

PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

TENDER DOCUMENT P-07/2025

SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AIR CONDITIONERS

March 2025



**Online (e-bid) shall be submitted only at e-PAK Acquisition & Disposal System (EPADS), on
or before 11:00 AM, 11th April 2025.**

Incase of any query, please contact Phone: (+92) 51-9259353

Or visit

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,

Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

Email: at procurement@pral.com.pk

Website: pral.com.pk



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1) Invitation to Bid:

Pakistan Revenue Automation (Private) Limited (acronym – PRAL). PRAL is a private limited Company registered under section 32 of the companies ordinance, 1984 (XLVII of 1984). PRAL is working with federal and provincial tax and revenue agencies to provide wide variety of tax and revenue collection automation solutions, since its incorporation in June, 1994. Online (e-bids/proposals) are invited from bidders for the **Supply, Installation, Testing and Commissioning of Air conditioners at PRAL office located at 2nd Floor, Plot # 266-B, Street # 9, Sector I-9/3, Islamabad.** All interested and eligible bidders are requested to go through the tender document and provide the relevant required information and supporting documents mentioned in this document.

2) Instructions to Bidders:

The selection of a company/firm will be based on the **Least Cost Method**, through **Single Stage Two Envelope** bidding procedure. The Bidder is expected to examine all instruction forms, terms and Conditions of the bidding documents. Failure to furnish all information required by the bidding documents and/or to submit a bid not substantially responsive to the bidding documents will be at the bidder's risk, which may result in rejection of bid.

2.1 The PDF copy of the Technical and financial proposal/bid along with the bid security shall only be submitted online on EPADS no hardcopy shall be entertained. All the pages of the bid must be sequentially numbered. The bidders are required to create a clear table of contents referencing the relevant page numbers and mark each supporting document with corresponding page numbers.

2.2 In the first instance, the "Technical bid/Proposal" shall be opened for technical evaluation and the "Financial Proposal" shall remain unopened in the system.

2.3 PRAL shall evaluate the Technical Proposal in a manner prescribed in section-8 given in the document, without reference to the price and condition PRAL shall reject any proposal which does not conform to specified requirements.

2.4 During the technical evaluation, no amendments in the technical proposal shall be permitted.

2.5 After evaluation of the technical proposals, PRAL shall open the financial proposals of the technically responsive bids online, and shall communicate the date, time & venue through system in advance, within the bid validity period.

2.6 The financial bids whose technical bids are non-responsive, shall not be opened.

2.7 The Technical and Financial Proposal will be evaluated based on PRAL's evaluation criteria as provided in section-08 and 09 of this document.

2.8 The bid shall remain valid for the period of 90 days from the date of bid opening.



- 2.9 This document has different sections carrying information of eligibility, technical evaluation criteria, Scope of work and conditions of tender etc. to assist the potential bidders to develop their technical proposals.
- 2.10 Minimum passing marks are 65 in technical evaluation, along with a compulsion to obtain full marks in Serial # 3 & 4 of Annexure-D shall be considered as technically qualified.
- 2.11 PRAL reserves the right to request submission of additional information from the bidders to clarify/further understand aspects of technical proposal, if required. PRAL also reserves the right to verify any information provided by the bidder.
- 2.12 PRAL has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- 2.13 PRAL reserves the right to award or not to award the contract and bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No bid shall be accepted in hardcopy.
- 2.14 Bidders to strictly ensure that their bid documents are submitted before the closing time and date of the tender, else the system will not accept the bids after the closing time.
- 2.15 Questions about the bidding document can be made only in writing through EPADS or Email: at procurement@pral.com.pk and must be asked on or before COB April 04, 2025.
- 2.16 Although adequate thought has been given in the drafting of this document, errors such as typos may occur for which PRAL will not be responsible.
- 2.17 Companies/Firms cannot apply by forming a consortium (both local or international firms/Companies).
- 2.18 In case the bid opening day falls on a public holiday, the next working day shall be considered as the opening day for the same.
- 2.19 In case of any disruption/failure in submitting the bid on EPADS, PRAL shall not be held liable, since the EPADS is owned and operated by PPRA.
- 2.20 In case of any disruption observed on the day of bid opening due to any reason related to server/internet connectivity, the next working day shall be considered as the opening day for the same.
- 2.21 The bidding documents should be signed, stamped and readable.
- 2.22 The financial bid/proposal should not be disclosed in the technical proposal/bid, else the bid shall be disqualified.
- 2.23 The Procuring Agency, at its discretion, may extend "Deadline for Submission of Bids". In such case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 2.24 The bidder should be a registered supplier on the e-Pak Acquisition & Disposal System (EPADS) to participate in the subject tender. To register electronically suppliers can visit <https://eprocure.gov.pk/#/supplier/registration>.
- 2.25 The scanned copy of the Bid Security to be uploaded along with the online bid and the hardcopy of the bid security and original copy of the Affidavit in sealed envelope shall only be submitted at the below-mentioned address on or before 11:00 AM 11th April-2025.



