



SPECIAL TECHNOLOGY ZONES AUTHORITY

CABINET DIVISION

Request for Proposal
“Hiring of Manpower Outsource Services”

Special Technology Zones Authority (STZA) invites sealed bids, in favor of Ms. Mehwish Iqbal (Manager Procurement), from reputed firms registered with Income Tax and Sales Tax departments, Government of Pakistan, who are on the Active Taxpayers List (ATL) of FBR for the “Hiring of Manpower Outsource Services”. Bidding documents, containing details specifications, and other terms and conditions can be downloaded from the STZA website <http://www.stza.gov.pk/>. and PPRA website www.ppra.org.pk.

Sealed Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one big envelope up to 25th November 2024 till 1100 hrs. Technical proposal will be opened on the same day i.e. 25th November 2024 at 1130 hrs. In the Committee Room of STZA in the presence of bidders/ their representatives, who would care to be present at the time of opening of bids. Financial proposals will be opened later on after the completion of technical evaluation procedures (technically qualified bidders will be informed about the financial bid opening date). The proposals received after due date and time will not be considered.

Mehwish Iqbal

Manager Procurement

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Special Technology Zones Authority

16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad



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Section-I: Invitation to Bids

1.1 INVITATION TO BIDDERS

BIDDING DOCUMENTS FOR THE HIRING OF MANPOWER OUTSOURCE SERVICES

Sealed Bids are invited from bidders i.e. firms/companies/sole proprietors/ general order service providers etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax, etc.). The Bids shall be received as per the Single Stage Two Envelope procedure.

Bids must be delivered to the addressee below on or before *25th November 2024 at 1100 Hours*. All Bids must be accompanied by a Bid Security of Rs. **10,000,00(PKR)** in the form of a Pay Order. Late Bids shall be rejected. The Bids will be opened on the same day at *1130 Hours* in the presence of the Bidders' representatives who may choose to be present at the address below. Interested eligible Bidders may obtain further information from *STZA* at the email given below. Bid Validity will be of 120 days.

Bidding Documents are immediately available after the date of publication. *STZA* will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of an official holiday on the day of submission, the next day will be treated as the closing date. The Bidding document carrying all details can also be downloaded from the *STZA website* www.stza.gov.pk and the website of the Public Procurement Regulatory Authority www.ppra.org.pk

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Section-II: Instructions to Bidders (ITB)

2.1. Introduction

2.1.1 Scope of Bid

- i) The STZA, as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Services as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VI- Schedule of Requirements. Successful Bidders will be expected to deliver, install/commission) the services within the specified period and timeline(s) as stated in the BDS.

2.1.2 Source of Funds

- i) The STZA named in the Bid Data Sheet has received a budget from the Government. The STZA intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

2.1.3 Eligible Bidders

- i) The Invitation to Bids is open to i.e. association of firms/companies/sole proprietor/ general order service providers, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax etc.), except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by the STZA to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under this Invitation to Bids.
- iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.
- iv) Bidders shall not be under a declaration of blacklisting by the STZA.
- v) The invitation for Bids is open to all prospective Service provider, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.



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- vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- a) Are associated or have been associated for the procurement of the services to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates that have been engaged by the STZA to provide consulting services for the preparation of the design, specifications and other documents to be used.
 - b) Have controlling shareholders in common; or
 - c) Receive or have received any direct or indirect subsidy from any of them; or
 - d) Have the same legal representative for purposes of this Bid; or
 - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the STZA regarding this Bidding process; or
- vii) A Bidder may be ineligible if –
- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
 - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
 - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;



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- (d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;
 - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of PPRA rules.
 - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with PPRA rules.
 - (g) The firm, service provider and contractor is blacklisted/ debarred by any international organization.
- viii) Bidders shall provide to the STZA evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
- ix) Bidders shall provide such evidence of their continued eligibility satisfactory to the STZA, as the STZA shall reasonably request.
- x) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.
- 2.1.4. Eligible Services**
- i) All services/services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *Bid Data Sheet (BDS/Technical Specification)*, and all expenditures made under the contract will be limited to such services and related services.
- 2.1.5. Cost of Bidding**
- i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the STZA named in the Bid Data Sheet, hereinafter referred to as “the STZA,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 2.1.6. One person one bid**
- i) As per Rule a Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.



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- ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
- iii) A Bidder, if acting in the capacity of subcontractor in any Bid, shall not submit bid for the same.

2.2. The Bidding Documents

2.2.1. Content of Bidding Documents

- i) The services required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:
 - (a) Invitation to Bids
 - (b) Instructions to Bidders (ITB)
 - (c) Technical Specifications
 - (d) Bid Data Sheet
 - (e) General Conditions of Contract (GCC)
 - (f) Schedule of Requirements
 - (g) Bid Form
 - (h) Bidder Profile Form
 - (i) General Information Form
 - (j) Affidavit
 - (k) Bid Security Form
 - (l) Contract Form
 - (m) Financial Bid Form / Price Schedule
 - (n) Check List

The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.



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STZA is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from its website or website of A. Re-confirming from the STZA that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

2.2.2. Clarification of Bidding Documents

- i) A prospective Bidder requiring any clarification of the Bidding documents may notify the STZA in writing or by email at the STZA's address indicated in Invitation to Bid/ Tender Notice/ Advertisement. The STZA will respond in writing to any request for clarification of the Bidding documents which it receives no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. Written copies of the STZA's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding documents.
- ii) A prospective Bidder requiring any clarification of the Bidding Documents may notify the STZA in writing or in electronic form that provides record of the content of communication at the STZA's address indicated in the **BDS**.
- iii) The STZA will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (7) days prior to the deadline for the submission of Bids. As prescribed in **ITB 2.2.2 (i), above**. However, this clause shall not apply in case of alternate methods of Procurement.
- iv) Copies of the STZA's response will be uploaded on the website of STZA and forwarded to identified Prospective Bidders through an expeditious identified source of communication, e.g.: e-mail etc., including a description of the inquiry, but without identifying its source.
- v) Should the STZA deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under **ITB 2.2.3**.
- vi) If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the



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schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.

- vii) Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents and by uploading same on the website of the STZA. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the STZA exclusively through the use of an Addendum pursuant to ITB 2.2.3. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

2.2.3. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the STZA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, preferably through electronic means also, not later than three (3) days, and on equal opportunity basis as the case may be.
- ii) In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the STZA, at its discretion, may extend the deadline for the submission of Bids, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.

2.3. Preparation of Bids

2.3.1. Language of Bid

- i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the STZA shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

2.3.2. Bid Form

- i) The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the services to be supplied, a brief



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description of the services, their country of origin, quantity, and prices.

2.3.3. Bid Prices

- i) The Bidder shall indicate on form 7.6 the unit prices (where applicable) and total Bid price of the services it proposes to supply under the contract.
- ii) Prices indicated on the Price Schedule shall be package wise
- iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the STZA and will not in any way limit the STZA's right to contract on any of the terms offered.
- iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

2.3.4. Bid Currencies

- i) Prices shall be quoted in **Pak Rupees** for local/DDP items unless otherwise specified in the Bid Data Sheet.

2.3.5. Documents Establishing Bidder's Eligibility and Qualification

- i) Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted.
- ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the STZA's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.
- iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the STZA's satisfaction:
 - (a) that, in the case of a Bidder offering to supply services under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the services' Manufacturer or producer to supply the same in Pakistan;



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- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Service provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

2.3.6. Documents Establishing Services Eligibility and Conformity to Bidding Documents

- i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all services and related services which the Bidder proposes to supply under the contract.
- ii) The documentary evidence of the eligibility of the services shall consist of a statement in the Price Schedule/Financial Bid
- iii) The documentary evidence of conformity of the services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:
 - (a) a detailed description of the essential technical and performance characteristics of the services;
 - (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the services for a period to be specified in the Bid Data Sheet, following commencement of the use of the services by the STZA; and
 - (c) an item-by-item commentary on the STZA's Technical Specifications demonstrating **responsiveness** of the services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the STZA in its Technical Specifications, are intended to be descriptive only and not restrictive.



