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**REQUEST FOR HIRING OF CONSULTING FIRM  
FOR THIRD PARTY VALIDATION (TPV) OF TECHNOLOGY PARK DEVELOPMENT  
PROJECT ISLAMABAD (TDP).**

Government of Pakistan, Ministry of Information Technology & Telecommunication Islamabad invites sealed Request for Proposal (RFP) from well reputed firms duly registered with Income Tax and are on Active Taxpayer List (ATL) of the Federal Board of Revenue (FBR) for acquiring services for Third Party Validation (TPV) of "Technology Park Development Project Islamabad (TDP)" Islamabad.

Firm will be hired to undertake TPV as per approved ToRs/Scope of Work of this project to complete the exercise expeditiously. Bidding mode will be on a single stage, two envelope basis. Reputable firms of national level, with the requisite expertise are invited to submit technical and financial proposals.

Sr.	Particulars
1	Third Party Validation Audit (TPV) for Technology Park Development Project Islamabad.

1. Single Stage Two Envelope Bidding Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting Quality and Cost Based Selection for the subject procurement.
2. Bidding documents, containing detail terms and conditions, etc. are only available electronically and can be downloaded from EPAD-PPRA website <https://eprocure.gov.pk> detailed request for proposals (RFPs) for third party audit of IT Park Islamabad under the project title "Establishment of Technology Park Development Project Islamabad".
3. Bids should be submitted electronically **ONLY through EPADS-PPRA**. Manual submission of bids is NOT allowed.
4. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA team, Director MIS Room No. 109, 1<sup>st</sup> Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.
5. The bids, prepared in accordance with the instruction in the bidding documents along with bid security instrument (copy) & proof of Eligibility documents as specified in bid documents in favor of the DDO, Technology Park Development Project Islamabad must be submitted through EPADS by **07/01/2025 at 10:00 AM**. Bids will be opened on the same date at **10:30 AM**.
6. **NOTE:** Original Bid Security instrument MUST BE (MANDATORY) submitted to the under signed BEFORE closing hours of the bids submission time. If bidder failed to comply this will be considering as disqualification.

**PROJECT DIRECTOR (TDP)  
Sector F-5/1, Office 205-B, Evacuee Trust Complex, M/o MOITT, Islamabad.  
Tel: 051-9246135**

# **REQUEST FOR PROPOSAL**

**Third Party Validation Audit of Technology Park Development  
Project Islamabad (TDP)**

**December 2024**

**Technology Park Development Project, Islamabad  
Project Management Unit (PMU)  
205-B, 2<sup>nd</sup> Floor, Evacuee Trust Complex, F-5/1, Agha Khan Road, Islamabad**

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## **PART A – DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS**

### **1 Brief Regarding IT Park Islamabad**

The Technology Development Park also known as IT Park Islamabad project is being financed through Economic Development Cooperation Fund (EDCF) of EXIM Bank, Korea and partly from PSDP of Government of Pakistan. The total cost of the Project is US\$ 88.759 million including US\$ 76.283 million from Korean Exim Bank (Loan) and PSDP share of US\$ 12.476 million.

The IT Park Islamabad is being constructed at **Kurri Road, Chak Shahzad, Islamabad** with a total covered area of **720,000 square feet (2Basements + Ground+9 Floors)** by consortiums of Korean Consultants and construction companies, the construction work was started in August 2022 and will be complete by February 2025. The grey structure work will be complete by end of September 2024. It is a state-of-the-art IT Park aligned with Vision 2025, SDGs and Digital Pakistan Policy with the following facilities:

- **120 Offices (For IT/IT enabled services Companies)**
- **Incubation center (15 offices for startups)**
- **Business Support Center having legal, marketing and financial support facilities**
- **Industry academia linkage center**
- **Level III Data center, uninterrupted power supply and other allied facilities**
- **Commercial and Recreational Facilities**
- **R&D IT Labs**
- **Auditorium and virtual classrooms**
- **Parking facility for 1200 vehicles**

The IT Park Islamabad would act as an interface to bring cohesion among academia, research, industry and planners from within Pakistan and abroad. The Park is expected to play a significant role in knowledge & resource management and would mainly be focusing on commercialization of knowledge through managing innovations, business support services, inculcating and promoting entrepreneurship, providing consultancy services as well as providing much needed IT enabled and conducive office space and facilities to IT companies.

### **2 Definitions**

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

- a. **“Bidder”** means a firm, agency or party which will submit proposal in response to this RFP.
- b. **“Bidding Document”** means set of documents prepared by MOITT, to solicit Proposals, which consists of definitions, instructions for bidders, ToRs, 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 MOITT 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.
- f. **“Diagnostic”** means a look at past performance to determine what happened and why.
- g. **“Successful Bidder”** means a Bidder who has been awarded the contract pursuant to the subject RFP and who shall be responsible for completion of all scope of work as outlined in ToRs.



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- h. “*Proposal*” means the entire set of documents, hard and electronic, consisting of Technical and Financial Proposals submitted by 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 References*” (ToRs) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the Bidder as well as expected results and deliverables of the assignment.