Tender No.P-07/2025 (Procurement of Air Conditioners)

(Original Pay Order & Affidavit)

Admin & HR Department (Procurement Wing)

Pakistan Revenue Automation (Private) Limited,
Software Technology Park, 2nd Floor, Service Road (North), Sector I-9/3, Islamabad.

03. Conditions for Eligibility:

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

- 3.1 Evidence of the bidding firm/company's registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required).
- 3.2 Have National Tax Number (NTN) and GST/ PST (if applicable) in the name of Organization (Provide a copy of registration).
- 3.3 Should be active taxpayer on the date of submitting the bid. (Status report must be provided)
- 3.4 Affidavit on stamp paper, declaring that the bidding company/Firm is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization. (Affidavit on stamp paper original signed & stamped).
- 3.5 The bidder must provide Manufacturer authorization letter from the OEM (Manufacturer). (Copy of Manufacturer Authorization Letter is required).

If bidder fails to provide above mentioned information using "Eligibility Criteria Checklist" (Annexure B), they shall be dis-qualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

04) Scope of the Work:

The following scope of work identifies the tasks and responsibilities that the qualifying Company/Firm shall deliver upon, by working closely with the Administration Department of PRAL:

Sr. #	Description	Quantity
1	Floor Standing Air Conditioners 4-Ton T3 DC Inverter , reverse cycle Type: Floor Standing Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings. With one (01) year parts and Standard three (03) years compressor warranty (with original OEM warranty card).	04
2	Split Air Conditioner 2-Ton T3 DC Inverter , reverse cycle Type: Wall mount Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings with	04



	minimum one (01) year parts and ten (10) years compressor (with original OEM warranty card).	
3	Split Air Conditioner 1.5-Ton T3 DC Inverter , reverse cycle Type: Wall mount Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings with minimum one (01) year parts and ten (10) years compressor (with original OEM warranty card).	04

Note:

1- The above are required with complete installation, including piping, wiring, circuit breaker, drainage, insulation, outer-unit frame complete in all respects.

2- The above-mentioned specifications are the minimum requirements. Bidders may quote similar or higher specifications.

3- Bidders are required to quote renowned/market prevalent brands only. Non market/un-renowned brands will not be accepted.

4- Order(s) will be awarded to bidder based on lowest evaluated bid on overall basis. Splitting / partial quotes will not be allowed.

5- Bidders are required to visit the installation site between 10 am to 03 pm from Monday to Friday (except for public holidays) to see, judge, measure and assess the site and the requirements regarding supply and complete installation. The site is situated at Second (2nd) Floor, Plot 266-B, St # 9, Sector I-9/3, Islamabad.

6- The quoted prices shall be lump sum for supply & complete installation on turnkey basis, no variation in price on any account will be allowed therefore bidders are advised to fully satisfy themselves regarding the installation site and measurements for the same. The successful bidder shall be responsible to complete the supply and installation in the quoted/order price

5. General or Special Conditions of Tender

The successful bidder shall agree to the following terms to provide Goods to PRAL:

5.1 All documents and information received by PRAL from bidders will be treated in strictest confidence.

5.2 All expenses related to participation in this bidding document shall be borne by the bidder.

5.3 Once the technical bids are opened on EPADS (Electronic Procurement and Disposal System), PRAL may require bidders to submit a hard copy of the technical bid already submitted



electronically. However, bidders must ensure that the hard copy exactly matches the electronic version to avoid any discrepancies that could lead to disqualification.