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2.3.7. Bid Security

- v) **Pursuant to the requirements as indicated in ITB 2.3.6, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all services and related services which the Bidder proposes to deliver.**
- vi) The Bidder shall also furnish a list giving full particulars, including available sources and current prices of services, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Services during the period **specified in the BDS** following commencement of the use of the services by the STZA.
- vii) The required documents and other accompanying documents must be in English.
 - i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet.
 - ii) The Bid security is required to protect the STZA against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.7. (vii).
 - iii) The Bid security shall be in Pakistan Rupees and shall be in the following form:
 - (a) Pay Order (PO) valid for 180, one hundred and eighty Days, beyond the validity of Bid.
 - iv) Any Bid not secured in accordance with ITB Clauses 2.3.7 (i) and (ii) may be rejected by the STZA as non-responsive.
 - v) Unsuccessful Bidders' Bid security will be discharged or returned as promptly as possible but not later than 30, thirty days after the expiration of the period of Bid validity prescribed by the STZA pursuant to ITB Clause 2.3.7 (ii) or along with unopened financial proposal as per rule which shall take precedence, and is as under:
 - vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.
 - vii) The Bid security may be forfeited:



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- a. If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
- b. In the case of a successful Bidder, if the Bidder:
 - i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**
 - ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or
 - iii. If the blacklisting proceedings under A rule are initiated and the bidder is declared blacklisted after due process of law.

2.3.8. Period of Validity of Bids

- i) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the STZA. A Bid valid for a shorter period may be rejected by the STZA as non-responsive.
- ii) In exceptional circumstances, the STZA may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.7 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder accepting the request will not be required nor permitted to modify its Bid.

2.3.9. Format and Signing of Bid

- i) The Bidder shall prepare an original Bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" as appropriate.
- ii) The Bidder shall authorize a person/ persons for signing, submission and further correspondence with STZA on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.
- iii) The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. All pages of the Bid, shall be signed and stamped by the authorized person.
- iv) Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.



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- v) The original Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the **BDS** and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, shall be signed and stamped by the authorized person.
- vi) Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
- vii) The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.

2.4. Submission of Bids

2.4.1 Sealing and Marking of Bids

- i) The Bidder shall seal the original Bid in separate envelopes, duly marking the envelopes as “ORIGINAL”. The envelopes shall then be sealed in an outer envelope.
- ii) The inner and outer envelopes shall:
 - a. be addressed to the STZA at the address given in the Bid Data Sheet; and
 - b. bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation to Bids (ITB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE..... (time and date),” *[to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.4.2.]*
- iii) The inner envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
- iv) If the outer envelope is not sealed and marked as required by ITB Clause 2.4.1 (i), the STZA will assume no responsibility for the Bid’s misplacement or premature opening.
- v) In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called



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the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:

- a) Bidder shall submit his **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** in separate inner envelopes and enclosed in a single outer envelope.
 - b) **ORIGINAL** Bid shall be separately sealed and put in separate envelopes and marked as such.
 - c) The envelopes containing the **ORIGINAL** will be put in one sealed envelope and addressed / identified as given in BDS.
- vi) The inner and outer envelopes shall:
- a) be addressed to the **STZA** at the address provided in the **BDS**;
 - b) bear the name and identification number of the contract as defined in the **BDS**; and provide a warning not to open before the time and date for bid opening, as specified in the **BDS**, pursuant to **ITB 2.4.2**;
 - c) In addition to the identification required in Sub- Clause (b) hereof, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to **ITB.2.4.3**.
- vii) If all envelopes are not sealed and marked as required by **ITB 2.4.1** or incorrectly marked, the **STZA** will assume no responsibility for the misplacement or premature opening of Bid.
- 2.4.2 Deadline for Submission of Bids**
- i) Bids must be received by the **STZA** at the address specified under **BDS** no later than the time and date specified in the Bid Data Sheet. Bids received through courier services shall not be entertained.
 - ii) The **STZA** may, at its discretion and as per rule, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with **ITB Clause 2.2.2 & 2.2.3** in which case all rights and obligations of the **STZA** and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
 - iii) Bids shall be received by the **STZA** at the address specified under **BDS** no later than the date and time specified in the **BDS**.



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2.4.3. Late Bids

- i) Any Bid received by the STZA after the deadline for submission of Bids prescribed by the STZA pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.
- ii) The STZA shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids.
- iii) Any Bid received by the STZA after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.

2.4.4. Modification and Withdrawal of Bids

- i) The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the STZA prior to the deadline prescribed for submission of Bids.
- ii) The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- iii) No Bid may be modified after the deadline for submission of Bids.
- iv) No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available), pursuant to the ITB Clause 2.3.7 (vii).
- v) A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the STZA prior to the deadline for submission of Bids.
- vi) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

2.5. Opening and Evaluation of Bids

2.5.1. Opening of Bids by the STZA

- i) The STZA will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at



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the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.

- ii) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening-
- iii) Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
- iv) Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
- v) In case of Single Stage Two Envelope Procedure, the STZA will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the STZA until the specified time of their opening.
- vi) The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the STZA may consider appropriate.



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- vii) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the STZA against any claim or failure to read out the correct information contained in the Bidder's Bid.
- viii) The STZA shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.
- ix) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.
- x) Minutes of the Financial Bid Opening shall be recorded.

2.5.2. Confidentiality

- i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule.
- ii) Any effort by a Bidder to influence the STZA processing of Bids or award decisions may result in the rejection of its Bid.
- iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the STZA on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

2.5.3. Clarification of Bids

- i) As per rule, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the STZA may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the STZA shall not be considered.



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- ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the STZA in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
- iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:
 - a) Evaluation & qualification criteria;
 - b) Required scope of work or specifications;
 - c) All securities requirements;
 - d) Tax requirements;
 - e) Terms and conditions of bidding documents.
 - f) Change in the ranking of the Bidder
- iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the STZA on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

2.5.4. Preliminary Examination

- i) The STZA will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- ii) Arithmetical errors will be rectified on the following basis:-
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Service provider does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited.
 - b. If there is a discrepancy between words and figures, the amount in words will prevail.
- iii) Prior to the detailed evaluation, the STZA will determine the responsiveness of each Bid to the Bidding documents, pursuant



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to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 2.3.7), **Applicable Law, Taxes and Duties** & mandatory Registrations/ Renewals will be deemed to be a material deviation. The STZA's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

- iv) If a Bid is not responsive, it will be rejected by the STZA and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- v) Prior to the detailed evaluation of Bids, the STZA will determine whether each Bid:
 - a) Meets the eligibility criteria defined in **ITB 2.1.3** and **ITB 2.1.4**;
 - b) Has been prepared as per the format and contents defined by the STZA in the Bidding Documents;
 - c) Has been properly signed;
 - d) Is accompanied by the required securities; and
 - e) Is responsive to the requirements of the Bidding Documents.

The STZA's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

2.5.5. Examination of Terms and Conditions; Technical Evaluation

- i) The STZA shall examine the Bid to confirm that all terms and conditions specified in the **GCC** have been accepted by the Bidder without any material deviation or reservation.
- ii) The STZA shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS**, have been met without material deviation or reservation.
- iii) If after the examination of the terms and conditions and the technical evaluation, the STZA determines that the Bid is not responsive in accordance, it shall reject the Bid.

2.5.6. Correction of Errors

- i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -



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- a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the STZA there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
 - c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
 - d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- ii) The amount stated in the Bid will, be adjusted by the STZA in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited, or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.7**.

2.5.7. Conversion to Single Currency

- i) As per rule, to facilitate evaluation and comparison, the STZA will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices as follows:

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

2.5.8. Post-Qualification & Evaluation of Bids

- i) In the absence of **prequalification**, the STZA will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3.
- ii) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be



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based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the STZA deems necessary and appropriate.

- iii) The STZA will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
- iv) The **financial evaluation** of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 7.6 to be decided by the STZA which must include clear cut instruction regarding item wise or package wise evaluation inclusive of prevailing taxes, duties, fees etc.

2.5.9. Contacting the STZA

- i) Subject to ITB Clause 2.5.3, no Bidder shall contact the STZA on any matter relating to its Bid, from the time of the Bid opening to the time the evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the STZA, it should do so in writing.
- ii) Any effort by a Bidder to influence the STZA during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

2.5.10. Grievance Redressal

- i) As per Rule, STZA shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. The Committee may preferably have one subject specialist depending upon the nature of the procurement in addition to one person with legal background as per their availability to the STZA.
- ii) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule, and the same shall be addressed by the STZA well before the proposal submission deadline.
- iii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule and the



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same shall be addressed by the STZA well before the proposal submission deadline.