### **3 Instructions for 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 MOITT, with supporting documents, according to the guidelines given in the section titled **Instructions & Information for Bidders**. MOITT reserves the right to cancel the bids submitted with incomplete forms/templates provided in the RFP. Proposals will be evaluated by bid evaluation committees constituted by MOITT. Selection of bidders will be on Quality and Cost Based Selection methodology as provided in the Bidding Document. The bidders are advised to visit the site and satisfy themselves before going to bid in the tender. The bidders must satisfy themselves that the resources being proposed by them are sufficient to perform the task as per international standards.

### **4 Bidding Document**

The Bidder is expected to examine all instructions, general conditions, forms, terms and scope of work contained 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 proposal.

### **5 Preparation of Proposal**

#### **5.1 Language of the Proposal**

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

#### **5.2 Proposal Currency**

All prices shall be quoted in Pakistan Rupees (PKR) inclusive of all taxes / duties and all payments will be made in Pakistan Rupees (PKR.)

#### **5.3 Validity Period of Proposal**

Proposals shall remain valid for 120 days from the date of advertisement as provided in the RFP document. In exceptional circumstances, MOITT may solicit the Bidder’s consent to an extension of the period of validity without any material changes in the Bidding Document.

#### **5.4 Supporting Documents**

While preparing the Technical Proposal, the Bidder shall ensure that it provides MOITT with documentary evidence. Bid evaluation committees will evaluate Proposals solely based on

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documentary evidence submitted in accordance with evaluation criteria described in this Bidding Document.

**55 Cost of Preparing Proposal**

All costs of preparing proposal, including visits for discussion with MOITT or Project Site, are not reimbursable.

**56 Taxes**

Quoted costs should be **inclusive of all applicable (direct & indirect) taxes**. Financial proposal will be scored based upon the bid amount inclusive of all taxes.

**57 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 only be initialed by Bidder's authorized person. The Proposals shall be clear and elaborate without any ambiguity. Different parts of Proposals shall be separated using color separators, flags or tags.

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

**58 Proposal Documents**

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

<b>Technical Proposal</b>
<p>Technical proposal must consist of the following:</p> <ul style="list-style-type: none"> <li>a) <b>Checklist</b> (Mandatory Documents required with the proposal)</li> <li>b) Technical Proposal Submission – FormB1</li> <li>c) Firms/Bidders Profile – FormB2</li> <li>d) Relevant Experience of the Firm/Bidder – FormB3</li> <li>e) Qualification, Total Experience and professional Certification/Membership – FormB4-I</li> <li>f) Composition of Proposed Project Management Team with Organogram – FormB4-II</li> <li>g) Compliance Sheet – Form B4-III</li> <li>h) Joint Venture Summary – Form B4-IV</li> <li>i) Financial Capabilities – Form B4-V</li> <li>j) Declaration of OATH – Form B4-VI</li> <li>k) General Declaration – Form B4-VII</li> </ul> <p>Team structure proposed by the Bidder for the project (including updated CVs of individuals involved in management and project implementation) in accordance with relevant <i>Forms</i>.</p>
<b>Financial Proposal</b>
<p>Financial proposal must consist of the following:</p> <ul style="list-style-type: none"> <li>a) Financial proposal submission Form– <i>Form C1</i></li> </ul>



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### **6 Proposal Evaluation**

- a. From the time the Proposals are opened to the time the evaluation report is announced, bidders should not contact MOITT on any matter related to its Technical and/or Financial Proposal. Any effort by the Bidder to influence MOITT in the examination, evaluation, ranking of Proposals, and recommendation for award of agreement may result in the rejection of the Bidder's Proposal. However, MOITT 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 carried out based on weighted average methodology wherein technical evaluation will carry 70% and financial evaluation will carry 30% weightage, respectively.

#### **6.1 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 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)

Before submitting the request, the bidding organization may ensure that they are meeting the following minimum eligibility criteria:

#### **Mandatory Criteria**

The consulting firm should provide the following:

Sr.No	Mandatory Eligibility Criteria	Mark (Yes/No) and Page No
1.	Detail of similar projects (3 <sup>rd</sup> party validation audit) completed during last five years. Relevant details such as cost of the project, covered area, completion period and documentary evidence/photographs etc. must be provided. Similar details of projects in hand may also be given.	
2.	The firm must be registered with the relevant professional body PEC & SECP or any other such forum supported by the latest/updated renewal, Memorandum/Article of Association/Partnership.	
3.	Proof of financial stability such as Financial Reports for the last three years along with Bank statements/certificates indicating financial standing.	
4.	The annual turnover shall not be less than 300 Million	
5.	Local and Foreign Associations including details of projects executed with such Association.	
6.	Firm's valid registration with Income Tax/Sales Tax Department	
7.	An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients on Stamp Paper of Rs. 100 in original.	
8.	Must have registered or branch office in Islamabad.	



