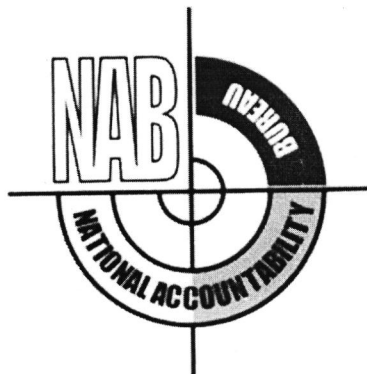


# **STANDARD BIDDING DOCUMENTS**

## **PURCHASE OF SOFTWARE**



**MARCH 2025**

**NATIONAL ACCOUNTABILITY BUREAU, RAWALPINDI**



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**Key:**

- i. Purchaser means; NAB Rawalpindi
- ii. Bidder means; authorized company submitted a bid documents

**SECTION – I INVITATION OF BIDS**


GOVERNMENT OF PAKISTAN  
**NATIONAL ACCOUNTABILITY BUREAU - RAWALPINDI**  
 CIVIC CENTRE, G-6  
 ISLAMABAD

**TENDER NOTICE****PURCHASE OF SOFTWARE**

1. Sealed Tenders are invited for the purchase of Software as per PPRA rules 2004, 36 (a) single stage –one envelope procedure (Single envelope containing, separately, financial proposal and technical proposal (if any).
2. Authorized Agents / Distributors or Manufactures / Suppliers may submit their sealed bids as per description / specification mentioned below: -

Sr. #	Name of item	Description /Specification	Rate with GST be Submitted For
1.	Antivirus	<b>Kaspersky endpoint Security (Registered) for 180 users with license/support</b>	Renewal for 02x Years & 03 x Years

3. The firms should be registered with Income Tax and Sales Tax Departments. The firms must clearly mention their Vendor and GST numbers.
4. The Tender should accompany Earnest Money of 3% of the total amount payable in form of Bank Draft or pay order from any scheduled Bank (refundable) in favor of NAB Rawalpindi. Earnest money of un-successful bidder will be returned at the end of tender process.
5. Earnest money of Qualifying/Winning firm will be retained up to warranty period mentioned in bidding documents.
6. The selected firms will supply items within 15 days from receipt of supply orders. If supply is not made in due time, the security amount will be confiscated.
7. Tender should be uploaded on PPRA (EPADS) by 09.04.2025 before 1000 hours. The photocopy of uploaded documents along with original bank draft /PO should also reach to this Bureau by the said date and time. Technical & financial proposal shall be opened on the same day at 1030 hours by the Tender / Purchase Committee in presence of the bidders or their representatives.
8. The department can decrease or increase the quantity. The tender is only an invitation to offer and does not bind itself to accept any tender. NAB reserves the rights to accept or reject any or all tenders in line with PPRA Rules. Further, any personal influence will also disqualify the bidders.
9. In case of any point of contention, GRC NAB (Rwp) uploaded on PPRA (EPADS) will act as solicitor and its decision will be treated final.
10. Bidding documents containing full details (Terms & Conditions) can be downloaded from PPRA (EPADS) & NAB websites (www.nab.gov.pk).

  
**Muhammad Raheel Azam**  
 Deputy Director (Admn)  
 Ph: 051-9220830



## **Section – II TERMS & CONDITIONS / INSTRUCTIONS TO BIDDERS**

1. The Tender submitted by the bidder shall be based on the following terms and condition and required documents must be attached with bid as per details given below:
  - (i) Bid/rate may be quoted on prescribed bidding form available in the bidding document on the company's letter head along with detail specification for the unit price of the item (including all taxes and transportation charges, if any) to NAB Rwp entirely in Pak Rupees transparently and clearly according to the prescribed specification available in the bidding document for each item. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as nonresponsive. No tender with conditional, ambiguous and alternate price will be considered.
  - (ii) Copies of registration with income tax and sales tax department. Income tax general sales tax and stamp duty will be deducted from the bidder as per government rules.
  - (iii) A Call Deposit/Bank draft equal to 3% of the quoted value must accompany the bid otherwise bid will be considered as nonresponsive. The Call Deposit/Bank draft should be in favour of the NAB Rawalpindi.
  - (iv) The approved bidder will be responsible for the replacement of spare parts or whole product free of cost during the guarantee/warranty period, which should be mentioned in the quotation and should be at least one year or as per agreement. In this regard a contract / agreement will have to be signed between the bidder and NAB Rawalpindi.
2. The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any time prior to award of the contract without; thereby incurring any liability on the part of the effected bidder or any obligation to inform the affected bidder of the goods for the Purchase Committee decision.
3. No partial payment will be made against partial supply/ delivery.
4. The payment will be released after inspection by NAB Rawalpindi Technical / Inspection Committee and satisfactory report submitted by the end user.
5. The bidder shall also be responsible to install and provide updates the required for the equipment / software at the site specified by the purchaser at his own cost along with copy of latest software
6. The bidder shall be bound to provide catalogues with photos, samples of small instruments or any other information required for the Technical / Inspection Committee or Purchase Committee.
7. The black listed bidder are not eligible to participate in the bidding.
8. The bidder shall be income tax payer and NTN holder.
9. All bidding & contract documents shall be in English language.
10. The bidding documents should be signed and stamped by a person duly authorized on behalf of the bidder on every page.



