bidding?		N/A
8.	Was bid security (earnest money) not exceeding five percent of the bid price obtained from all the bidders?	✓ Yes	No
9.	Whether the successful bidder was lowest evaluated bidder?	✓ Yes	No

10.	Whether the successful bidder was technically qualified?	✓ Yes	No
11.	Whether integrity pact was signed (if yes enclose a copy)?	✓ Yes	No
12.	Whether names of the bidders and their quoted prices were read out at the time of opening of bids?	✓ Yes	No
13.	Whether copy of evaluation report given to all bidders?	✓ Yes	No
14.	Was any negotiation done in violation of applicable rules?	Yes	✓ No
15.	Was procurement conducted in a fair and transparent manner and the object of procurement will bring value for money?	✓ Yes	No
16.	Whether all Communications and documentation related to procurements were either in Urdu or English or both except where procuring agency is situated outside the territories of Pakistan?	✓ Yes	No
17.	Whether procurement / tendering proceeded without any splitting or regrouping of the procurement?	✓ Yes	No
18.	Whether the annual requirements were advertised in advance on website?	✓ Yes	No
19.	Whether the specifications given were allowing the widest possible competition and did not favor any single contractor or supplier not put others at a disadvantage?	✓ Yes	No
20.	Whether the specifications were generic and did not include references to brand names, model numbers, catalogue numbers or similar classifications?	✓ Yes	No
21.	The response time was not less than fifteen days (for national competition Bid) and thirty days (for international competition Biding)?	✓ Yes	No
22.	In pre-Qualification following factors have been considered (a) Relevant experience and past performance. (b) Capability with respect to personnel, equipment and plant (c) Financial position. (d) Appropriate managerial capability	N/A	
23.	Whether the set of pre-qualification documents was provided to all interested suppliers / contractors and only the cost of printing was charged for these documents?	N/A	
24.	Whether only the suppliers who were pre-qualified were permitted to participate further in the procurement proceedings?	N/A	
25.	Whether the reasons for not pre-qualifying have been communicated to all those suppliers or contractors who have not been pre-qualified?	N/A	
26.	Whether unambiguous and precise bidding documents were formulated which were made available to the bidders?	✓ Yes	No
27.	Whether the bid is subject to a bid validity period?	✓ Yes	No

28.	Whether the date for opening of bids and the last date for the submission of bids were the same? If not, then how many days or months gap is between the two.	✓ Yes	No
29.	Whether all bids were opened publicly in the presence of the bidders or their representatives. Minutes of the bid opening were also recorded?	✓ Yes	No
30.	Whether bid submitted after the time prescribed were rejected without being opened?	N/A	
31.	Whether an appropriate evaluation criteria was formulated against which the bid was evaluated?	✓ Yes	No
32.	Whether all the bids were evaluated in accordance with the evaluation criteria?	✓ Yes	No
33.	Whether no bidder was allowed to alter or modify his bid after the bid have been opened?	✓ Yes	No
34.	Whether no verbal request for clarification in the bid, made by the procuring agency was entertained. Except in writing?	✓ Yes	No
35.	Whether no such conditions was introduced which would discriminate between the bidders?	✓ Yes	No
36.	Whether in case of re bidding, the reasons for rejection have been assessed and specifications, evaluation criteria have been revised?	✓ Yes	No
37.	Whether bid evaluation report was announced at least ten days prior to the award of procurement contract?	✓ Yes	No
38.	Whether no negotiations with the bidders were made, provided that the extent of negotiation permissible shall be subject to the regulations issued by the authority?	✓ Yes	No
39.	Whether all information regarding the bid evaluation was kept confidential until the time of announcement of the evaluation report?	✓ Yes	No
40.	Whether a committee comprising of odd number of persons with proper powers and authorization was constituted to address the complaints of bidders prior to the coming into force of the procurement contract?	✓ Yes	No
41.	Was it assured by the procuring agency that the selected firm is not blacklisted?	✓ Yes	No
42.	Were proper safeguards provided on mobilization advance payment in the contract (bank guarantee etc)?	N/A	

Following Certificates duly signed by relevant Authorities are attached herewith:

- a. Certificate by Technical Sanctioning Authority.
- b. Certificate by Principal Accounting Officer.

Dated: 22-05-22

(Signature & Official Stamp of Authorized Officer)



Name: Imran Hashim

Designation: Deputy Director

Department: Procurement Department

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