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**Evaluation Criteria** The minimum qualifying marks is 70

Sr.No	Criteria	Max. Marks	Remarks
1.	An operational History of at least 5 years, with experience in 3 <sup>rd</sup> party validation Audit	5	3-5 Years (2 Marks) 6-8 Years (3 Marks) One more for each extra year (Maximum 5-marks)
2.	Relevant Experience in Similar Project	45	2-3 Completed Projects (25 Marks) 4-5 Completed Projects (40 Marks) 6 & more Completed Projects (45 marks)
	Number of Staff including Domain Experts	5	3-5 Domain Experts (3 Marks) 5-10 Domain Experts (5 Marks) (Domain Experts means Civil, Mechanical, Electrical, IT Experts)
3.	Firm's Management Team	20	Permanent Employees 5-10 (10 Marks) Permanent Employees 11-20 (15 Marks) Permanent Employees 21+ (20 Marks)
4.	Work Volume in Monetary Terms.	20	2-3 Projects Less than 10 Million/- (10 Marks) 2-3 Projects of worth 10 Million/- & above (15 Marks) 2-3 Projects of worth 20 Million/- & above (20 Marks)
5.	Active Project (Similar Nature) in hand	5	1-2 Projects in hand whose Contracts are signed, provide proof. (2 Marks) 3-5 Projects in hand whose Contracts are signed, provide proof. (5 Marks)

**Note:** Bidders are required to submit a *filled, signed & stamped copy of the above checklist* along with the proposal.

### 62 Delivery Timelines

The required timelines to deliver the audit report/3<sup>rd</sup> party validation report of grey structure is 30 days after award and signing the contract. The bidding firm may propose its own reasonable and justifiable timelines but the final delivery timeline will be decided by the MoITT.

### 63 Other mandatory Instructions to bidders



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Undertaking on letterhead that all items will be delivered within agreed timelines after the Signing of Contract. Failing to provide items within agreed timelines, a penalty will be levied as follows:-

Sr. #	Major Area	Parameter	Requirements	Penalty
1	Delivery of the audit report/Validation report as per PO	As agreed by the procuring agency.	Agreed timeframe (in Weeks)	Delay up to 01 week after PO date @ 1.0% and beyond 01 – 02 weeks' penalty will be 2% of PO value. Week means full week (7 days). If delay is more than 03 weeks from the scheduled date, authority reserves right to cancel the Contract.

**6.4 Evaluation of Technical Proposals**

- a. During the technical evaluation, no amendments in the Proposals shall be permitted. Bidders who qualified in the mandatory criteria and who obtain at least 70% marks in technical evaluation criteria will qualify. Financial Proposals of only technically qualified bidders would be opened.
- b. Financial Proposals of those bidders obtaining less than 70% marks in technical evaluation shall remain un-opened and will be returned to the bidders after the completion of the evaluation process. An evaluation committee appointed by MOITT will evaluate Technical Proposals based on their compliance with the RFP and by applying the evaluation criteria and the point system.

**6.5 Scope of Validation Audit Report:**

- 1- Physical verification of the project site IT Park Islamabad (Annexure-I).
- 2- Evaluation and validation of the progress and achievements of IT Park Islamabad as per objectives and scope of project including but not limited to: -(for further details see Annexure – II).
  - a. Assess the effectiveness and efficiency of operational processes.
  - b. Evaluate the utilization of resources and infrastructure
- 3- Evaluate the performance of the contractors and their sub-contractors at site including but not limited to: -
  - a. Review adherence to relevant laws, regulations, and guidelines during the construction and operational phases.
  - b. Assess compliance with environmental and safety standards
  - c. Review the technical specifications and standards of installed systems and infrastructure as per Detailed Design.
  - d. Assess the quality and reliability of the HVAC, fire alarm and fighting systems, and ICT Building networks and the Data Center.
- 4- Assess the adequacy of risk management and mitigation strategies.
- 5- Assess whether the IT Park project provides good value for money
- 6- Evaluate the economic, social, and environmental impacts of the project.
- 7- Identify potential areas for improvement in the ongoing work at site and recommendations.

**6.6 Financial Proposals**

- a. After the evaluation of technical proposal, MOITT shall announce technical scores and opening of financial proposals.
- 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.

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- 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 30points. The financial score will be calculated as follows:

**6.7 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.

**7 Scope of Work**

**7.1 Bidder Responsibilities**

**Please see the attached annexure - II**

**8 Audit Engagement:**

The awarded bidder must be able to conduct a wide variety of performance audit engagement, in accordance with the scope of work mentioned and with the following provisions. Because of critical time considerations, efficiency, or other circumstances, the MOITT reserves the right to modify these provisions when it is in the best interest of the MOITT.

- a. The bidder shall not commence the service for any task until a written order has been executed and a Notice to Proceed has been issued for that project.
- b. An audit plan with detailed audit steps, personnel assignments and dates for Completing various audit milestones and deliverables.
- c. The bidder and designated MOITT staff shall have periodic progress meetings during the audit.
- e. The bidder shall prepare a draft report based on the findings identified during fieldwork. The findings must be fully documented in the bidder's work papers. The bidder must produce audit reports and other deliverables of exceptional high quality.
- f. The bidder shall send the draft report to the designated MOITT staff for review and comment.
- g. The bidder shall maintain all records and reports pertaining to validation audit during the audit period, accessible to the client as and when required.
- h. The bidder shall perform engagement performance management and maintain related records and reports of its performance that include on-time milestones, within budget measurement, Client value indicator, lost time measurement, and client satisfaction survey results.
- i. Any project placed prior to, but not completed by the expiration date of the contract, will be completed by the bidder with all compensation and provisions of the contract still in force and effect until completion.