6. Form of Contract:

- 6.1 The successful bidder shall sign and execute the standard contract/PO of PRAL including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- 6.2 Successful bidder will sign a contract/PO and will provide the goods as per the timelines specified in the scope of work after issuance of the Purchase/Service Order.
- 6.3 In case of any dispute regarding Goods the decision of the PRAL shall be final & binding.
- 6.4 The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PRAL 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.
- 6.5 All taxes will be deducted in accordance with the applicable laws.
- 6.6 The bid shall remain valid for the period of 90 days from the date of bid opening.
- 6.7 In case the selected bidder fails to deliver Goods as per the agreed timelines, bid security of the bidder will be forfeited, and the contract/PO may be terminated/cancelled.

7. Delivery Timelines

Timelines for the delivery & installation of Air Conditioners will be 01-2 weeks after issuance of Purchase/service Order

8. Technical Evaluation Criteria

This document is governed by the procedure approved by PRAL management. The technical proposal of eligible organizations will be evaluated against the requirements specified in the "Annexure-D".

9. Financial Evaluation Criteria

The financial proposals of only eligible & technically responsive bidders will be opened in the presence of all the bidders who participated in the tender. All technically qualified bids shall be opened by the evaluation committee publicly online in the presence of the bidders or their representatives who may choose to be present at the time and place announced prior to the bidding. The chairperson or member of the evaluation committee shall read aloud the unit price as well as the bid amount if any and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in **Annexure – F**".

10. Performance Security

- a) The successful bidder will be required to furnish performance security/guarantee equivalent to 10% of the award value of contract issued by a scheduled bank operating in Pakistan acceptable to PRAL, within twenty working days from the receipt of notice of successful bidder or the time



as may be extended by PRAL. If the successful bidder fails to deposit performance guarantee within the time stated above, PRAL reserves the right to cancel the notice for award of agreement and the bid security shall be forfeited.

- b) The performance guarantee/security will be returned after completion of warranty period.
- c) In case the bidder fails to provide the Performance Guarantee, the said amount shall be retained by PRAL, till the completion of the warranty period.

11. Submission of Bids (Technical and Financial Proposal): -

The complete bid containing the Technical and Financial proposals along with Bid Security shall only be submitted online in PDF format on EPADS, no hardcopy shall be entertained. Only the original copy of the bid security and Affidavit shall be submitted in hardcopy at the address given in the bidding document on or before 11:00 AM 11th April 2025. Technical proposals will be opened online on the same day i.e., 11:30 AM 11th April 2025 at PRAL Head Office Islamabad in the presence of bidder's representatives who wish to attend it. The bidder who fails to submit the hardcopy of bid security on or before the closing date & time on the given address shall be disqualified from the bidding process. The Bid Security of the disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security amounting to rupees 200,000/-PKR in the form of pay order or demand draft favoring Pakistan Revenue Automation Pvt Ltd shall be submitted along with the bid. The Bid Security should be valid for a period not less than 6 months.

- a. Any bid not secured by "Bid Security" shall be considered as rejected
- b. if "Bid Security" is found less than Rs.200,000/-, the bid shall be considered as rejected at any stage.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annexure mentioned in this document and mark them while submitting the bid.

12. Site Visit

The bidders are requested to visit the premises, where the Air Conditioners needs to be installed to make a fair estimation of turnkey installation & commissioning of Acs (with allied accessories / items) in coordination with **Mr. Waqas Barlas, Manager (Admin) PRAL, cell number 0321-5946404 or Mr. Hashir Razaq, Jr. Executive (Admin) PRAL Cell # 0333-5367901.**



Annexures

Annex – A (Organization Information)

Organization Information		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General / Punjab Sales Tax Number	
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organization
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Private Partnership Firm
	Other	
6	Name and designation of 'Head of Organization'	
	Mobile:	
	Phone/s:	
	Email:	
7	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
8	Address of organization	



Annex – B (Eligibility Criteria Check List)