- iv) Any Bidder feeling aggrieved by any act of the STZA after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage - two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the STZA shall immediately upload the technical evaluation report on the website of A and STZA for obtaining/ receiving grievance petitions from the prospective bidders (if any).
- v) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- vi) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2.6. Award of Contract

2.6.1. Notification of Award

- i) Prior to the expiration of the period of Bid validity, the STZA will notify the successful Bidder in writing by registered letter and by email to be confirmed in writing by registered letter, that its Bid has been accepted.
- ii) The notification of award will constitute the formation of the Contract.
- iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the STZA will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.7 (v).

2.6.2. Performance Guarantee

- i) Not Applicable



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- ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available. After that, the STZA may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule read with Principles of Procurement.
- 2.6.3. Signing of Contract/ Issuance of Purchase Order**
- i) At the same time as the STZA notifies the successful Bidder that its Bid has been accepted, the STZA will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order [*as the case may be*].
- ii) Under rule, where the STZA requires formal signing of contract, within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the STZA.
- iii) Where no such formal signing is required by the STZA, the STZA shall issue purchase order after the receipt of required performance guarantee, as per rule.
- 2.6.4. Award Criteria**
- i) Subject to ITB Clause 2.6.3, under rule, the STZA will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
- 2.6.5. STZA's Right to Vary Quantities at Time of Award**
- i) The STZA reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule (not more than 15%).
- 2.6.6. STZA's Right to Accept or Reject All Bids**
- i) As per rule, the STZA reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.
- ii) The Bidders shall be promptly informed about the rejection of the Bids, if any



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- iii) The STZA shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals but shall not be required to justify those grounds.

2.6.7. Re-Bidding

- i) If the STZA rejects all the Bids under rule, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

2.6.8. Corrupt or Fraudulent Practices

- i) The STZA Bidders, Service providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of A, Act, 2009, which is as follows:

“(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the STZA; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the STZA of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the STZA to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*



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- v. *Obstructive practice by 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 a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.”*

ii) **Blacklisting & Debarment:**

Blacklisted Bidders i.e. firms/companies/sole proprietor/ general order service providers etc. and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

Requirements & Procedure for Blacklisting & Debarment:

As per S-17A of A, Act, 2009:

“17A. Blacklisting.– (1) *A STZA may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the STZA, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice.*

(2) *The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period.*

(3) *Any person, aggrieved from a decision of a STZA, may within prescribed period prefer a representation before the Managing Director.*

(4) *The STZA or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]*

As per rule:



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21. Blacklisting.—(1) *The STZA may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the STZA, if the bidder or Contractor has:*

- (a) acted in a manner detrimental to the public interest or good practices;*
- (b) consistently failed to perform his obligation under the Contract;*
- (c) not performed the Contract up to the mark; or*
- (d) indulged in any corrupt practice.*

(2) If the STZA debars a bidder or Contractor under sub-rule (1), the STZA:

- (a) shall forward the decision to the Authority for publication on the website of the Authority; and*
- (b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies.*

(3) The Managing Director may debar a bidder or Contractor of any STZA from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine.

(4) Any person aggrieved by a declaration made under rule or a decision under sub-rule (1) of this rule may, within thirty days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit.

(5) Any person or STZA aggrieved by an order under sub-rule (3) or (4) may, within thirty days of the order, file a representation before the Chairperson and the Chairperson may pass such order on the representation as he may deem appropriate.

(6) The mechanism or process for barring a bidder or Contractor from participating in procurement process of a STZA, procuring agencies and a representation under this rule is specified in the Schedule appended to these rules.

As per Schedule appended with:

SCHEDULE

BLACKLISTING MECHANISM OR PROCESS

- 1. The STZA may, on information received from any resource, issue show cause notice to a bidder or Contractor.*
- 2. The show cause notice shall contain:*
 - (a) precise allegation, against the bidder or Contractor;*



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- (b) *the maximum period for which the STZA proposes to debar the bidder or Contractor from participating in any public procurement of the STZA; and*
 - (c) *the statement, if needed, about the intention of the STZA to make a request to the Authority for debarring the bidder or Contractor from participating in public procurements of all the procuring agencies.*
- 3. *The STZA shall give minimum of seven days to the bidder or Contractor for submission of written reply of the show cause notice.*
- 4. *In case, the bidder or Contractor fails to submit written reply within the requisite time, the STZA may issue notice for personal hearing to the bidder or Contractor/ authorize representative of the bidder or Contractor and the STZA shall decide the matter on the basis of available record and personal hearing, if availed.*
- 5. *In case the bidder or Contractor submits written reply of the show cause notice, the STZA may decide to file the matter or direct issuance of a notice to the bidder or Contractor for personal hearing.*
- 6. *The STZA shall give minimum of seven days to the bidder or Contractor for appearance before the specified officer of the STZA for personal hearing.*
- 7. *The STZA shall decide the matter on the basis of the available record and personal hearing of the bidder or Contractor, if availed.*
- 8. *The STZA shall decide the matter within fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.*
- 9. *The STZA shall communicate to the bidder or Contractor the order of debarring the bidder or Contractor from participating in any public procurement with a statement that the bidder or Contractor may, within thirty days, prefer a representation against the order before the Managing Director of the Authority.*
- 10. *The STZA shall, as soon as possible, communicate the order of blacklisting to the Authority with the request to upload the information on its website.*
- 11. *If the STZA wants the Authority to debar the bidder or Contractor from participating in any public procurement of all*



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procuring agencies, the STZA shall specify reasons for such dispensation.

12. *The Authority shall immediately publish the information and decision of blacklisting on its website.*
13. *In case of request of a STZA or representation of any aggrieved person under rule , the Managing Director shall issue a notice for personal hearing to the parties and call for record of proceedings of blacklisting. The parties may file written statements and documents in support of their contentions.*
14. *In case of representation of any aggrieved person or STZA under rule , the Chairperson shall issue a notice for personal hearing to the parties and may call for the record of the proceedings. The parties may file written statements and documents in support of their contentions.*
15. *In every order of blacklisting under rule , the STZA shall record reasons of blacklisting and also reasons for short, long or medium period of blacklisting.*
16. *The Authority shall upload all the decisions under rule, available with it, on its website. But the name of a bidder or Contractor shall immediately be removed from the list of blacklisted persons on expiry of period of blacklisting or order of the competent authority to that effect, whichever is earlier.*
17. *An effort shall be made for electronic communication of all the notices and other documents pursuant to this mechanism or process.”*

iii) Furthermore, Bidders must keep themselves aware of the provision stated in clause 5.4 and clause 16.1 of the General Conditions of Contract.

2.6.9. Volume of the services to be considered in mind

- i) While quoting the rate in a framework contract, the Bidder must consider the following facts:
 - a. Certain volume of the services as prescribed in Bid Data Sheet.
 - b. The Bidder has to maintain the rates of the services for the whole term of the contract.
 - c. The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.



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Section-III. Technical Specifications

3.1. Technical Specifications

The Special Technology Zones Authority (STZA) is looking for a contractor to deliver Manpower outsource Services, as outlined in Categories A and B below. The contractor will quote the **Service Charge** as described in section 3.1a. Additionally, the contractor will be paid a **Service Fee** as described in section 3.1b. Payments for these outsourced services (Service Charge + Service Fee) will be made monthly by STZA as per invoice calculations stated in section 3.1c.

The required outsourcing services are categorized as follows:

Category A: Outsourced Office Support Services

The Office Support Services are essential in supporting various functions in different departments which include but are not limited to Data Entry Services, Document Processing Services, Filing Services, Reception/Front Desk Services, Transaction Processing Services, Function Support Services, Coordination Services, Executive Administrative Support Services etc. These services shall be performed by resources who have minimum high school qualification, or have relevant certifications/licenses with at least relevant experience of one year. Minimum/Maximum age bracket shall be 18 to 59 years.