**8.1 Deliverables:**

- a. The bidder shall prepare and submit audit plans and audit reports. Audit reports shall be tailored to the requirements of the specific audit. However, all reports will include but will not be limited to



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these sections:

- 1- Inception/ Mid Review/ Final Report
  - Executive Summary,
  - Background,
  - Objectives, Scope and Methodology,
  - Details of Audit Inspection Authorities and its analysis with documentary evidence.
  - Findings,
  - Recommendations
- 2- Final Presentation
  - b. Reports are to be prepared in a clear and concise manner. Detailed information is to be included in the body of the findings. When preparing the findings section in the audit report, the first sentence of each finding is to contain a synopsis of the finding, followed by detail information to fully support the finding. Recommendations are to be fully supported by and consistent with the findings.
  - c. The MOITT will not compensate the bidder for time spent on revisions due to incorrect and/or poorly prepared written deliverables. When assigned a project, the bidder is to report monthly the hours used on the project and agreed contract terms. With the submission of the deliverable, the bidder is to submit an itemized listing of hours with dates and descriptions of time utilized, and with the corresponding bidder personnel names to determine the number of hours used for the project to date and related performance level indicators.
  - e. Work papers are to clearly document interviews, audit steps, results of audit steps, audit findings and other documentation as relevant. The audit work papers shall be retained by the MOITT. At the time the bidder submits their draft report, the MOITT shall have the right to review the bidder's work papers. Should the MOITT reject a report, the bidder will be notified in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of the contract, and thereafter, if applicable, until completion of the audit and acceptance by the MOITT.
  - f. Upon completion of the final report, the bidder may be requested to provide a presentation to MOITT on key findings and recommendations.

### **9 Availability of Proposed Team**

The Successful Bidder is bound to provide the services of proposed team in Technical Proposal during the course of the assignment. In case of non-availability of any member of proposed team during the contract period, the Bidder will provide valid reason with documentary evidence. The Bidder is 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 MOITT. In such a case, it is at the discretion of MOITT to accept or reject the Bid.

### **10 Award of Contract**

After completing evaluation process, MOITT shall award Contract(s) to the selected Bidder(s) (most advantageous) as per PPRA Rules. After the award of contract, MOITT shall return the unopened Financial Proposals of the non-responsive bidders. The detailed terms and conditions to govern the deliverable and the provisioning of support will be part of the contract. Time duration of the contract is 6 months or project completion time line, i.e February 2025.

### **11 Confidentiality**

MOITT and the bidders should both keep the sensitive information confidential until the announcement of the evaluation report under PPRA Rule no. 41.

### **12 Confidentiality and Security Measures:**

#### **Data Security Protocols:**

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Given the sensitive nature of the project data, the bidder must adhere to strict data security protocols:

- **Data Encryption:** All data collected and processed during the audit must be encrypted using industry-standard encryption techniques.
- **Access Control:** Access to audit data should be restricted to authorized personnel only, with regular audits of access logs.
- **Data Storage:** Data should be stored on secure servers with regular backups to prevent data loss.
- **Confidentiality Agreements:** All team members must sign confidentiality agreements to ensure the protection of sensitive information.

**13 Fraud and Corruption**

MOITT requires the bidder/s participating in the provision of Service/s to adhere to the highest ethical standards during the selection process and throughout the execution of an agreement. In pursuance of this policy, MOITT 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 MOITT 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.

MOITT 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 can request a clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent on the email id [pd.itpark@moitt.gov.pk](mailto:pd.itpark@moitt.gov.pk). But all queries must send through bidder before at least 10 days from opening date of this tender.
- b. Before submitting Proposals, MOITT may amend the RFP document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded to PPRA & MOITT's website, and revised RFP document will be uploaded on MOITT's and PPRA websites/E-Pad.

**15 Time Frame & Payment Plan**

Sr. No.	Deliverable	Time Frame	Payment
1.	Preliminary / Inception Report	30 days from the signing of the Contract	20% of the agreed contract value
2.	Mid Review Validation Audit Report	60 days from the signing of the Contract	30% of the agreed contract value



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3	Draft Final Audit Report Federal Audit Report & Presentation	120 days from the signing of the Contract	50% of the agreed contract value
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**Note:** The format of the report will be finalized with mutual consultation with the client. Payment will be made after the submission of Reports and approved by the client.

## 16 Proposal Submission

**16.1** The procurement will be done in a Single Stage Two Envelope procedure. The technical and financial bids should be submitted electronically ONLY through EPADS. The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the MOITT must be submitted through EPADS before **07-1-2025 at 10:00 am**. Technical bids only will be opened on the same day at **10:30 am** at below mentioned address in the presence of vendors/bidders or their authorized representatives who desires to attend the bid opening session.

The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the MOITT must be submitted through EPADS

For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

**Note:** Original Bid Security instrument MUST BE submitted to the undersigned before closing hours of the bids submission time.

Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>

**16.2** The proposal shall contain no interlineations or overwriting. All pages of the Proposals (Technical & Financial) must be numbered, signed & stamp. Submission letters for both Technical and Financial Proposals, must be in the attached format (Form B1 & C2).

**16.3** MOITT 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.

**16.4** A bid/earnest money Rs.25,000/- in Pak Rupees as per specimen at "Section 16.1" shall be enclosed as laid out in E-Pad /PPRA Rules. Bid security in favor of DDO Technology Park Development Project Islamabad.

- a. The bid bond shall be in the form of a Bank draft / Pay order / Bank Guarantee must be issued by a Pakistani Scheduled Bank. The bid bond shall be valid for 180 days extendable up to 180 days counting from the day of the bid opening.
- b. Any bid not accompanied by the requisite Bid Bond shall be rejected as non-responsive. The bid bond of unsuccessful bidders will be returned. The bid bond of the successful bidder shall be discharged after requisite 10% of the total contract amount Performance Bond / Bank Guarantee / Bank Draft / Pay Order has been furnished and the contract has been signed.
- c. The bid bond will be forfeited in case:
  - A bidder withdraws its bid during the period of bid validity.
  - Failure of the successful bidder to sign the contract and provide the Performance Guarantee.

**16.5** The bidder declared **most advantageous** shall submit 10% Performance Bond of the Bid

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value as per specimen at "Section 16.2" in the form of unconditional Bank Guarantee/Pay Order/Demand Draft in the name of DDO **Technology Park Development Project Islamabad**, before the signing of the contract with MOITT.

- 166** If a pre-bid meeting requires, MOITT will communicate later (If needed).
- 167** Any bid with a missing pay order or loose document bid will not be entertained at any cost.
- 168** The company shall open Technical Proposal thirty minutes after the submission deadline. The envelopes with the Financial Proposal shall remain sealed and securely stored in the custody of MOITT and will be opened as per the tentative timeline separately communicated to bidders qualifying Technical Evaluation. The following address will be used for all correspondence.

Project Director  
Technology Park Development Project, Islamabad  
Office 205-B, 2<sup>nd</sup> Floor, Evacuee Trust Complex, F-5/1,  
Islamabad.

**17** **Dispute Resolution Clause**

**Dispute Resolution:** 1.1 Negotiation: In the event of any dispute, controversy, or claim, the parties shall first seek to resolve the matter amicably through mutual consultation and negotiation within (30) days of the dispute arising.

**Arbitration:** If the dispute is not resolved within (30) days either party may refer the dispute to final and binding arbitration under the arbitration ACT 1940, to be conducted by a single arbitrator appointed by mutual agreement of the parties. The seat of arbitration shall be Islamabad, and the language of the arbitration shall be English.

**Cost:** Each party shall bear its own costs of the dispute resolution process, and the cost of the arbitrator shall be shared equally by the parties, unless otherwise awarded by the arbitrator.

**18** **Force Majeure Clause**

**181 Definition:** "Force Majeure" means an event or circumstance that is beyond the reasonable control of a party and that prevents that party from fulfilling its obligations under this agreement, including but not limited to natural disasters, acts of war or terrorism, pandemics, labor strikes, governmental actions, and any other event or circumstance of similar nature.

**182 Notice:** If either party is unable to perform its obligations under this agreement due to a Force Majeure event, it shall notify the other party in writing within (7) days of the occurrence of such event, providing details of the nature and extent of the Force Majeure event and the anticipated duration of its impact on the party's performance.

**183 Suspension of Obligations:** The obligations of the affected party shall be



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suspended for the duration of the Force Majeure event, and the time for performance of such obligations shall be extended for a period equivalent to the duration of the Force Majeure event.

- 184 Mitigation:** The affected party shall use all reasonable efforts to mitigate the effects of the Force Majeure event and to resume performance of its obligations as soon as reasonably possible.

19

**Termination Clause**

- 19.1 Termination for Breach:** If either party breaches any material term of this agreement, and fails to cure such breach within (30) days after receiving written notice of the breach from the non-breaching party, the non-breaching party may terminate his award with immediate effect by providing written notice to the breaching party.

**19.2 Effect of Termination: Upon termination for any reason**

- a. The parties shall promptly return any confidential information or property belonging to the other party.
- b. The parties shall settle any outstanding payments for work performed up to that date of termination.
- c. Any provisions of this agreement that by their nature are intended to survive termination (e.g. confidentiality, dispute resolution) shall remain in effect.





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**16 BID SECURITY DOCUMENTS**

**16.1 BID SECURITY (BANK GUARANTEE)**

[insert: **Bank's Name, and Address of Issuing Branch or Office**]

**Beneficiary:** [insert: **Name and Address of Purchaser**]

**Date:** [insert: **date**]

BID GUARANTEE No.: [insert: **Bid Guarantee Number**]

We have been informed that [insert: name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated [insert: bid date] (hereinafter called "the Bid") for the execution of [insert: name of contract] under Invitation for Bids No. [insert: IFB number].

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee, and that the bid guarantee automatically covers any alternative bids included in the Bid, if the Bidder is permitted to offer alternatives and does so.