11. The bidder shall produce authorization letter of manufacturers in case of (Kaspersky) which will be verified (on demand).
12. The tender should be in sealed cover envelop clearly written thereon "**quotations for ---**  
-----" the name of the bidder with full address and telephone/ fax number must be written on the back of the quotation. If the envelop is not sealed and marked as above, the department will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the president Purchase Committee.
13. The Purchase Committee reserves the right to increase or decrease the quantities of items of equipment subject to availability of funds.
14. In case of supply of defective or used items, the firm will be dealt with as per Government rules and regulations.
15. The successful bidder will have to make an agreement for the supply of the items according to the Contract.
16. The bidder must also include the list of organization to whom the subject hardware is provided.
17. A copy of MOU between the bidder & the subject hardware Company is also required (on demand).

**Warranty:**

18. The bidder warrants / ensures that all good are new, unused and of the most recent or current models and that they incorporate all recent improvements in design and materials and the bidder further warrants/ensures that the goods shall be free from arising from any act or omission of the bidder.
19. The warranty shall remain valid for twelve (12) months after the goods have been delivered to and accepted by the Purchaser.
20. The NAB Rawalpindi shall give Notice to the bidder stating the nature of any such defects together with all available evidence thereof; promptly following the discovery thereof; the Purchaser shall afford all reasonable opportunity for the Bidder to inspect such defects.
21. Upon receipt of such Notice, the bidder shall, within fifteen (15) days, expeditiously replace the defective goods or parts thereof, at no cost to the Purchaser.



### **SECTION – III SPECIFICATION OF ITEMS**

- *Kaspersky Endpoint Security (Registered) for 180 users with renewable for 2 years & 3 years licensed support*
- *Installation of Latest Kaspersky Endpoint Security Center Server (Registered)*
- *Installation of Antivirus to End Users via all option.*
- *Periodically products updates in case of software.*



**Section – IV DELIVERY TIME**

The successful bidder / firm will be bound to supply the required items within 15days of the issuance of supply order.

**Section – V QUALIFICATION CRITERIA**

As stated in Section – II (Terms and Conditions)

**Section – VI BID EVALUATION CRITERIA**

The awards of contract would be strictly based on the specification provided in the bidding documents and quality of items and not on the basis of lowest rates.

**Section –VII BID VALIDITY**

The bid price will remain valid up to 30 days after opening of tender.

**Section-VIII**      **BID SUBMISSION FORM**      (Submitted      on company letter head)

To

The President  
Purchase Committee  
NAB Rawalpindi

Enclosed please find the offer to execute the contract of supply of \_\_\_\_\_ for  
NAB Rawalpindi in accordance with the condition so f agreement accompanying this bid for the price  
of Rs. \_\_\_\_\_ (Amount      in      figures)  
\_\_\_\_\_ (amount in words).

We accept to supply the items mentioned in the supply order within \_\_\_\_\_ days on the rate  
approved by the purchase committee. This bid and your written acceptance will constitute a binding  
contract between us. We understand that you are not bound to accept the lowest or any bid you receive.  
We hereby confirm that this bid complies with the validity of the bid required by the proposal documents.

1. Bidder Name : \_\_\_\_\_
2. Bidder Address : \_\_\_\_\_
3. Phone # Number: \_\_\_\_\_
4. Fax No. \_\_\_\_\_
5. NTN \_\_\_\_\_
5. Name of the authorized person: \_\_\_\_\_
6. Signature/Stamp: \_\_\_\_\_
7. Designation of authorized person: \_\_\_\_\_
8. Dated: \_\_\_\_\_