Category B: Administrative Support Services

The admin support services are essential in carrying out day-to-day general support services which include but are not limited to services such as Dispatch, Surveillance, Janitorial, Driving, Office Attendants, and Maintenance Support, etc. In addition to this it also includes Guard services. These services shall be performed by resources who have at least relevant experience of one year. Minimum/Maximum age bracket shall be 18 to 59 years. Accordingly, admin support services shall comprise of the following subcategories:

- i. General Support Services other than Guards
- ii. Armed Guard Services
- iii. Un-Armed Guard Services

STZA currently has resources deployed through a Manpower outsource services contract. These resources will be transitioned to the new contract under Categories 'A' and 'B'



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The breakup of existing and additional number of outsources resources required are tabulated below:

Description		Existing Resources	Additional Resources Required	Total Expected Resources (Approx.)
Category A: Outsourced Office Support Services	No.	30	30	60
	<i>Average cost/month</i>	<i>Rs. 2M</i>	<i>Rs. 2M</i>	<i>Rs. 4M</i>
Category B: Administrative Support Services	No.	31	9	40
	<i>Average cost/month</i>	<i>Rs. 2M</i>	<i>Rs. 0.6M</i>	<i>Rs. 2.6M</i>
<u>Total:</u>	No.	<u>61</u>	<u>39</u>	<u>100</u>
	<i>Average Cost/month</i>	<i>Rs. 4M</i>	<i>Rs. 2.6M</i>	<i>Rs. 6.6M</i>

The total expected number of resources stated above is the approximate count for the services mentioned, which may however, vary as per actual requirement. The monthly stated average costs are based on current prices and exclude service charges.

3.1a Service Charge

The contractor shall quote a Service Charge as a fixed amount per resource per month in PKR for each of the below category:

Category		Service Charge Inclusions
A	Office Support Services	All Service Commissions, EOBI, Social Security, all applicable taxes, IPD insurance, background checks, life insurance.
B	B(i) General Support Services other than Guards	All Service Commissions, EOBI, Social Security, all applicable taxes, background checks, IPD insurance, life insurance.
	B(ii) Armed Guard Services	All service commissions, EOBI, Social Security, all applicable taxes, IPD insurance, life insurance, guard uniform charges, background checks, guard weapon charges, guard accommodation charges.



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	B(iii) Un-Armed Guard Services	All service commissions, EOBI, Social Security, all applicable taxes, IPD insurance, life insurance, guard uniform charges, background checks, guard accommodation charges.
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Note: If concerned government departments notify to increase or decrease taxes, EOBI, or Social Security costs, the difference shall be adjusted accordingly by STZA.

For the insurance included in service charges as stated above, the bidder shall adhere to the following:

- a. Health insurance must provide a minimum IPD coverage of PKR 400,000 per resource deployed and each of his/her dependents (inclusion of parents will be preferred), with basic maternity benefits.
- b. Life insurance coverage of the resource deployed must be at least PKR 500,000.

3.1b Service Fee

The Service Fee shall comprise of the following components payable to the contractor through a **Monthly Invoice**:

Sr. No.	Component Type	Description	Limits
1	Resources Payouts	Actual amounts paid to the deployed resources, in the form of salaries/wages, for their services in the relevant Category.	Category A*: max payout – Rs. 135K Category B*: max payout – Rs. 95K. Actual payout shall be decided by STZA, depending upon the qualification and experience of the relevant resource. Subject to applicable laws on wages / gratuity etc.
2	Outdoor Patient Department (OPD) Medical Claims	Reimbursements made to the deployed resources by the contractor upon submission of original medical OPD receipts of	Equivalent to one month Resource Payout as stated in Serial #1, per year



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		them and their dependents which shall include parents.	subject to endorsed SOP by STZA. Original Receipts to be submitted.
3	Travel Costs	Travel expense claims submitted by the deployed resources to the contractor for official travels, approved by STZA.	As per STZA endorsed travel reimbursement SOP
4	Inflations Adjustments	Actual amounts paid to the deployed resources for the inflation adjustments by the contractor.	As per STZA Directives.
5	Overtime	Payments made to the deployed admin support service resources only by the contractor for the overtime, approved by STZA	At the rate of 1.5 times per hour on weekdays and 2.0 times per hour for the weekends of the Resource Payout/Payrate. Overtime will be capped at 33% of actual resource payout rate.

***Note:**

For existing resources who shall be transitioned to the new contract as stated in Section 3.1 the maximum payout may vary by 10%. The stated maximum payout limits shall be subject to annual upward adjustment of 15%.

3.1c: Monthly Invoice Calculations:

The Contractor shall submit a monthly invoice for the outsourced services. Below invoice calculations are given for clarity purposes and may vary as per applicable taxes by the federal government. All amounts shall be in PKR. The format of the Monthly Invoice and the required details therein shall be agreed between STZA and the contractor.



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Services Description	Service Fee						Service Charge	Total Invoice					
	Resource Payout	OPD	Travel Costs	Inflation Adj.	Over-time	Service Fee		Total Invoice Amount excl. GST	GST @ 15%	Total Invoice Amount incl. GST	WHT @ 4%	Withheld GST @1/5	<u>Payable to Contractor</u>
	A	B	C	D	E	F=A+B+C+D+E	G	H=F+G	I=H x 15%	J=H+I	K=J x 4%	L=I x (1/5)	M=J-K-L
Outsourced Office Support Services													
Administrative Support Services													



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Section-IV: Bid Data Sheet

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Name Special Technology Zones Authority (STZA) The subject of procurement is: Hiring of Manpower Outsource Services Period for delivery of services: 3 Years Commencement date for delivery of Services: 01-Jan-2025
2.	2.1.2	Financial year for the operations of the STZA: 2024-2028 Name of Project: Hiring of Manpower Outsource Services Name of financing institution: Government Name and identification number of the Contract: [Hiring of Manpower Outsource Services]
3.	2.3.6(iii)	Demonstration of authorization by manufacturer: Not Applicable
B. Bidding Documents		
4.	2.2.2	The address for clarification of Bidding Documents is Procurement@stza.gov.pk
5.	2.2.2	Pre-bid meeting is not required
6.	2.3.9	The number of bidding documents to be completed and returned is in one original
C. Bid Price, Currency, Language and Country of Origin		
7.	2.3.1	<i>Bid language must be ENGLISH.</i>
8.	2.3.4	The price quoted shall be in <u>Pakistani Rupees PKR.</u>



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9.	2.3.4	Prices shall be fixed.
D. Preparation and Submission of Bids		
10.	2.1.3	<p>Qualification Criteria/Knock down criteria.</p> <p><i>[Requirement for a minimum requirement for a Bidder to participate in the Bidding process which, may include but not limited to the following: -</i></p> <ul style="list-style-type: none"> i. <i>Minimum relevant experience required for bidder / product: Last 2 years (Attach Work/ Purchase orders/ completion certificates)</i> ii. <i>Registration of the Bidder with relevant forums/ organizations.: (Attach Certificate of Incorporation)</i> iii. <i>Registration with relevant tax authority i.e. FBR/PRA etc. as active tax payer (Attach Proof)</i> iv. <i>Affidavit (On stamp paper of worth Rs. 100/- and not older than 3 months) to the effect that:-</i> <ul style="list-style-type: none"> • <i>Bidder is not currently blacklisted by the PPRA.</i> • <i>The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules.</i> • <i>The provided information is correct.</i> v. <i>Bid bond in the form of Pay Order of Rs. <u>1,000,000/-</u> (Attach bid bond with technical proposal)</i>
11.	2.2.2	<p>Bid shall be submitted to:</p> <p>Mehwish Iqbal Manager Procurement Special Technology Zones Authority 16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad.</p>
12.	2.4.2	<p>The deadline for Bid submission is</p> <p>a) Day :<i>Monday</i></p> <p>b) Date:<i>25th November 2024</i></p> <p>Time: <i>1100 hrs</i></p>
13.	2.5.1	<p>Time, date/ Month/ Year, and place for bid opening.</p> <p>Day :<i>Monday</i></p> <p>Date:<i>25th November 2024</i></p> <p>Time: <i>1130hrs</i></p>



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		<i>Special Technology Zones Authority 16th Floor, new State Life Tower, Jinnah Avenue, Blue Area, Islamabad.</i>
14.	2.6.2	Amount of Performance Guarantee is: <u>Not Applicable</u>
15.	2.3.7	Amount of Bid security is: <u>1,000,000/-</u>
16.	2.3.8	Bid validity period after opening of the Bid is: 120 days
17.	2.3.9	Number of copies of the Bid to be provided are: Zero Only original bid is required.
E. Opening and Evaluation of Bids		
18.	2.5.1	The Bid opening shall take place at: Special Technology Zones Authority 16th Floor, New State Life Tower, Plot # 61, Jinnah Avenue, Islamabad Day : <i>Monday</i> Date: <i>25th November 2024</i> Time : <i>1130 hrs</i>
19.	2.3.4	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: Pakistani Rupees (<i>PKR</i>) The source of exchange rate shall be: <i>As per PPRA rules</i> The date of exchange rate shall be: <i>As per PPRA rules</i>
F. Bid Evaluation Criteria		
20.	2.5.8	Criteria to Bid evaluation.