At the request of the Bidder, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] ([insert: amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- a) has withdrawn the Bid (or any parts of it) during the period of bid validity specified by the Bidder in the Bid Submission Form or any extension of the period of bid validity which the Bidder subsequently agreed to; or
- b) having been notified of the acceptance of the Bid by you during the period of bid validity, (i) failed or refused to execute the Contract Agreement, or (ii) failed or refused to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bid's validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.

458.

\_\_\_\_\_  
[Signature(s)]

[Note to Bidders: Instructions on amount and currency can be found in the Section 15.4. Joint Ventures need to also ensure that their Bank Guarantee meets the requirements for Joint Ventures as provided in the same section.]



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16.2 Performance SECURITY (Performance BOND)

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Bidder] (hereinafter called "the Bidder") has agreed to supply the Services and render the Services against Tender Name (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_).

AND WHEREAS it has been stipulated in the Tender Document that the successful Bidder shall furnish Performance Security, within ten (10) working days of the receipt of the Acceptance Letter from the Client, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document to the Client, for a sum equivalent to Rs. \_\_\_\_\_ (to 10% of the one (01) year contract value, on a yearly basis, with an undertaking to renew the Bank Guarantee before the end of each year, one month before the expiry period of the submitted bank guarantee) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract; AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Bidder a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Client, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Client, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Client having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Bidder commits a default under the Contract;
2. If the Bidder fails to fulfill any of the obligations under the Contract;
3. If the Bidder violates any of the provisions of the Contract.

Provided that the Client shall specify the occurred condition(s) owing to which the said sum is due to him. Provided further that any demand(s) / claim(s) from the Client shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or all obligations have been fulfilled in accordance with the Contract, whichever is earlier. Date this \_\_\_\_\_ day of 20\_\_.

GUARANTOR

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

**PART B – FORMS TO BE SUBMITTED WITH THE  
PROPOSAL**

**B – Technical Proposal Submission- Standard Forms**

- a. Technical Proposal Submission – FormB1
- b. Firms/Bidders Profile – FormB2
- c. Relevant Experience of the Firm/Bidder – FormB3
- d. Qualification, Total Experience and professional Certification/Membership – FormB4-I
- e. Composition of Proposed Project Management Team with Organogram – FormB4-II
- f. Compliance Sheet – Form B4-III
- g. Joint Venture Summary – Form B4-IV
- h. Financial Capabilities – Form B4-V
- i. Declaration of OATH – Form B4-VI
- j. General Declaration – Form B4-VII



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B1. Technical Proposal - Submission Form

[Location, Date]

To: Project Director (TDP)

PMU Office 205-B

2<sup>nd</sup> Floor ETC Building, F-5/1, Aga Khan Road

Islamabad, Pakistan

Tel: +92-51- 9246135

Email: [pd.itpark@moitt.gov.pk](mailto:pd.itpark@moitt.gov.pk)

Sir,

We, the undersigned, offer to provide Third party Auditing services for project “**Technology Park Development Project Islamabad**” 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:

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B2. Firms/Bidders Profile

Sr. #	Criteria	Response
1	<b>Profile of the agency:</b> 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	<b>Financial Position</b> i. Name of Banks ii. Certificate of Financial position iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN)	



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B3. Similar Nature and Relevant Experience of the firm/Bidder

**Experience related to third party validation audit.**

Title & Project Synopsis	Name and contact details of Focal Person of Bidder	Client Name, Organization, Focal Person Name & Phone Numbers	Project Worth	Project Duration

\*Please attach relevant documents to corroborate your information.

[Relevant services carried out in the past that best illustrate qualifications]

Assignment Name		Country	
Name of Client:		Total No. of delivery Locations (List may be attached)	
Industry			
Address:			
Start Date (Month/Year)		Approx. Value of Contract (in currency):	
Completion Date (Month/Year)			
Items/Services Supplied			Quantity
Narrative Description of Project:			

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B4-I. – Qualification, Total Experience and professional Certification/Membership Summary (Complete for each Team Member)

<b>Name of Employee:</b>
--------------------------

Position		
General Information	Name:	Date of Birth:
	Telephone:	
	Fax:	
	Years with Present Employer:	

**Employment Record:**

Summarize overall professional experience in reverse chronological order.

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

**Relevant Experience:**

Summarize relevant experience in reverse chronological order. Indicate technical and managerial experience relevant to the project:

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	

**Education:**

Highest Level of Degree	Relevance of Degree to the Assignment
MPhil	
Masters	
Bachelors	

Certification:

Memberships:

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: \_\_\_\_\_  
\_\_\_\_\_ [Signature of

*staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_



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Full name of authorized representative: \_\_\_\_\_

B4-II – Composition of Proposed Project Management Team with Organogram

Sr. #	Name	Designation	Experience/ No. of years	Relevant Experience in Previous Assignments	Proposed Role in this Project