Eligibility Check List				
Sr. No.	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of the bidding firm/company's registration/incorporation	Copy of certificate of incorporation/company registration	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of Organization	Copy of registration	<input type="checkbox"/>	<input type="checkbox"/>
3	Should be active taxpayer on the date of submitting the bid.	Status report must be provided	<input type="checkbox"/>	<input type="checkbox"/>
4	Affidavit on stamp paper, declaring that company is not blacklisted by any Telco/FMCG/autonomous body/government/semi government or any organization.	Affidavit on stamp paper original signed & stamped	<input type="checkbox"/>	<input type="checkbox"/>
5	The bidder must be authorized by the OEM and must provide Manufacturer Authorization Letter from the OEM (Manufacturer).	Copy of Manufacturer Authorization Letter is required	<input type="checkbox"/>	<input type="checkbox"/>

*** Bidders must clearly mention the page numbers of the supporting documents provided to qualify for technical evaluation. Failure to mention the relevant page numbers will result in disqualification.**



Annex – C (Relevant Experience)

Relevant Experience		
Sr. #	Required Information of the Clients	Response (Please provide exact information with Clients organization name, location/s and duration) Provide data in sequence given below and attach copies of purchase order / agreements accordingly.
1	Details of the Clients to whom Similar nature of Goods are provided	Attached Purchase Orders
	Name of Clients Organization(s) along with the following details:	i.
	I. Company Name	ii.
	II. Addresses, email address, Phone #, website	iii.
	III. Contact person	
	IV. Start and end dates of Services (For example – Jan 2009 to July 2021)	



Annex – D (Technical Evaluation Criteria)

TECHNICAL EVALUATION CRITERIA				
Sr #	Descriptions	Total Points	Scoring Points	Remarks
1	Client Portfolio	15		
	Provided Similar nature of Goods to more than 10 local/international/multinational clients including public sector or private sector organizations		15	Documentary proof: (Purchase/Service order/ copies of contract with contact details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Provided Similar nature of Goods to more than 8 but less than or equal to 10 local/international/multinational clients including public sector or private sector organizations		10	
	Provided Similar nature of Goods to more than 06 but less than or equal to 08 local/international/multinational clients including public sector or private sector organizations		05	
2	Relevant Experience	15		
	Experience of more than or equal to 09 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		15	Documentary proof: (Purchase/Service order/ copies of contract with contact details of clients should be furnished. *Multiple projects with same client will be counted as one.
	Experience of less than 09 years but more than or equal to 06 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		10	
	Experience of less than 06 years but more than or equal to 03 years for providing similar nature of goods to local or international or multinational clients i.e. (Telco/FMCG/autonomous body/government/semi government or any organization)		05	
3	Compliance to the Specifications of Air Conditioners	20		



	Compliance to the Specifications mentioned in the Scope of Work		20	A written Confirmation on company's letterhead is required duly filled, signed and attached with evidence and reference documents such as brochures and data sheets of the offered products. If the quoted product is fully complied with the specifications mentioned in the Scope of Work, full Marks will be given, else zero (0).
4	Compliance to the delivery timelines for the Supply, Installation & Commissioning of Air Conditioners	20		
	The Delivery Timeline for the Supply, Installation & commissioning of Air Conditioners is 01-2 weeks after issuance of Purchase Order, Bidder to share compliance		20	A written Confirmation on company's letterhead is required
5	Established support/service center or office setup in Lahore, Karachi & Islamabad	15		
	Office setup in Lahore, Karachi & Islamabad		15	Written confirmation on letterhead is required for presence of the bidding company/firm in Major Cities of Pakistan with required technical support. 05 Marks will be given for each city, else zero.
6	Financial Turnover	15		
	Annual turnover /revenue of the company is greater than or equal to 25 million (PKRs)		15	Documentary proof required (tax returns or financial audited report from registered firm/company for the year 2023-2024 or latest)
	Annual turnover /revenue of the company is less than 25 million (PKRs) but greater than or equal to 20 million (PKRs)		10	
	Annual turnover /revenue of the company is less than 20 million (PKRs) but greater than or equal to 15 million (PKRs)		05	
Total Technical Evaluation Score		100		



Bidders must clearly mention the page numbers of the supporting documents provided for technical qualification scoring. Failure to mention the relevant page numbers will result in no marks being awarded.

*If the quoted item is below the required requirements/specification, the Bid shall stand non-Responsive



Annex – E (Key Management Staff of the Company)

Please provide details of Key Management Staff

Key Management Staff of Company					
Sr #	Name of Management Staff	Designation	Qualification	Area of Expertise	Number of years in company



Annex – F (Financial Proposal)

Financial Proposal Format

Supply, Installation, Testing and Commissioning of Air Conditioners (ACs). Complete in all respects

Item -1	DESCRIPTION	QTY	TAX INCLUSIVE UNIT PRICE	TAX INCLUSIVE TOTAL PRICE
1.	Floor Standing Air Conditioners 4-Ton T3 DC Inverter, reverse cycle Type: Floor Standing Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings. With Standard Warranty Reverse Cycle Heat & Cool with minimum one (01) year parts and three (03) years compressor warranty. Make _____ Model _____ Part No. _____ Warranty: _____ Delivery & Installation Time: _ Specifications (To be attached by Bidders) Complete installation (including piping, wiring, drainage, insulation, outer-unit frame etc.) on turn key basis	04		
Grand Total (in Figures) : _____				
Grand Total (in Words): _____				



2.	<p>Split Air Conditioner 2-Ton T3 DC Inverter, reverse cycle Type: Wall mount Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings with minimum one (01) year parts and ten (10) years compressor warranty. Make _____ Model _____ Part No. _____ Warranty: _____ Delivery & Installation Time: _____ Specifications (To be attached by Bidders) Complete installation (including piping, wiring, drainage, insulation, outer-unit frame etc.) on turn key basis</p>	04 Units		
Grand Total (in Figures) : _____				
Grand Total (in Words): _____				



Item -3	DESCRIPTION	QTY	TAX INCLUSIVE UNIT PRICE	TAX INCLUSIVE TOTAL PRICE
3.	Split Air Conditioner 1.5-Ton T3 DC Inverter, reverse cycle Type: Wall mount Market renowned brand e.g. Acson, Gree, Dawlance, Haier or equivalent With standard accessories and installation fittings with minimum one (01) year parts and ten (10) years compressor warranty. Make _____ Model _____ Part No. _____ Warranty: _____ Delivery & Installation Time: _____ Specifications (To be attached by Bidders) Complete installation (including piping, wiring, drainage, insulation, outer-unit frame etc.) on turn key basis	04 Units		
Grand Total (in Figures) : _____ Grand Total (in Words): _____				

**Quantities may vary at the time of execution of works, as per requirements of PRAL. Payment shall be made as per the actual number of units installed.*

GRAND TOTAL (ITEM 1 + ITEM 2 + ITEM 3) :

(IN FIGURES) _____



IN WORDS:

1. The above mentioned specifications are the minimum requirements. Bidders may quote similar or higher specifications.
2. Bidders are required to quote renowned/market prevalent brands only. Non market/un-renowned brands will not be accepted.
3. Bidders are required to quote for all three items (Acs), splitting is not allowed. Order will be awarded to bidder based on lowest evaluated bid on overall basis.
4. Bidders are required to visit the installation site between 10 am to 03 pm from Monday to Friday (except for public holidays) to see, judge, measure and assess the site and the requirements regarding supply and complete installation. Site is situated at Second (2nd) Floor, Plot # 266-B, Street # 9, Sector I-9/3, Islamabad.
5. The quoted prices shall be lump sum for supply & complete installation, no variation in price on any account will be allowed therefore bidders are advised to fully satisfy themselves regarding the installation site and measurements for the same. The successful bidder shall be responsible to complete the supply and installation in the quoted/order price.

Authorized Signatory

Name _____

Designation _____

Signature _____

Stamp _____ Date _____

Annex-G (Penalty Clauses & Payment Terms)

1. Any delay in delivery/installation of Goods as per the time frame mentioned in the bidding document will be subject to a penalty @ 10,000/- per day, up to maximum 10% of the total tender cost/value.
2. Upon successful completion of deliverable as per below milestone, the payment shall be made within 30 days after the submission of invoice. No advance payment shall be allowed.
3. All the payment shall made in the PKR after the deduction of all applicable taxes.



Annex – H (Declaration)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects.
- and I am duly authorized by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name: -	
Designation: -	
Signatures: -	
Date and Place: -	



Annex – I (Cover Letter)

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide services for Supply, Installation, Testing and Commissioning OF AIR CONDITIONERS. in accordance with your tender for Proposal dated [Insert Date of tender advertised]. We hereby submit our technical Proposal including the required documents.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification and forfeiting of our bid security. We undertake that we will initiate the delivery of services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,