Bid Evaluation Criteria shall be as follows:

Sr. No.	Description	Allocated Marks	Total Marks
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1	Company Profile, Experience & International Certifications if any.		
i.	Company Profile Years of operations (From Registration date of NTN / FBR) <ul style="list-style-type: none"> • Five (05) marks for two (02) years' experience. • One (01) mark for each additional year of experience (maximum ten (10) marks). 	10	
ii.	Relevant Experience Experience in providing similar projects (Outsourced Support Services) over last 05 years. 1 - 3 similar project= <u>5</u> marks 4 -6 similar projects= <u>10</u> marks 7 - 10 similar projects = <u>15</u> marks More than 10 similar projects = <u>20</u> marks Purchase orders / supply orders / completion certificates must be attached, otherwise, no marks shall be awarded.	20	
2	Financial Position		
i.	Average Annual Turnover for last 2 years: Upto PKR 10 Million = 5 marks Upto PKR PKR 20 Million= 10 marks Upto PKR PKR 30 Million= 15 marks Upto PKR PKR 40 Million or above = 20 marks Audited Financial statements or Bank Statements for the last two financial years must be attached, otherwise, no marks shall be awarded.	20	
3.	Human Resource		
i	List of Staff Deputed by the Supplier to Other Organizations after 30th June 2023 <ul style="list-style-type: none"> • Guards (1 mark for each guard, maximum 10 marks) • Support Services Staff (drivers, tea boys, assistants, executives, officers, etc. except guards) (0.5 marks for each staff, maximum 30 marks) Purchase orders / contracts / completion certificates must be attached, otherwise, no marks shall be awarded. (Purchase orders or supply orders or	40	



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	<i>completion certificates containing the same list of resources will be counted only once, without repetition.)</i>		
4.	Geographical Coverage		
	<p>List of offices / sub-office(s) / registered subsidiaries office(s) at: Islamabad/Rawalpindi = 7 Marks Any other city = 01 mark each – maximum 10 marks</p> <p>Required details are as under:- Complete address, ownership / rent agreement, years of office established on the same place. In case of missing information, no mark may be awarded. Attach the supporting documents.</p>	<i>10</i>	
		Total	100
Only the Bids securing minimum 70% marks would be declared technically accepted.			

G. Award of Contract

2.6.5	Percentage for quantity increase is: [<i>Not more than 15%</i>]. The decrease shall be on need basis.
2.6.2	The Performance Guarantee shall be: Not Applicable
2.6.2	The Performance Security shall be in the form of: Not Applicable



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Section-V: General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the STZA and the Service provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Service provider under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Services” means the provision of third-party managed outsourcing services and ancillary services as provided in Technical Specifications under Section 3.1 of the Bidding Documents, which the Service provider is required to supply to the STZA under the Contract.
- (d) “GCC” means the General Conditions of Contract contained in this section.
- (e) “The STZA” means the organization purchasing the Services & Services;
- (f) “The STZA’s country” is Pakistan.
- (g) “The Service provider” means the Bidder or firm supplying the Services under this Contract.
- (h) “Day” means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. Country of Origin

3.1. All Services supplied under the Contract shall have their origin in Pakistan.

3.2. For purposes of this Clause, “origin” means the place where the Services from where the Services are supplied.



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3.3. The origin of Services is distinct from the nationality of the Service provider.

4. Standards

4.1. The Services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Services' country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the STZA.

5.1. The Service provider shall not, without the STZA's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the STZA in connection therewith, to any person other than a person employed by the Service provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The Service provider shall not, without the STZA's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of executing the Contract.

5.3. Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the STZA and shall be returned (all copies) to the STZA on completion of the Service provider's performance under the Contract if so required by the STZA.

5.4. The Service provider shall permit the STZA to inspect the Service provider's accounts and records relating to the performance of the Service provider and to have them audited by auditors appointed by the donors, if so required by the donors.

5.5. Any subcontractor and/or third party appointed by the Service Provider subject to the written approval by STZA, shall abide by all the confidentiality obligations of the Contract. Furthermore, all payments for service charges shall be made exclusively through the service provider, and the service provider shall retain full responsibility for the performance of the subcontractors, with no exoneration from any obligations under this contract.



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5.6. The obligations arising from Clause 5 shall survive termination and/or expiry of the Contract and shall be valid for a period of ten (10) years from the date of termination and/or expiry of the Contract.

6. Warranty

6.1 The Service Provider warrants that the resources provided shall be educated, trained, experienced, and fully capable of performing the required Services as per the requirements of STZA under 3.1 – Technical Specifications.

6.2 The Service Provider warrants that it shall provide / remove the resources on a week's notice, or in accordance with applicable laws, as per the requirements of STZA.

6.3 The Service Provider warrants that it shall be solely responsible for compliance with all applicable labor laws in relation to the resources.

6.4 The Service Provider warrants to indemnify and hold STZA harmless against any and all claims, demands or legal proceedings initiated by the resources or any other person / authority in respect of unpaid wages, contributions, other benefits including workmen's compensation claims or any other grievances arising out of their employment with the Service Provider.

6.5 The Service Provider warrants that it shall indemnify STZA under the Workmen's Compensation Act 1923 or damages under the relevant laws or otherwise in respect of or in consequence of death or injury to any workman or other person in employment of the Service Provider, whether performing their obligations on behalf of the Service Provider or not, and accordingly all payments due to the legal heirs of the deceased or the concerned workman / person on account of compensation or damages shall be made by the Service Provider directly on his own including all other costs, charges and expenses in respect of such death or injury. The Service Provider warrants to arrange at his own cost appropriate insurance cover as per law for its employees including the resources including group life insurance policy coverage to all workers for the purpose of various labor laws.

6.6 The Service Provider warrants to be responsible to report directly to the concerned departments / agencies all cases of any



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major injury or fatality to the resources, who are engaged for performing any Service / duty under the Contract, during duty hours. In case any such claim arises after expiry or termination of the Contract, STZA then shall be entitled to be indemnified by the Service Provider in accordance with the provisions of the Workmen's Compensation Act 1923 or any other applicable laws.

6.7 Without prejudice to the foregoing, the Service Provider warrants to keep STZA fully indemnified against any claims and/or losses due to operation of Standing Order 20 of the Industrial and Commercial Employment (Standing Orders) Ordinance, 1968 and other applicable laws, as may be amended from time to time.

6.8 The Service Provider warrants to keep safe the assets (both visible and invisible) and reputation of STZA indemnified against any theft, damage or loss of any kind. In case any losses are attributed to any act, omission or negligence of the Service Provider or the resources, STZA shall be entitled to recover such losses or damages from the charges payable to the Service Provider.

6.9 The Service Provider shall assume full responsibility for the actions or defaults of resources while performing the Services and shall be solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), worker's compensation, redundancy and unfair dismissal payments, disability benefits and any other benefits.

7. Performance Guarantee

7.1. Not Applicable

8 Delivery and Documents

8.1. The Service Provider shall provide the Services in accordance with the terms specified in the Technical Requirements under **Section-III (Technical Specifications)**, as per requirement of STZA as and when required.