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**B4-III Compliance Sheet**

1. In the offer, the Bidder shall include clause by clause statement and sufficient documentation such that MOITT can validate the compliance statements. In the statement of compliance, the bidder shall state:
  - a. Fully Compliant (FC): If the offer of Bidder fully meets the Bidding document requirement
  - b. Partially Compliant (PC): If the offer of Bidder meets the requirement partially, the bidder shall state the reason why the offer is partially compliant. However, if the bidder is able to fulfill the specified requirement later, the time schedule for this shall be stated. In such cases, the bidder shall clearly mention the extent to which other requirements or specifications are affected;
  - c. Non-Compliant (NC): If the offer of Bidder cannot meet the requirements, the bidder shall also state reasons for it;
  - d. Compliance statements such as 'Agreed', 'Noted', 'OK', Tick mark, Do (") and 'Understood' etc. shall not be acceptable and shall be considered "Non-Compliant". Bidders shall mention, along with the compliance statement, the relevant Clause No., Page No., Chapter/ Section/ Volume of the offered bid document and/ or the brochure and catalogue, wherever applicable, for the purpose of verification of their technical compliance statement.
2. In case of absence or unclear statements of compliance for any specified requirement, MOITT will interpret that particular requirement as being "Non-Compliant".
3. If the bidder has stated 'Fully compliant' against technical clauses with comments resulting in material deviation, contradictory remarks such statement shall be considered as "Non-Compliant".
4. If the bidder has stated partially or non-compliant to some of the clauses, the successful bidder shall provision for all such requirements and make the bid fully compliant to all MOITT requirements at the time of signing of Contract.

S. No.	Requirements	Compliance



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B4-IV – Joint Venture Summary

Names of all partners of a Joint Venture

1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner

Total value of annual turnover, in terms of Information System billed to clients, in US\$ equivalent, converted at the rate of exchange at the end of the period reported:

Annual turnover data (applicable activities only; PKR)					
Partner	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge					
2. Partner					
3. Partner					
4. Partner					
5. Partner					
6. Etc.					
Totals					

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B4-V – Financial Capabilities

Name of Bidder or partner of a Joint Venture:

Bidders, including each partner of a Joint Venture, shall provide financial information to demonstrate that they meet the requirements stated in the Evaluation Criteria. Each Bidder or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of banker		
	Address of banker		
	Telephone	Contact name and title	
	Fax	Telex	

Summarize actual assets and liabilities in U.S. dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Bidder.

Financial information in PKR	Actual: Previous five years					Projected: Next two years	
	5	4	3	2	1	1	2
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
Revenue							
5. Profits before taxes							
6. Profits after taxes							



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Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts.

Source of financing	Amount (PKR)
1.	
2.	
3.	
4.	

Attach audited financial statements — including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Bidders' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

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B5 – VI DECLARATION Non OATH

[*Name of the Seller/Supplier*] hereby solemnly declares its intention not to obtain or induce the procurement of any contract, 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 (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing, [*the Seller/Supplier*] 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 Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Vendor, 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 a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant thereto.

[*the Seller/Supplier*] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*the Seller/Supplier*] 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. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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



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B6 – VII GENERAL DECLARATION

(To be filled/signed/stamped by the prospective bidder i.e., Principal and by the Local Agent on their Letter Head)

The Prospective Bidder will have to certify that;

- Their Firm / Company / Local Agent with current or any other title & style has not been involved or litigating in any manner or kind of litigation with PSEB
  
- Wrong declaration to above fact will be liable to legal proceedings including but not limited to confiscation of Bid Bond / Performance Bond & Backlisting of Firm (the principal) and also Local Agent

Sign /Name: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_ Date: Stamp: \_\_\_\_\_

Sign/Name: \_\_\_\_\_

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**C – Financial Proposal Submission - Standard Forms**

C1. Financial Proposal submission form

The price shall be quoted in the following format

No.	Service / Item	Price (PKR)	Quantity	Total Price (PKR)
1	<b>All Inclusive Price of Validation audit: Item wise break up:</b>			
			-Total Price	
			Applicable Tax(es)	
			<b>Final Price Inclusive of Applicable Tax(es)</b>	



**THIRD PARTY VALIDATION AUDIT OF TECHNOLOGY PARK  
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C2. – Financial Proposal Submission

[Location, Date]

To: Project Director (TDP)  
PMU Office 205-B  
2<sup>nd</sup> Floor ETC Building, F-5/1, Aga Khan Road  
Islamabad, Pakistan  
Tel: +92-51- 9246135  
Email: [pd.itpark@moitt.gov.pk](mailto:pd.itpark@moitt.gov.pk)

Sir,

We, the undersigned, offer to provide Third Party Validation Audit of project “**Technology Park Development Project Islamabad**” 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 Pakistan 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:



**Annexure-I**

**IT Park Islamabad location and Addresses**



IT Park Islamabad is being constructed at Kurri Road, ChakShahzad, Islamabad with a total covered area of 720,000 square feet (2Basements +Ground +9 Floors) by consortiums of Korean Consultants and construction companies. It is a state-of-the-art IT Park with the following facilities:

- 120 Offices (For IT/IT enabled services Companies)
- Incubation center (15 offices for startups)
- Business Support Center having legal, marketing and financial support facilities
- Industry academia linkage center
- Level III Data center, uninterrupted power supply and other allied facilities
- Commercial and Recreational Facilities
- R&D IT Labs
- Auditorium and virtual classrooms
- Parking facility for 1200 vehicles



## THIRD PARTY VALIDATION AUDIT OF TECHNOLOGY PARK DEVELOPMENT PROJECT ISLAMABAD (TDP)

### Annexure-II

#### Scope of Work of Technology Park Development Project Islamabad (TDP):

##### **Detailed Scope of Work**

**Primary Objectives:** The primary objective is to assess the availability and efficiency of operational activities and services provided by the Consultant and Contractor, ensuring alignment with signed contracts & objectives of the project and overall value for money. The validation audit will evaluate the performance and capacity of the Consultant and Contractor, operational procedures, and provide feedback/recommendations to the Ministry of IT & Telecom (MoITT)/Project Management Unit (PMU) for any corrective measures (if required).

**Scope of Assignment:** The selected audit firm will review the overall operational performance and control systems of the project operations and support activities in accordance with signed contracts and applicable standards. The firm will provide an assessment on the project's economy, efficiency, and effectiveness, while achieving its objectives.

##### **Specific Areas of Examination and Verification:**

The audit firm will have the following main responsibilities:

1. **Performance Review:**
  - Review and assess the performance of the Consultant, Contractors, and their sub-contractors for the work done.
  - Identify improvements in the performance of the Consultant and Contractor under the signed contracts.
2. **Policy and SOP Assessment:**
  - Review and assess whether the Policies, SOPs, and Operational & Maintenance Plan of the project meet the requirements for day-to-day operational activities.
3. **Financial Evaluation:**
  - To evaluate the payment mechanism random measurements/mode of payments (examine the payment process, verification of MB's measurement book, Inspection Reports, payment claims/bills/vouchers)
  - Determine if funds are used for their intended purposes as per contract and objectives of project.
  - Review & verify Purchase Orders issued to the manufacturer's, and confirm delivery time from the manufacturer (MEP/IT/CIVIL).
  - Evaluate the overall financial progress of the project.
4. **Physical Verification:**
  - Conduct on-site verification of all work done, assets and their intended use, services rendered as described in payment documents or contracts.
  - Verify & evaluate the work done in compliance with Detailed Engineering Design Drawings / Specifications / BOQ.
  - Verify measurements of completed work.
  - Verify the quality of equipment/accessories/items procured and delivered at site (CIVIL/MEP/IT).
  - Perform random testing of concrete cylinders, slump/FDT, and other relevant tests for MEP and ICT Networking but not limited to these test only.
5. **Reporting:**
  - Prepare all required reports based on findings on the above areas contain all details and evidence.
  - Submit the draft report to the designated PMU staff for review and comment.
  - Provide both hard and electronic copies of all reports within agreed timelines.
6. **Performance Management:**
  - Maintain all records and reports pertaining to validation audit during the audit period, accessible to the client as and when required.

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**Annexure-III**

Sr.#	Designation	Qualification	Experience
1	Team Leader/ Coordinator	MS Structural Engineering)/B.Sc. in (Civil Engineering)	For 18 Years of Education: 10 years of relevant experience in the field of Buildings Inclusive Multistory buildings, along with experience of approach of Multistory adjacent to building. OR For 16 Years of Education: 12 Years of relevant experience Local/International in the field of Buildings Inclusive Multistory buildings.
2	Civil Engineer	BS Structural Engineering/ BS. in Civil	For 16 Years of Education: 10 Years of relevant experience Local/International in the field of Buildings Inclusive Multistory buildings. Local/International
3	Mechanical Engineer	Minimum Bachelors Degree in Mechanical Engineering from a university/institute recognized by HEC. Masters degree.	Should be capable of checking the performance of MEP works, planning and monitoring of HVAC, electrical and other works Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment, must have undertaken such projects in the past. To check the project performance and monitoring of execution of works as per schedule.
4	ICT Engineer	BS (Hon) - IT or equivalent 4-year Program or equivalent from a university/institute recognized by HEC.	For 18 Years of Education: 10 years of relevant experience in the networking of Buildings Inclusive Multistory buildings, etc. have the ability to read networking drawings, and making BOQs, specifications etc OR For 16 Years of Education: 10 years of relevant experience in the networking of Buildings inclusive Multistory buildings, etc. have the ability to read networking drawings, and making BOQs, specifications etc
5	Electrical Engineer	BE-Electrical	Minimum 10 years of work experience, evaluates electrical systems, products, components, and applications as per BoQ by designing and conducting research programs and applying knowledge of electricity and materials.
6	Audit Associates	Minimum CA Inter or 16 Years of education. Degree in finance, accounting disciplines, BBA or equivalent from a university/institute recognized by HEC	Excellent Audit skills with special emphasis on construction projects performance
7	IT Auditors	BS CS/IT/Electronics with relevant IT certifications (CISA, CISSP etc.)	10 years of experience in IT audits, specifically in data centers and IT infrastructure.
8	QA/QC	Related Degree / Civil Engineer	Relevant Experience: 10 Years of relevant experience Local/International in the field of Buildings Inclusive Multistory buildings. Local/International
9	Report Writer /Draft man	Related Degree	Minimum 5 years of experience in related field.