8.2. As part of the Services, existing resources of STZA as outsourced from another service provider will be transferred to the Service Provider under this Contract whereby 30 individuals from Category 'A' and 31 from Category 'B', shall be added to the resources provided by the Service Provider on the terms as



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specified in the Technical Requirements and by STZA from time to time.

8.3. The credentials for the personnel to be provided under the Services e.g., age, education, experience and services cost per resource shall be decided by STZA in accordance with the minimum criteria stated in Section-III (Technical Specifications).

8.4. In the delivery of the Services, the Service Provider shall on a week's notice as per the requirements of STZA, arrange for such number of resources as may be required from time to time. In the event that the Service Provider cannot provide the resources, the Service Provider shall notify STZA within two (2) days of receipt of the request from STZA. The Service Provider shall also be required to decrease/increase, or remove any resources no longer required by STZA within one (1) week's time or such other notice period as may be applicable, upon intimation of the same in writing from STZA.

8.5 The Service Provider shall ensure that each of the resources provided is sufficiently educated, trained, experienced, and fully capable of performing the required roles as per the requirements of STZA. The Service Provider shall be liable to maintain and if required by STZA provide medical certificates and police clearance certificates of the resources duly managed by the Contractor at its own cost.

8.6 The Service Provider shall fulfill all contractual and statutory requirements as per all applicable laws including but not limited to getting all its Resources registered under the Employees Old Age Benefits Act 1976, The Workers Children (Education) Ordinance 1972 and the Provincial Employees Social Security Ordinance 1965, and provide the proof thereof to STZA. The Service Provider shall also be liable to provide the resources with IPD health insurance/cover amounting to four hundred thousand rupees (400,000) per year including dependents of the Resources. In case of non-compliance, a deduction of 5% will be made from the fee payable for the next month as a deterrent.

8.7 The Service Provider shall be fully and directly responsible for the management, control and supervision of all the resources engaged by it for rendering Services in connection with the



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execution of this Contract to STZA. Furthermore, it is clearly understood that all resources employed by the Service Provider to perform Services pursuant to this Contract shall for all practical and legal purposes be assumed to be employees of the Service Provider and at no time during the continuance as the employees of STZA, nor such employees shall pose themselves as the employees of STZA in any context whatsoever.

8.8 The Service Provider shall be liable to abide by all the rules, laws, and regulations and fulfill all the requirements under any laws or Government directives relating to but not limited to personnel, human resources, labor and services falling under this Contract. STZA shall not be held responsible for any of the aforementioned.

8.9 The Service Provider shall always ensure that all requirements of labor and other local laws as applicable to it or its establishment are complied with and further that the resources engaged by it for rendering any Services on its behalf under this Contract strictly adhere to the guidelines / instructions issued by STZA from time to time. For this purpose, the Service Provider shall furnish to STZA on regular basis copies of all necessary policies, registers, documents as proof of compliance with the above referred laws, rules and regulations, as and when required by STZA. In case the Service Provider is found to have acted in violation of any of the said laws, rules, and/or regulations during the performances of Services, in whole or in part, with STZA, it shall be responsible for any fine, penalty, damages or forfeiture imposed on STZA by any court, office, department or division. STZA also reserves the right to terminate the Contract in above-mentioned circumstances as per the terms of this Contract.

8.10 The Service Provider and its resources shall perform the Services with reasonable skill and care and to a professional standard to be reasonably be expected of it. The Service Provider shall have sole responsibility for taking the necessary steps to obtain any permit or license required for performance of the Services under applicable laws of Pakistan.

8.11 In the event of disruption resulting from the action of an Resources working on the premises of STZA, or in the event of the expertise of any resources failing to correspond to the profile required by STZA, the Service Provider shall replace him or her



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within one (1) day. STZA shall have the right to request the replacement of any such member of the resources, stating its reasons for so doing, on an immediate basis or otherwise. Replacement resources must have the necessary qualifications and be capable of performing the Services under the same contractual conditions. The Service Provider shall be responsible for any delay in the execution of the Services assigned to it resulting from the replacement of the resources, the Service Provider shall, as soon as possible, provide replacement personnel acceptable to STZA at no additional cost. The Service Provider shall, in all cases, immediately take steps to minimize any disruption to the provisions of the Services including but not limited to providing appropriate temporary personnel to replace any person so removed. For the avoidance of doubt, in the case where STZA has required immediate removal of any resources in circumstances where immediate removal was not reasonable, then the Service Provider shall be relieved from any consequent failure of the Service Provider's performance.

8.12 The Service Provider shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflicts of interest could arise in particular as a result of economic interest, political affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflicts of interest which could arise during performance of the Contract must be notified to STZA in writing without delay. In the event of any such conflict, the Service Provider shall immediately take all necessary steps to resolve it. STZA reserves the right to verify that such measures are reasonable and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Service Provider shall ensure that the resources are not placed in a situation which could give rise to conflicts of interest. In the event of any conflict of interest, the Service Provider shall replace, immediately and without compensation from STZA, any member of the resources exposed to such a situation. In addition, the Service Provider shall abstain from entering into any contract likely to compromise its independence.

9. Payment

9.1. Payments under the Contract shall be made by STZA to the Service Provider in accordance with the requirements in the Bidding Documents and as provided in the Contract.



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9.2 In consideration of the Services rendered satisfactorily by the Service Provider for each month, STZA shall pay to the Service Provider the Service Fee which shall be inclusive of all taxes, government duties, charges and levies etc., and shall be decided by STZA per resources. The Service Fee payable per resources shall be in addition to the Service Charges being charged by the Service Provider per resources as stipulated Bidding Documents.. The payment(s) of Services Fee and Service Charges shall be subject to a satisfactory report of work from all concerned at STZA.

9.3 An amount equivalent to 10% of total amount of each invoice of the Service Provider will be retained by STZA as performance security, the retained amount of each month shall be released on retention of amount of 10% of total amount from the invoice of next month. At a given time, throughout the Term, STZA shall not retain an amount of more than 10% of total amount of corresponding month's invoice on account of performance security. The retained amount on account of performance security shall be returned to the Service Provider upon successful completion of the Term, or if terminated earlier, in accordance with the clauses of this Contract.

9.4 Bid Security of Service Provider shall be returned after retention of performance security from its first invoice.

9.5 No payment shall be made to the Service Provider in advance as mobilization advance or on any other account.

9.6 All invoices issued by the Service Provider shall be in local currency of Pakistan and shall state the account number and bank account title against which the payment is to be made by the STZA.

9.7 Payment shall be made, through cross cheque in the Pakistani Rupees (PKR) on a monthly basis, within 30 days after submission of valid error free invoices duly verified and accepted by STZA and in compliance with fulfillment of terms of this Contract.

9.8 Taxes in relation to services shall be deducted at source as per applicable laws at the time of payment. Any increase, decrease in existing taxes and duties etc. or imposition of any new tax shall be cost and benefit of the Service Provider. All taxes relating to the



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income of the resources shall be the sole obligation and responsibility of the Service Provider.

9.9 If the quality of the Services is not to the satisfaction of the management of STZA, and/or in the event of a breach of contract by the Service Provider, STZA has the right to terminate the Contract and forfeit Bid Security and the Performance Security, subject to the terms of this Contract.

9.10 The Service Provider shall ensure that payments are made to the resources by the 5th of each month. In case of non-compliance, a deduction of 5% will be made from the Service Charges payable for the next month as a deterrent.

9.11. The Service provider's request(s) for payment shall be made to the STZA in writing, accompanied by an invoice describing, as appropriate, the Services delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

9.12. Payments shall be made promptly by the STZA, but in no case later than thirty (30) days after submission of an invoice or claim by the Service provider, provided the work is satisfactory.

9.13. Upon receiving the invoice, subject to its complete satisfaction, STZA shall make payment to the Service Provider in Pakistan Rupees [PKR] in such amounts as set out in the respective invoice which shall be inclusive of any and all applicable taxes, levies or duties (including, without limitation, sales tax, withholding tax, and import duties, if applicable).

9.14 Beginning with the second invoice submitted by the Service Provider, the actual disbursement of payouts to the resources shall be submitted to STZA. This submission is required to verify that, for the preceding month, all payouts received by the Service Provider have been disbursed to the resources in accordance with the invoiced amounts. Additionally, it shall confirm that contributions to the Employees' Old-Age Benefits Institution (EOBI) and any other applicable obligations have been fulfilled as per the invoices claimed from STZA.



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- 10. Prices** 10.1. Prices charged by the Service provider for Services delivered and Services performed under the Contract shall not vary from the prices quoted by the Service provider in its Bid.
- 11. Change Orders** 11.1. The STZA may at any time, by a written order given to the Service provider, make changes within the general scope of the Contract, only if required for the successful completion of the job, in any one or more of the following:
- (a) the place of delivery; and/or
 - (b) the Services to be provided by the Service provider.
- 11.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Service provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service provider's receipt of the STZA's change order. But, in no case, the overall impact of the change should exceed 15% of the contract cost and no provisions should be violated.
- 12. Contract Amendments** 12.1. No variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties and in accordance with ITB 2.6.5.
- 13. Assignment** 13.1. The Service provider shall not be entitled to assign or transfer its rights or obligations (or any of them) under the Contract without the prior written consent of STZA
- 14. Delays in the Service provider's Performance** 14.1. Delivery of the Services and performance of Services shall be made by the Service provider in accordance with the time schedule prescribed by the STZA in the Schedule of Requirements:
- 14.2. If at any time during performance of the Contract, the Service provider or its subcontractor(s) should encounter conditions impeding timely delivery of the Services and performance of Services, the Service provider shall promptly notify the STZA in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service provider's notice,



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the STZA shall evaluate the situation and may at its discretion extend the Service provider's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

14.3.A delay by the Service provider in the performance of its delivery obligations shall render the Service provider liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the imposition of liquidated damages.

15. Liquidated Damages

15.1. If the Service provider fails to deliver any or all of the Services or to perform the Services within the period(s) specified in the Contract, the STZA shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the specified percentage of the delivered price of the delayed Services or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the STZA may consider termination of the Contract pursuant to GCC Clause 16 along with other remedies available under A rules.

16. Termination for Default

16.1. The STZA, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service provider, may terminate this Contract in whole or in part:

- (a) if the Service provider fails to deliver any or all of the Services within the period(s) specified in the Contract, or within any extension thereof granted by the STZA pursuant to GCC Clause 14;
- (b) if the Service provider fails to perform any other obligation(s) under the Contract; or
- (c) if the Service provider, in the judgment of the STZA has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as follows:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public



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official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the STZA; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the STZA of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

- i. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the STZA to establish prices at artificial, noncompetitive levels for any wrongful gain;*
- iii. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;*
- v. obstructive practice by 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 a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process*

16.2. In the event the STZA terminates the Contract in whole or in part, pursuant to GCC Clause 16, the STZA may procure, upon such terms and in such manner as it deems appropriate, Services or Services similar to those undelivered, and the Service provider shall be liable to the STZA for any excess costs for such similar



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Services or Services. However, the Service provider shall continue performance of the Contract to the extent not terminated.

17. Force Majeure

17.1. An event of "Force Majeure" shall mean any event or circumstance or combination of events or circumstances (including the effects thereof) that is beyond the reasonable control of a Party and materially and adversely affects the performance by such affected Party of its obligations under or pursuant to the Contract, provided that such material and adverse effect could not have been prevented, overcome, or remedied, in whole or in part, by the affected Party through the exercise of diligence and reasonable care. An event of Force Majeure shall include, but not be limited to, an act of God, a pandemic, outbreak, plague, war (whether declared or not), government decree, import and export bans, fire, explosion, flood, typhoon, strikes and sabotage, civil commotion, riots, embargoes.

17.2. A Party that is prevented to perform its obligations under this Agreement due to an event of Force Majeure shall notify the other Party as soon as possible but in any event within seven (7) days by e-mail when the Force Majeure event has occurred. The prevented Party shall also notify the other Party by e-mail as soon as possible when the event of Force Majeure has ended.

17.3. An event of Force Majeure which may cause delay to the Services of the Service Provider or any part thereof and be such as to fairly entitle the Service Provider to an extension in the Completion Date, STZA shall endeavor to reach a mutual agreement on a fair and reasonable extension to the Completion Date. Where the Parties fail to agree, STZA shall, on its own, determine and notify the Service Provider in writing of a fair and reasonable extension to the Completion Date. If the Services are not delivered to STZA by such extended Completion Date, STZA shall be entitled to terminate the Contract with immediate effect through written notice to the Service Provider.

18. Termination for Insolvency

18.1. The STZA may at any time terminate the Contract by giving written notice to the Service provider if the Service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service provider, provided that such termination will not prejudice or affect any right



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of action or remedy which has accrued or will accrue thereafter to the STZA.

19. Termination for Convenience

19.1. The STZA, by thirty (30) days advance written notice sent to the Service provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the STZA's convenience, the extent to which performance of the Service provider under the Contract is terminated, and the date upon which such termination becomes effective.

19.2. The Services that are complete (if applicable) within thirty (30) days after the Service provider's receipt of notice of termination shall be accepted by the STZA on the Contract terms and prices. For the remaining Services, the STZA may choose:

- (a) to have any portion completed at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Service provider an agreed amount for partially completed Services.

20. Resolution of Disputes

20.1 After signing the contract or issuance of purchase order, the STZA and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

20.2. If, after thirty (30) days from the commencement of such informal negotiations, the STZA and the Service provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to through mediation by a third party, failing which arbitration in accordance with applicable laws of Pakistan. The seat of arbitration shall be Islamabad, the arbitration shall be conducted by a sole arbitrator and the language of arbitration shall be in English.

21. Governing Language

21.1. The Contract shall be written in the English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.



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- 22. Applicable Law** 22.1. The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
- 23. Notices** 23.1. Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by any information technology means for the time being in use and acceptable in ordinary course of business to the other party's address.
- 23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 24. Taxes and Duties** 24.1. Service provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Services & Services to the STZA.
- 25. Intellectual Property** 25.1 STZA shall own all right, title and interest (including patent rights, copyright rights, trade secret rights, mask work rights, trademark rights, sui generis database rights and all other intellectual and industrial property rights of any sort throughout the world) relating to any and all inventions (whether or not patentable), technologies, works of authorship, designs, know-how, ideas, data and other information and work products that are made, conceived, reduced to practice or obtained, in whole or in part, by the Service Provider and/or the resources, and that arise out of the Services or that are based on or otherwise reflect any Confidential Information. All Services given under this Contract shall be made for hire to the extent allowed by law and, in addition, the Service Provider agrees to make and does hereby make all assignments necessary to accomplish the foregoing ownership. The Service Provider shall assist the STZA, at the STZA's expense, to further evidence, confirm, record and perfect such assignments, and to perfect, obtain, maintain, enforce, and defend any rights assigned. The Service Provider hereby irrevocably designates and appoints STZA and its officers as its agents, with full power of substitution, to act for and on the Service Provider's behalf to execute and file any document and to do all other lawfully permitted acts to further the foregoing with the same legal force and effect as if executed by the Service Provider.



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25.2 The Service Provider agrees that all intellectual property and all other financial, business, legal and technical information (including, without limitation, the identity of and information relating to customers, prospects, vendors, affiliates and employees) that the Service Provider and/or the resources develop, learn or obtain in connection with the Services, or that are received by or for STZA in confidence, constitutes proprietary information. The Service Provider will hold in strict confidence, and exercise all reasonable precautions to prevent unauthorized access to, and not disclose or, except in performing the Services, use any proprietary information. However, proprietary information will not include information that the Service Provider can document is or becomes readily publicly available without restriction through no fault of Service Provider and/or the resources. Upon termination and/or at STZA's request at any other time, the Service Provider will promptly return to STZA all materials and copies containing or embodying proprietary information, except that the Service Provider may keep its personal copy of its compensation records and this Contract.



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Section-VI. Schedule of Requirements

6.1 Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates a delivery date which is the date at which delivery is required.

Name **Description** **Volume** **Delivery schedule**
in weeks/months from _____

Name	Description	Volume	Delivery schedule in weeks

[To be signed & stamped by the Services Provider and reproduced on the letter head. To be attached with the Technical Bid.]

Date: _____

To: *[name and address of STZA]*

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.



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We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the STZA.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is:

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) all the forms relevant to the technical and financial bids (clearly indicated on each form)
- c) All the required documents establishing eligibility of bidders/services shall be made part of the bid.
- d) Any other document required by the STZA.

[In case of single stage two envelope bidding procedure],

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

- a) Complete bidding document (without filling) signed and stamped by the bidder
- b) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- c) Copy of bid security form along with copy of financial instruments *i.e. Pay Order (PO)* valid for 180 Days, beyond the validity of Bid in the manner as prescribed on the bid security form **7.7**.
- d) Any other document required by the STZA.



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Financial bid includes the following:-

- a) Original Bid form (as per **form 7.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.
- b) Price schedule / financial form (as per **form 7.6**) to be reproduced on the letter head of the bidder duly signed and stamped.
- c) Original Bid security form (as per **form 7.7**) along with Original financial instrument *Pay Order (PO)* valid for (180) Days, beyond the validity of Bid.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of Service provider	Amount and Currency
--------------------------------------	---------------------

_____	_____
_____	_____
_____	_____

(if none, state “none”)

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



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Section-VII: Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 2.2.3 & 2.3.4 and in accordance with the requirements included in the Bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the STZA, pursuant to ITB Clause 2.3.8

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections pursuant to ITB Clause 2.5.6 and GCC Clause 17, acceptable deviations e.g., payment schedule pursuant to GCC 16, spare parts pursuant to ITB Clause 2.3.6 & 2.3.7, or quantity variations pursuant to ITB Clause 2.6.5. The Price Schedule and Schedule of Requirements, deemed to form part of the contract, should be modified accordingly.



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7.1 Bid Form

[To be signed & stamped by the Services Provider and reproduced on the letter head. To be attached with the Technical Bid.]

Date: _____

To: *[name and address of STZA]*

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the STZA.

We agree to a Bid by this Bid for a period of *[number]* days from the date fixed to Bid opening under Clause 2.3.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed (*if required*), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

[In case of single stage one envelope bidding procedure]

The Composition of our Bid is:

- e) Complete bidding document (without filling) signed and stamped by the bidder
- f) all the forms relevant to the technical and financial bids (clearly indicated on each form)
- g) All the required documents establishing eligibility of bidders/services shall be made part of the bid.



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- h) Any other document required by the STZA.

[In case of single stage two envelope bidding procedure],

The Composition of our bid consists on separate Technical and financial bids, detail of which is as follows:

Technical bid includes the following:-

- e) Complete bidding document (without filling) signed and stamped by the bidder
- f) All the forms relevant to the technical bid, to be reproduced on the letter head of the bidder as indicated on each individual form.
- g) Copy of bid security form along with copy of financial instruments *i.e. Pay Order (PO)* valid for 180 Days, beyond the validity of Bid in the manner as prescribed on the bid security form **7.7**.
- h) Any other document required by the STZA.

Financial bid includes the following:-

- d) Original Bid form (as per **form 7.1 of Bidding documents**) on letter head of the firm, duly signed and stamped.
- e) Price schedule / financial form (as per **form 7.6** to be reproduced on the letter head of the bidder duly signed and stamped.
- f) Original Bid security form (as per **form 7.7**) along with Original financial instrument *Pay Order (PO)* valid for (180) Days, beyond the validity of Bid.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of services provider	Amount and Currency
---------------------------------------	---------------------

(if none, state "none")



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We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



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7.2. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Constitution/ Legal Status:
3.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
4.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
5.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
6.	Registration Details:

a) Audited Financial Statement Attachment/Income Tax Returns (Last ____ years)

Yes	No
-----	----

b) Details of Experience (Last ____ Years)

(i)	Similar Project (Agency/Department)	Item Name
(ii)	Value of total Projects/Tenders/POs	Amount

c) Staff Detail and last month Payroll

Yes	No
-----	----



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7.3. General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

		Particulars			
Company / Entity Name					
Abbreviated Name					
National Tax No.			Sales Tax Registration No		
PRA Tax No.					
No. of Employees			Company / Entity Date of Formation		

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	



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7.4. Affidavit

[To be printed on PKR 100 Stamp Paper not older than 3 months to the effect that, duly attested by oath commissioner. To be attached with Technical Bid]

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of STZA]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of STZA]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the STZA.
- (ii) The documents/photocopies provided with Bid are authentic. In case any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.

[Name of the Contractor/ Bidder/ Service provider] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company.

Title of Officer: _____

Name of Company: _____

Date: _____



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7.5. Contract Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

THIS AGREEMENT made on the ____ day of _____ 20____ between *[name of STZA]* of *[country of STZA]* (hereinafter called “the STZA”) on the one part and *[name of Service provider]* of *[city and country of Service provider]* (hereinafter called “the Service provider”) on the other part:

WHEREAS the STZA invited Bids for certain services and ancillary services, viz., *[brief description of services]* and has accepted a Bid by the Service provider for the supply of those services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract; and
 - (e) the STZA’s Notification of Award.
 - (f) Contract agreement
 - (g) Complete Bidding document
3. In consideration of the payments to be made by the STZA to the Service provider as hereinafter mentioned, the Service provider hereby covenants with the STZA to provide the services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The STZA hereby covenants to pay the Service provider in consideration of the provision of the services and the rectification of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS WHEREOF, this Agreement has been signed by the Parties through their duly authorised representatives on the Signing Date.



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through its authorized signatory	
Name:	
Designation:	
CNIC No.:
[Insert Name of Applicant Company]	
through its authorized signatory	
Name:
Designation:	
CNIC No.:	
In the presence of signature of	
WITNESSES
Name:	
Address:	
CNIC No.:
Name:	
Address:	
CNIC No.:	



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7.6. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Sr. No.	Resource Category Name	No of Resources	Service Charge Per resource per month (inclusive of all taxes & duties etc.)	Total price (inclusive of all taxes & duties etc.)	Total price (in words)
1.	<u>Office Support Services</u>	60			
2.	<u>General Support Services other than Guards</u>	23			
3.	<u>Armed Guard Services</u>	6			
4.	Un- <u>Armed Guard Services</u>	11			
Total					

a. Total Bid value (against which a Bid shall be evaluated) in the figure. _____

b. Total Bid value (against which a Bid shall be evaluated) in words. _____

Note:

In case of difference between unit price and total price, unit price shall prevail and total price shall be “final”. *(Please refer ITB clause 2.5.6).*

In case of difference between amount in “words” and amount in “figures”, amount in “words” shall be considered final.

Stamp & Signature of Bidder _____



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7.7. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the services]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of STZA]* (hereinafter called “the STZA”) in the sum of for which payment well and truly to be made to the said STZA, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the STZA during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the STZA up to the above amount upon receipt of its first written demand, without the STZA having to substantiate its demand, provided that in its demand the STZA will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]



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Section VIII- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is an essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1.	Rs, 1,000,000 Bid Security must be submitted with technical proposal in the form of Pay Order		
2.	Active Registration with Income Tax Authorities (National Tax Number NTN) at least two years old		
3.	Copy of active Registration with Sales Tax Authorities (STRN)		
4.	Copy of active Registration (Professional Tax Certificate)		
5.	Financial Bid Form (as per form 7.6 of Bidding documents) on letter head of the firm, duly signed and stamped.		
6.	Bid Security Form (as per form 7.7 of Bidding documents) on letter head of the firm, duly signed and stamped.		
7.	General Information Form (as per form 7.3 of Bidding documents) on letter head of the firm duly signed and stamped.		
8.	Affidavit (as per form 7.4) on non-judicial Stamp Paper of Rs. 100/-not older than 3 months to the effect that: (i) The firm is not currently blacklisted by the PPRA. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be blacklisted as per Rules / Laws. (iii) Affidavit for correctness of information. Affidavit for correction of information Form (as per form 7.4 of Bidding documents) on the firm's letterhead, duly signed and stamped.		
9.	i. Work order/supply order/purchase order of previous relevant experience of Last 2 Years ii. Company profile. Staff list along with location and address. (Provide signed & Stamped copy on Company Letter Head) iii. Income Tax Returns/Audited Financial Statements/Bank Statements, National tax number Certificate, General Sale Tax Number Certificate (last 02 years). iv. Bidders profile Form (as per form 7.2 of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder _____