



**Government of Pakistan  
Pakistan Railways  
Directorate of Information Technology**

**Procurement of NFC Based Attendance and Visitor Management System  
(SUPPLY, INSTALLATION, TRAINING AND SUPPORT)**

**Tender No. MIS/310-20/2/2025**

Pakistan Railways required provision of NFC Based Attendance and Visitor Management System to improve employee attendance tracking, enhance organizational efficiency, and secure visitor entry processes. For this purpose, Pakistan Railways invites sealed bids from registered firms with Securities and Exchange Commission of Pakistan (SECP) / Registrar of the firms, original manufacture/ authorized distributors/ supplier having at least 05 years (after registration) experience.

Company must also be registered with Income Tax and Sales Tax Department. PPRA Rules 2004 (including all notifications to date) Two Stage – Two Envelope bidding procedure will be followed. Bidder must submit two percent (2%) of the cost as bid money in the favor of FA&CAO/PR.

- Original bids through E-Pak Acquisition and Disposal system (EPADS) ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) will be entertained. No bid other than EPADS will be accepted. Bid money along with a copy of the original bid will be, submitted before closing of tender physically in the office of Directorate of IT, Railway Headquarter, Lahore. Bidder will upload the copy along with bid money with technical bid in EPADS reference number of the tender F-250405503.
- The Request for Proposal (RFP) containing detailed terms and conditions can be downloaded from <https://eprocure.gov.pk> free of cost.
- The Bids prepared in accordance with the instruction in the RFP, must be submitted via EPAD on or before **29-04-2025 at 11:00 AM**. The bid will be opened in the same day publically at 11:30 AM in conference room, Directorate of I.T, Pakistan Railways Headquarters Office, Empress Road, Lahore.
- The Pre bid meeting will be held on 21-04-2025 at 11:00 AM at Committee Room at below address.

This advertisement is also available on Pakistan Railways website [www.pakrail.gov.pk](http://www.pakrail.gov.pk)

**Director Information Technology**

**Directorate of Information Technology, Pakistan Railways Headquarters Office,  
Empress Road, Lahore. Phone No. 042-99201638; [dirit@pakrail.gov.pk](mailto:dirit@pakrail.gov.pk);  
<http://www.pakrail.gov.pk>**



**GOVERNMENT OF PAKISTAN**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**IMPLEMENTATION OF**

**NFC BASED ATTENDANCE AND VISITOR**

**MANAGEMENT SYSTEM**

**(SUPPLY, INSTALLATION, TRAINING AND SUPPORT)**

**Tender No. MIS/310-20/2/2025**

**April, 2025**

**Additional General Manager Traffic  
Pakistan Railways, Headquarters Office, Lahore.  
<http://www.pakrail.gov.pk>**

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## Section-1: Invitation for RFP

No. \_\_\_\_\_

Date: April, 2025

To,

**SUBJECT: - IMPLEMENTATION OF NFC BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM**

1. Pakistan Railways invites Technical and Financial proposals on Two Stage - Two Envelopes (TSTE) to provide the following:

✓ **IMPLEMENTATION OF NFC BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM**

2. Bidders will be selected in accordance with PPRA Rule 2004 (including all notifications to date) on lowest financial bid, if technically responsive.
3. The RFP includes the following documents:
  - Section 1: General Information
  - Section 2: Instructions to Bidders (including Data Sheet)
  - Section 3: Technical Proposal – Standard Forms
  - Section 4: Financial Proposal – Standard Forms
  - Section 5: Terms of Reference
  - Section 6: Contract Agreement
4. Proposal should prepare using Standard Forms of RFP. Any proposal not prepared according to prescribed format/partially/conditional offer may be rejected. If any information required in the Forms is found missing or written elsewhere, no credit may be given in the relevant section of the evaluation.
5. The Bidders / Firms should submit details of **Five (5)** of their most relevant assignments of similar projects for technical evaluation using the prescribed format. Assignment given beyond the given number will not be considered.
6. The Technical and Financial proposals are to be submitted at EPAD portal on or before 29<sup>th</sup> April 2025 till 11:00 am.

**Additional General Manager Traffic**  
**Pakistan Railways, Headquarters Office, Lahore.**  
**<http://www.pakrail.gov.pk>**

## 1. General Information

The Bidders are required to provide following basic information which are necessary for further processing of the proposal. Please attach documentary proof otherwise bid may be ignored. Failure to comply with the below mentioned mandatory requirements bidder may be disqualified.

- 1.1. Specify the name of Firm and provide the information as per prescribed Form General-1 (attached).
- 1.2. The Bidders are required to provide accurate information on any litigation or arbitration, arising out of the assignments completed or in progress over the last three years in the manner as prescribed in the Form General-2
- 1.3. Certificate on stamp/ affidavit that the Firm is not blacklisted by any government department / authority.
- 1.4. National Income Tax number (NTN).
- 1.5. Company must have at least five (05) years relevant experience of similar assignments.
- 1.6. Last Three (03) years Audited (financial statement) Reports / Three Years Tax Returns of the firm/company.
- 1.7. Power of attorney to sign the proposal.
- 1.8. Credentials of Sub-Bidder will not be considered.
- 1.9. Company with Joint Venture (JV) is not allowed.
- 1.10. Firm must have the required relevant qualified personnel and enough strength to fulfill the requirement of assignment, including a technical and operational team available for support 24 hours a day, 7 days a week, throughout the year; a client services team with experienced project managers handling the client requirements.
- 1.11. Firm should be well reputed, trusted and has security policies in place to assure against data loss and theft, and strategies in place to deal with business continuity and data recovery.
- 1.12. Security layer will be provided to protect data from hacking.
- 1.13. Firm must have a verifiable recommendation letter from each client served & serving and must also have verifiable recommendation letter(s) from the client(s).
- 1.14. Firm or any of its Associated / Parent / Affiliated or Subsidiary company should not have been blacklisted by any public or private sector organization
- 1.15. Firm should have study technical infrastructure and has a defined approach for continuous periodic upgrades.

### **Important Note:**

- Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or certificates are liable to be rejected at the initial stage itself. The valid documentary evidence for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.
- Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process. All bidders must fill the checklist format compliance of the eligibility criteria above.

## **2. Form General-1 – Basic Information**

- 2.1. Name of Firm
- 2.2. Office address in Pakistan
- 2.3. Office address overseas (if applicable)
- 2.4. Telephone & Fax
- 2.5. e-mail
- 2.6. Contact person
- 2.7. Place of incorporation / registration
- 2.8. Year of incorporation / registration
- 2.9. Country of origin (if other than Pakistan)

- 3. Type of organization (whether partnership / sole proprietorship / public limited company/ private limited company (Attach proof)

**4. Form General-2 - Litigation History (if applicable)**

Bidders, should provide information on any history of litigation or arbitration resulting from contracts executed in the last three (03) years or currently under execution. A separate sheet should be used for each partner of joint venture.

Party / Parties of the claim / dispute	Nature of Claim / Dispute	Amount of the claim / dispute.	Date initiated	Status (Award FOR or AGAINST Bidder)



## **Section-2: Instructions to Bidders**

### **2 Definitions**

- 2.1** "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi-autonomous bodies, boards, universities and similar other organizations.
- 2.2** "Client" means Pakistan Railways (PR) acting through Additional General Manager/Traffic, Pakistan Railways, Headquarters Offices, and Lahore.
- 2.3** "Bidders" means any entity/ firm that may provide the Services to the Client under the Agreement. The bidder can only be single entity.
- 2.4** "Agreement" means the Agreement signed by the Client and the Bidders and all the attached documents.
- 2.5** "Data Sheet" means such part of the Instructions to Bidders used to reflect specific conditions.
- 2.6** "Day" means calendar day.
- 2.7** "Instructions to Bidders" means the document which provides Bidders with all information needed to prepare their Proposals.
- 2.8** "Personnel" means professionals and support staff provided by the bidder or by any Sub-Bidder and perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- 2.9** "Proposal" means the Technical Proposal and the Financial Proposal.
- 2.10** "RFP" means the Request for Proposal issued by the Client for the selection of Bidders.
- 2.11** "RO" is the responding organization means any entity / firm that may provide the Services to the Client under the Agreement.
- 2.12** "Services" means the work to be performed by the bidders pursuant to the Agreement.
- 2.13** "Sub-Bidder" means any person or entity with whom the Bidders enter into sub-agreement(s) for any part of the Services.
- 2.14** "FIFO" means first in first out.
- 2.15** "Terms of Reference" (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.
- 2.16** "Similar Assignment" means bidder must have working experience of tracking solution for large fleet.
- 2.17** Pakistan Railways shall have right to terminate this contract any time during the tenure by serving one month notice.
- 2.18** Subletting of the project is not allowed (except minor civil / electrified work).
- 2.19** A trial (pilot) run between 2 locations (divisions) along with 10 devices may be conducted to verify the required service.
- 2.20** All equipment Hardware and Software (Web and mobile applications including codes) will be the ownership of Pakistan Railways.

### **2.21 Introduction**

- i. The Client named in the Data Sheet will select a consulting firm/organization (the Bidders) in accordance with the method of selection specified in the Data Sheet.
- ii. The bidders are invited to submit a Technical Proposal and a Financial Proposal for Provision of rolling stock tracking system, required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected Bidders.

- iii. Bidders should familiarize themselves with assignment conditions and take the time to accounting preparing their Proposals. To obtain first-hand information on the assignment, Bidders are encouraged to visit the Client before submitting proposal and to attend a pre-proposal meeting as per schedule specified in Data Sheet.
- iv. Bidders should contact the Client's representative to obtain information regarding the assignment. Bidders should ensure the official is informed well-ahead of time in case they wish to visit the Client.
- v. Bidders shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Bidders.
- vi. All the equipment should remain safe and secure in extreme environmental (-20 – +70) conditions.

## **2.22 Conflict of Interest**

- i. Government of Pakistan policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

## **2.23 Unfair Advantage**

- i. If a Bidder could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all applicants together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

## **2.24 Fraud and Corruption**

The Pakistan Railways requires Bidders participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of agreement. In pursuance of this policy, Pakistan Railways:

- a) Defines, for the purpose of this paragraph, the terms set forth below as follows:
  - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;
  - (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement.
  - (iii) "Collusive practices" means a scheme or arrangement between two or more Bidders with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels.
  - (iv) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of agreement.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;
- (c) will sanction a Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Pakistan agreement if at any time it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government

of Pakistan agreement; and

- (d) will have the right to require that a provision be included requiring Bidders to permit the Government of Pakistan to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Pakistan.
- (e) Bidders, their Sub-Bidders, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan. Furthermore, the Bidders shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Agreement.

#### **2.25 Only One Proposal**

Each Bidders can submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals in which the said Bidder has participated shall be disqualified.

#### **2.26 Proposal Validity**

The Data Sheet indicates how long Bidders Proposals must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals.

#### **2.27 Clarification and Amendment of RFP Documents**

- i. Bidders may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders.
- ii. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

#### **2.28 Preparation of Proposal**

- i. The Proposal, as well as all related correspondence exchanged by the Bidders and the Client, shall be written in the language(s) specified in the Data Sheet.
- ii. In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

## **2.29 Technical Proposal Format and Content**

- i. The Technical Proposal shall provide the information indicated in the following paras from (a) to (c) using the attached Standard Forms (Section 3).
  - (a) A brief description of the Bidders organization and an outline of recent experience of the Bidders on assignments of a similar nature is required in Form TECH-2 of Section-3. For each assignment, the outline should indicate the names of Sub-Bidders/ Professional staff who participated, duration of the assignment, agreement amount, and bidder's involvement. Information should be provided only for those assignments for which the bidder was legally engaged by the Client as a firm. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Bidder, or that of the Bidder 's associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience if so, requested by the Client.
  - (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; (TECH-3 of Section-3).
  - (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section-3.
- ii. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

## **2.30 Financial Proposal**

The Financial Proposal shall be prepared using the attached Standard Forms (Section-4). It shall list all costs associated with the assignment.

## **2.31 Payment of Consultancy & Services Fee**

The amount of remuneration will be claimed/ paid as per the relevant clause of Section-5 TOR.

## **2.32 Taxes**

- i. All applicable taxes would be applied (if applicable).
- ii. The bidder may be subject to local taxes on amounts payable by the Client under the Agreement. The Client will state in the Data Sheet if the bidder is subject to payment of any taxes. Payment of all taxes shall be the responsibility of the bidder.

## **2.33 Submission, Receipt and Opening of Proposal**

- i. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 to FIN-4 of Section-4.
- ii. An authorized representative of the bidders shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- iii. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical "Original" Proposals shall be uploaded on PPRA EPAD and also sent to the address indicated in the Data Sheet along with number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original

governs.

- iv. The Proposals must be uploaded on PPRA EPAD and also sent to the address/addresses indicated in the Data Sheet and received by the Client not later than the time and the date indicated in the Data Sheet, or any extension granted thereof. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- v. The Client shall open the Technical Proposal same day after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

#### **2.34 Proposal Evaluation**

From the time, the Proposals are opened to the time the Agreement is awarded, the Bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by bidders to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Bidders' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

#### **2.35 Evaluation of Technical Proposal**

- i. The technical committee will follow the Two Stages-Two Envelop procedure as mentioned in the data sheet. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in Evaluation Criteria in Data Sheet and Appendix-I to Data Sheet and each responsive Proposal will be given a technical score. A Proposal may be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Evaluation Criteria.
- ii. The technical proposal shall also be discussed with the bidders with reference to the Pakistan Railway's technical requirements. Those bidders willing to meet the requirements of the tracking solution shall be allowed to revise their technical proposals following these discussions. After agreement between the Pakistan Railways and the bidders on the technical requirements, The bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the revised technical requirement to the tender participants.

#### **2.36 Public Opening and Evaluation of Financial Proposals**

- i. After the technical evaluation is complete, the Client shall notify in writing to bidders that have secured the minimum qualifying marks, the date, time and location for opening the Financial Proposals. Bidders' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Bidders sufficient time to make arrangements for attending the opening.
- ii. Financial Proposals shall be opened publicly in the presence of the Bidders representatives who choose to attend. The name of the Bidders, and the technical scores of the bidders shall be read aloud. The Financial Proposal of the bidders who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- iii. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. The Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost.
- iv. The weightage of Technical and Financial Proposals would be as indicated in Data Sheet.

### **2.37 Technical Negotiations**

- i. Technical Negotiations will be held at the address indicated in the Data Sheet. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the
- ii. next- ranked bidder. Representatives conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude an Agreement.
- iii. Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the bidder to improve the Terms of Reference. The Client and the Bidders will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the bidder.

### **2.38 Availability of Professional Staff / Experts**

Having selected the bidder on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the bidder may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Bidder within the period of time specified in the letter of invitation to negotiate.

### **2.39 Conclusion of Negotiations**

Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Bidder will initial the agreed Agreement. If negotiations fail, the Client will invite the bidder whose Proposal received the second highest score to negotiate an Agreement.

### **2.40 Rejection / Acceptance of the Bid**

- a. The Client shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Client may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Client 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. The Client shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-33 of Public Procurement Rules, 2004 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 33 of Public Procurement Rules, 2004).
- b. The Tender may be rejected if:
  - i. Substantially non-responsive in a manner prescribed in this tender document; or
  - ii. Submitted in other than prescribed forms, schedules, charts, drawings, documents / by other than specified mode; or
  - iii. Incomplete, un-signed, partial, conditional, alternative, late; or
  - iv. Subjected to interlineations / cuttings / corrections / erasures / overwriting if not attested; or
  - v. The Bidder refuses to accept the corrected Total Tender Price; or
  - vi. The Bidder has conflict of interest with the Client; or
  - vii. The Bidder tries to influence the Tender evaluation Committee/ Contract award; or
  - viii. The Bidder engages in corrupt or fraudulent practices in competing for the Contract award;

- ix. The Bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria;
- x. The Bidder fails to meet the evaluation criteria requirements;
- xi. The Bidder has been blacklisted by any public or private sector organization;
- xii. The tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- xiii. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- xiv. The Bidder submits any financial conditions as part of its bid which are not in conformity with tender document.

#### **2.41 Award Criteria**

- i. At first step, eligible bidder(s) as per Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.
- ii. At second step, technically qualified responsive bidders shall be evaluated on lowest bid rate.

#### **2.42 Award of Agreement**

After completing negotiations, the Client shall award the Agreement to the selected bidder and publish details on the website. The agreement will be executed as per format attached with RFP.

#### **2.43 Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the bidder Selection Guidelines relating to fraud and corruption.

#### **2.44 Integrity Pact**

The successful bidder shall sign and stamp the Integrity Pact, as per Standard Format of Pakistan Railways, incase contract value exceeds Pak Rs. 10.0 million.

#### **2.45 Time for Completion**

- i. Initiation date of the assignment shall be as specified in the Data Sheet.
- ii. Mobilization Period, after signing of agreement shall be as specified in the Data Sheet.

#### **2.46 Bid Security**

- i. Each bidder shall furnish, as part of his bid, a Bid Security in the amount stipulated in the Data Sheet in Pak Rupees or an equivalent amount in a freely convertible currency.
- ii. The Bid Security shall be, at the option of the bidder, in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan in favor of the Employer valid for a period of 28 days beyond the Bid Validity date.
- iii. Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.
- iv. The bid securities of unsuccessful Bidders will be returned as promptly as possible, but not later than 28 days after the expiration of the period of Bid Validity.
- v. The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed the Contract Agreement.
- vi. The firms who have not attached bid security with their technical proposal will stand disqualified.
- vii. The Bid Security may be forfeited in the case of successful bidder, if he fails within the specified time limit to:
  - (i) Furnish the required Performance Security; or
  - (ii) Sign the Contract Agreement.

#### **2.47 Performance Security**

- i. The successful bidder shall furnish to the Client a Performance Security which would be 10% of total bid money from any scheduled Bank of Pakistan in the shape of bank guarantee within a period of 14 days (or any extended date with the approval of competent authority of P.R) after the receipt of Letter of Acceptance.
- ii. Failure of the successful bidder to provide Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.



# DATA SHEET

S.#	Instructions to Bidders
1.	<p><b>Name of the Client:</b></p> <p>Pakistan Railways, Headquarter Offices, Lahore.</p> <p><b>Method of selection:</b></p> <p>Two Stage -Two Envelop Bidding Procedure</p> <p>As per PPRA Rule No.36 (d) "Two stage – Two Envelop" bidding procedure shall be adopted</p> <p><b>First stage</b></p> <ol style="list-style-type: none"> <li>The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the technical proposal and the financial proposal.</li> <li>The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.</li> <li>Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the Pakistan Railways without being opened.</li> <li>The technical proposal shall be discussed with the bidders with reference to the Pakistan Railway's requirements.</li> <li>Those bidders willing to meet the requirements of the solution shall be allowed to revise their technical proposals.</li> <li>Bidders not willing to conform their technical proposal to the revised requirements of the Pakistan Railways shall be allowed to withdraw their respective bids without forfeiture of their bid security.</li> </ol> <p><b>Second stage</b></p> <ol style="list-style-type: none"> <li>After agreement between the Pakistan Railways and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the revised technical requirement.</li> <li>The revised technical proposal and original financial proposal along with revised financial proposal shall be opened on respective specified time, date and venue announced in advance by the Pakistan Railways.</li> </ol> <p>Pakistan Railways shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal, to prepare the required revised financial proposal and the Pakistan Railways shall evaluate the whole proposal in accordance with the evaluation criteria and those bid which are declared responsive shall be accepted.</p>
2	<p>Name of the assignment is:</p> <p>✓ <b>IMPLEMENTATION OF NFC BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM</b></p> <p>Financial Proposal to be submitted together with Technical Proposal.</p>
3	Proposals must remain valid for One hundred Twenty (120) days after issuance of LOI.
4	Clarifications may be requested not later than Three (3) days before the Pre bid meeting.
5	Proposals shall be submitted in "English" language.
6	All applicable taxes would be applied. (If applicable).

The Complete Proposal must be uploaded at PPRA EPAD and the Original Bid along with Original Bid Security must be deposited at Directorate of Information Technology, Pakistan Railways, Headquarters Office, Empress Road, Lahore.

Proposals must be submitted not later than the following date and time:

**7 On or before 29<sup>th</sup> April, 2025 not later than 11:00 a.m.**

Pre bid meeting will be held on 21<sup>st</sup> April, 2025 11:00 a.m. and all the queries of the bidders must be communicated before three days of pre-bid meeting in written.

## Evaluation Criteria

8

### Technical Evaluation Criteria

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

(i) <b>Company Experience</b>	30%
(ii) <b>Company Profile</b>	20%
(iii) <b>Project Team</b>	20%
(iv) <b>Solution Demonstration</b>	30%

=====

(i) **Company Experience** [100]

- |                                  |      |
|----------------------------------|------|
| a) Number of similar assignments | [50] |
| b) Value of similar assignments  | [50] |

**Total = A<sub>1</sub> \_\_\_\_\_**

(ii) **Company Profile:** [100]

- |                           |      |
|---------------------------|------|
| a) Company Set up         | [40] |
| b) Financial capabilities | [40] |
| c) Active Tax Payer       | [20] |

**Total = A<sub>2</sub> \_\_\_\_\_**

(iii) **Project Team:** [100]

- |                                  |      |
|----------------------------------|------|
| 1. Project Manager / Team Leader | [50] |
| 2. Project Coordinator           | [30] |
| 3. Software Developer            | [20] |

**Total = A<sub>3</sub> \_\_\_\_\_**

(iv) **Solution Demonstration** [100]

- |                                   |      |
|-----------------------------------|------|
| a) Understanding & Innovativeness | [70] |
| b) Methodology & Work plan        | [30] |

**Total = A<sub>4</sub> \_\_\_\_\_**

Technical Score (TS) =

$$\text{Technical Score} = \frac{A_1[30]}{100} + \frac{A_2[20]}{100} + \frac{A_3[20]}{100} + \frac{A_4[30]}{100}$$

The minimum Technical Score (TS) required to qualify is **65 points**.

Further details of Evaluation Criteria are described in Appendix-I to Data Sheet

Any Firm/Company who will get zero marks in any category will be technical disqualified.

<b>9</b>	<b>Financial Evaluation Criteria</b>  Successful bidder will be selected on the basis on lowest financial bid if technically responsive.
<b>10</b>	Address for Technical Discussions:  Directorate of IT, Pakistan Railways, Headquarters Office, Empress Road, Lahore.
<b>11</b>	I. Initial contract period will be for two (2) years which would be further extendable for further (1+1) year with mutual consent and satisfactory performance of the bidder.  II. Mobilization Period, after signing of agreement shall be Seven (07) days.
<b>12</b>	2% of the cost in PKR as Bid money with technical bid.  The firms who have not attached bid money with their technical proposal will stand disqualified. The Original Bid money must be deposit in IT Directorate on or before the submission date.
<b>13</b>	Performance guarantee from scheduled bank of Pakistan. Performance Guarantee 10% of the total financial bid amount, as mentioned performance guarantee clause.
<b>14</b>	10% invoice amount will be deducted from the invoice as retention money and will be retained till expiry of contract.

## Details of Evaluation Criteria

**(1) Company Experience (100 Marks)****a) Number of similar assignments (50 Marks)**

5 or More similar assignments done with public or private sector	= 100%
Up to 4 similar assignments done with public or private sector	= 80%
Up to 3 similar assignments done with public or private sector	= 70%
Up to 2 similar assignments done with public or private sector	= 50%
Up to 1 or no similar assignments with public or private sector	= Zero

- i) As a mandatory requirement Bidders must have completed at-least two similar assignments.  
Any bidder not fulfilling the said requirement is liable to be technically disqualified.

**b) Value of Similar Assignments (50 Marks)**

For completed similar assignments having value Rs.

Over 5 Million	= 100%
Between 3 Million to 5 Million	= 80%
Between 1 Million to 3 Million	= 60%
Less than 1 Million	= Zero

**(2) Company Profile (100 Marks)****a) Company Set up (40 Marks)**

Firm/Company Registered with SECP or Registrar of Firms	= 100%
Sole Proprietor	= 50%

**b) Financial Capabilities (40 Marks)**

Annual Turnover (PKR in Million)

More than or equal to 5	=100%
More than or equal to 3 but < 5	= 80%
More than or equal to 1 but < 3	= 60%
Less than 1	= Zero

Average annual turnover of last three years

**c) Active Tax Payer (20 Marks)**

Included in ATL and last financial year tax deposited.

Last Financial year tax deposited

More than Rs. 1.0 Lac	=100%
Between 0.5 Lac to 1.0 Lac	= 80%
Between 0.2 Lac to 0.5 Lac	= 70%
Less than 0.2 Lac	= 50%
No tax deposited	= Zero
Not in ATL	= Zero

**(3) Project Team (100 Marks)**

For minimum qualification and experience of project team please refer to Appendix-II to Data Sheet. Each member of Bidder's team will be evaluated on the following criteria: -

**a) Education (40%)**

B.Sc. or equivalent = 100%  
F.Sc. or equivalent = 40%

**b) Experience (30%)**

Where minimum experience is 5 years  
5 years or more = 100%  
3 to <5 years = 80%  
Less than 1 years = Zero

**c) No of relevant assignment (30%)**

Five or more = 100%  
3 to less than 5 = 80%  
Less than three but < 2 = 60%

**(4) Solution Demonstration (100 Marks)**

The solution demonstrated by the Bidder will be analyzed by evaluating team and graded as under:

Quality	Grade	Weight
Excellent	A	100%
Good	B	75%
Average / below average	C	50%
Absent (not provided)	D	0

Methodology will be analyzed based on following:-

**a) Understanding & Innovativeness (70% Weightage)**

- What is the depth of the firm's understanding of the requirements
- What is the quality of the improvements, suggested by the bidder to improve the outcome of the assignment?
- What is the level of identification of potential risks that will affect the execution of the assignment, and what is the quality of the mitigation strategies proposed?

**b) Methodology & Work plan (30% Weightage)**

- How in-depth is the Statement of Work: does it fully cover the scope of the assignment and is it sufficiently developed to ensure assignment completion?
- How developed is the Work Breakdown Structure (WBS) for the assignment?
- How suitable is the Work Plan (staffing schedule): is the resource utilization sufficient and practical?

## Appendix-II to Data Sheet

### Minimum Qualification and Experience required for each position in Project Team

1. The professional having experience less than minimum specified below shall not be considered

S. No.	Position	Min-Qualification	Relevant Experience of the position mentioned
1	Project Manager / Team Leader	BCS or equivalent	5 Years
2	Project Coordinator	BCS or equivalent	5 Years
4	Software Developer	BCS or equivalent	3 Years

1. If project manager / team leader gets Zero marks then entire project team will get Zero marks irrespective of experience & education of other team members.
2. Similar project has been defined under definitions for the purpose of comparison of the projects completed by the Consulting firm and assignment under consideration. For various professional, the similar / relevant assignment shall be as per the irrespective field of specialization.
3. or equivalent means Bachelor degree in Electrical/Electronics/Telecom/Information Technology/Computer Science.

### **Section-3:      Technical Proposal – Standard Forms**

Bidders are required to prepare Technical Proposal as per following format:

TECH-1	Technical Proposal Submission Form
TECH-2	Bidder's Organization and Experience A Bidder's Organization B Bidder's Experience
TECH-3	Comments or Suggestions on the Terms of Reference.
TECH-4	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Composition of Team to be deployed for this assignment and Task Assigned
TECH-6	Curriculum Vitae (CV) of Proposed Professional Staff
TECH-7	Financial Capabilities



**Form Tech-1: Technical Proposal Submission Form**  
**(Please submit on Company's Letter Head)**

To: The Additional General Manager Traffic  
Pakistan Railways, Headquarters Office,  
Lahore.

Subject: **INVITATION FOR RFP (REQUEST FOR PROPOSAL) FOR IMPLEMENTATION OF NFC  
BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM**

Dear Sir,

We, the undersigned, offer to provide the complete Support/ maintenance for the subject assignment in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiation on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting related to the assignment not later than the date indicated in the Data Sheet of the proposal.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **Form Tech-2: Bidder's Organization and Experience**

### **A - Bidder's Organization**

Please provide the following of your firm/entity and each associate for this assignment

1. Firm Background and Achievements.
2. List of Staff with Qualification and Experience.

## Form Tech-2: Bidder's Organization and Experience

### B - Bidder's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services **similar to the ones requested under this Assignment**. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Value of the Project (in Pak Rs ):
Country: Location within country:	Duration of assignment (months):
Name of Client:	
Start date(month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the agreement (in Pak Rs ):
Name of associated Bidders, if any:	Percentage of input provided by associated Bidders:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	

**Form Tech-3: Comments or Suggestions on the TOR.**

*(Any suggestion provided by the Bidders shall not be a binding upon the Client for its acceptance and these comments are for the purpose of assessing the understanding of the bidder).*

**Form Tech-4: Description of Approach, Methodology and Work Plan for Performing the Assignment.**

**Form Tech-5: Composition of Team to be deployed for this Assignment and Task Assigned**

Name of Staff	CNIC No./Passport/ other detail	Firm	Area of Expertise	Position Assigned	Task Assigned
For Foreign Professional Staff					
For Local Professional Staff					

**Form Tech-6: Curriculum Vitae (CV) of Proposed Professional Staff**

1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_

3. **Name of Staff** [Insert full name]: \_\_\_\_\_

4. **Date of Birth**: \_\_\_\_\_ **Nationality**: \_\_\_\_\_

5. **CNIC No** (if Pakistani): \_\_\_\_\_ **or Passport No**: \_\_\_\_\_

6. **Education**:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date(MM/YYYY)</i>

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
Date: \_\_\_\_\_

[Signature of staff member or authorized representative]      Day/Month/Year

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

**Note:** - Either fill the above CV Proforma or attach CV with relevant information.

**Form Tech-7: Financial Capabilities****Financial Capacity of the Bidder**

Additionally, the following financial data form shall be filled by the Bidder. The client reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its Audited financial records that it has the financial capacity to perform the required Supply/Services may be disqualified.

Financial Information	Historical information for the previous three years (most recent to oldest in (PAK Rupees)		
	2021-22	2022-23	2023-24
<b>Information from Balance Sheet:</b>			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
<b>Information from Income Statement:</b>			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			
<b>Information from Cash flow statement/Relevant Financial Statement</b>			
Annual Turnover			
Net Worth (1) – (3)			
Current Ratio (2) / (4)			

**Note:** - Most recent of last 3 years should be attached but not before 2021-22.

\_\_\_\_\_  
Authorized Signatures with Official Seal



#### **Section-4: Financial Proposal - Standard Forms**

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal.

FIN-1	Bill of Quantity
FIN-2	Software Cost
FIN-3	Summary of Financial Bid

**FORM FIN-1 Financial Proposal Submission Form**

[Location, Date]

To:

**The Additional General Manager Traffic,**  
Pakistan Railways, Headquarter Offices,  
Lahore, Pakistan

Subject: - **INVITATION FOR RFP (REQUEST FOR PROPOSAL) FOR IMPLEMENTATION OF NFC BASED  
ATTENDANCE AND VISITOR MANAGEMENT SYSTEM**

Dear Sir,

We, the undersigned, offer to provide the hardware and software services for the subject assignment in accordance with your Request for Proposal and our Technical Proposal. Our attached Financial Proposal is Rs. \_\_\_\_ [Insert amount(s) in words and figures]. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding up on us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### **FINANCIAL PROPOSAL**

**(TO BE FILLED, SIGNED, STAMPED AND SEALED IN SEPARATE ENVELOP, CLEARLY MARKED AS FINANCIAL PROPOSAL AT TOP RIGHT CORNER IN CAPITAL LETTERS OF THE ENVELOPE BY THE BIDDER)**

- i. Bidders are advised to fill the below mentioned BOQ table/ Performa with required items, unit price and total cost in PKR inclusive of all applicable taxes based on the scope mentioned in TOR.
- ii. In case of noncompliance/ partial compliance/ any missing price of BOQ, the bid will be rejected straight away.

#### **FIN-1**

Bill of Quantity				
Hardware				
No.	Items Description	Qty (Nos.)	Unit Price (PKR)	Cost (PKR)
1				
2				
3				
4				
5				
Total Cost				

#### **Fin-2**

### **SOFTWARE**

No.	Description	Cost (PKR)
1	Web based Application, Dashboard and Analytical Reporting System	
2	API development for Integration with SAP	
Total Cost		

## SUMMARY OF FINANCIAL PROPOSAL

TOTAL COST FOR THE SUPPLY, INSTALLATION, TRAINING & SUPPORT OF NFC BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM			
BOQs Cost in PKR	Software Cost in PKR	Total Cost (Pak Rupees Inclusive of all Taxes)	
Fin-1	Fin-2	In Figure	In Words

**Note: -**

- i. Bid will be decided on totality.
- ii. The selection of the bidder will be based on least cost given in the FIN-3.
- iii. The payment of phase wise installed equipment will be released after the verification, performance & satisfactory report of that phase by the committee comprising by the competent authority before proceeding for payments. Number of installed devices will be verified from computerized generated reports by the system or physical verification of devices.
- iv. The bidder shall replace the faulty equipment within 24 hours from complaint lodged by PR.
- v. Pakistan Railways has reserved the rights to reduce / increase (15%) any item.

## **Section-5: Terms of Reference (TOR)**

### **5.1 PREFACE**

**Pakistan Railways** (PR), being one of the largest public-sector organizations in the country, has a workforce of approximately 50,000 employees, second only to the Pakistan Army. In alignment with the Government of Pakistan's vision to reform state-owned enterprises, there is a renewed focus on enhancing transparency, efficiency, and accountability in operations.

Pakistan Railways intends to procure NFC BASED ATTENDANCE AND VISITOR MANAGEMENT SYSTEM for the period of two year extendable for further (1+1) years along with its maintenance & support. The bidder shall install equipment, develop dashboard and web based management portal for attendance and visitor management.

### **5.2 Scope of Work**

The purpose of this RFP is to improve employee attendance tracking, enhance organizational efficiency, and secure visitor entry processes. The proposed solution will be seamlessly integrated with the existing SAP system and serve as a cornerstone in the government's ongoing efforts to digitally transform Pakistan Railways.

- Supply and deployment of NFC-enabled devices and cards.
- Software configuration, integrated with the existing SAP system.
- User training across departments, including administrative and security personnel.
- Ongoing technical support and maintenance for system reliability and upgrades.
- Rollout Phase 1: Railway Headquarter Lahore, Mughlapura Workshop
- Rollout Phase 2: All Divisions, Workshop and Factories

### **5.3 Solution Description**

#### **5.3.1 Software**

Commercial of the shelf: Web based software application to monitor employee attendance and reports.

#### **5.3.2 Hardware**

To be decided in next RFP based on the proposed solution by the bidders

### **5.4 General Terms & Conditions**

1. The Bidder shall be responsible for gathering all functional and non-functional requirements.
2. Initial contract period will be two (2) years which would be further extendable for further (1+1) year with mutual consent and satisfactory performance of the bidder
3. The Bidder will support, configure, maintain and upgrade the installed system during the contract period.
4. The Bidder will be responsible to store the data for the period of 1 year in secure environment.
5. The bidder will be responsible for data backup, protection and security for the period of two years.
6. The Bidder shall develop a comprehensive dashboard for managing data, other processes and reports as per managing user roles and other requirements of Pakistan Railways.

7. The Bidder shall supply all equipment through verifiable distribution channels.
8. The bidder must have delivered successfully two similar nature of assignments in past five years in enterprise private sector or two similar nature of assignments in corporate/public sector (Proof must be attached.)
9. Project management plan should be submitted with the technical bid using PM tools like (Primavera, MS Project).
10. Successful bidder must depute support staff (03 in Headquarter and 03 in each Division), who will give response. In case of device goes down, the bidder shall rectify or replace the device within 24 hours.
11. The bidder shall responsible for all legal requirements, licenses for software & hardware.
12. The bidder shall provide support and maintenance of all hardware for the period of three years.
13. A technical representative of the Bidder shall be available on-call as and when required.
14. The bidder shall remain system operational by 24/7/365.
15. The Bidder shall provide operational training to the nominated Railways staff / officers over the rail network.
16. All the information relating to PR will remain confidential and must not be shared with any third party/agency without prior written approval of Pakistan Railways.
17. The Bidder shall not allow displaying online commercial advertisements/logos on this Mobile/Web Application by any means. Source code of Software, mobile applications will be the property of PR.
18. The Contract shall be terminate after consecutive three written notices from Pakistan Railways. The all supplied items including Sources code of the software shall be the property of Pakistan railways.
19. The Bidder shall not transfer or sublet the contract.
20. The Bidder shall allow all authorized officers of PR a complete access of the data storage of the application and the bidder whenever so required by Pakistan Railways forthwith modify or upgrade the application as deemed appropriate by Pakistan Railways.
21. The Bidder shall pay all the applicable taxes, if any, imposed by the Government of Pakistan or provincial / local government and Pakistan Railways will not share any liability on this behalf.
22. In case of any dispute that may arise between PR and the bidder or in case of any event that comes under the definition of "Force Majeure", the case will be referred to an arbitration committee comprising of a representative of PR and one representative of the bidder. If the dispute is not settled within 30 days, the case will be referred to the committee of concerned Divisional Superintendent and Director IT. In case of failure of this committee, matter will be referred to Additional General Manager/Traffic who will act as sole arbitrator and his decision will be binding.
23. The bidder should have expertise in installing, customizing and deploying NFC based devices/hardware.

### 5.5 Implementation & Payment Schedule

The payment shall be made phase wise on completion of phase however, the decision would be made after finalization of solution.

### 5.6 Training of staff

Training Level	Type of Training	Total Trainees
Admin Level Training	After training, P R staff must able to make admin level changes. After training PR staff must able to train the other staff.	25
User level training	After training user must able to use all the functionalities of Hardware and software	50
Software Customization Training	After training user must able to customize all the functionalities of software and dashboard	10
Support Staff	After training, PR staff must be able to troubleshoot or replace the device or battery etc.	5 each Division

### 5.7 Performance Security

1. The successful bidder shall furnish to the PR a Performance Security amounting to 10% of the contract price within a period of 14 days after the receipt of Letter of Acceptance.
2. Failure of the successful bidder to provide Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

## INTEGRITY PACT

### Declaration of Fees, Commission & brokerage etc.: Payable by the suppliers of goods, Services & Works in Contract worth Rs.10 Million or more

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ Contract Value \_\_\_\_\_  
Contract Title \_\_\_\_\_

\_\_\_\_\_(Name of Supplier) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (Government of Pakistan) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ (Name of Supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give anyone within or outside Pakistan either directly or indirectly through any natural; or juridical person, including its affiliate, agent, associate, broker, bidder, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form Government of Pakistan, except that has been expressly declared pursuant hereto.

\_\_\_\_\_(Name of Supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_(Name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument,, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard,

\_\_\_\_\_(Name of Supplier) agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by

\_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form Government of Pakistan.  
(Name of Supplier)

\_\_\_\_\_  
\_\_\_\_\_  
Buyer / Seller / Supplier



**Fair Price Certificate  
(On firms Letter Head)**

We M/s \_\_\_\_\_ hereby certify that prices quoted by us against Tender Enquiry No. \_\_\_\_\_ dated \_\_\_\_\_ are the lowest and most competitive as generally applicable to all other buyers and or sold through our agents as per prevailing international market as on the date of quote and break up of our quoted prices are as under for analysis purpose;

In case of Market Item	Remarks
Market Price	In case same item supplied to other Government Departments, then reference of same for comparison. OR Price is according to list issued by Government Controlled Regulatory Authority like OGRA, Pakistan Steel Mills Karachi etc.
Taxes	
Freight and Packing	
Misc. Charges (detail) if any	
Profit margin	
Total Quoted Price in PKR	

We certify that if it is established at any stage that our quoted prices were higher we shall be held responsible and agree to pay immediately the differential to Pakistan Railways.

Bidder Sign & stamp

**Letter of Intent: Bid Form-01**

Bid Ref No.: \_\_\_\_\_  
Date: \_\_\_\_\_ Date of the Opening of Technical Bid  
Name of the Tender: \_\_\_\_\_

**To,**

Additional General Manager Traffic,  
Pakistan Railways Headquarter office,  
Lahore.

**LETTER OF INTENT**

Dear Sir,

Having examined the tender documents, we offer to supply and deliver the Goods/Services under the above named tender in full conformity with the said bidding documents/rules and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms & conditions of the said tender. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods/Services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Financial Bid is accepted, we undertake to provide a Performance Guarantee in the form, in the amounts, and within the times specified in the tender documents.

We agree to abide by this bid, for the Bid Validity Period specified in the tender documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final procurement contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award of the contract, shall constitute a binding Procurement Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

**Dated This:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_

**Duly authorized to sign this bid for and on behalf of:**

(title or position)

(name of Bidder)

**Performance Guarantee: Bid Form-02**

To,

**The Additional General Manager**

**Traffic**, Pakistan Railways,

Headquarter office, Lahore.

Whereas \*Name of Supplier+ (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of goods/services] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank or Insurance Guarantee from a AAA rates insurance company for the sum of 10% of the total Contract amount or 1 million Pkr. whichever is higher as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we here by affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee]as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the\_\_day of\_\_, 2025.

Signature and Seal of the

Guarantors/ Bank Address:

\_\_\_\_\_ Date:

\_\_\_\_\_

**Contract Award Letter: Bid Form-03**

Bid Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Tender: \_\_\_\_\_

**To,**

**AWARD OF CONTRACT**

Dear Sir/Madam,

Having examined your technical bid for the above mentioned tender through technical evaluation dated: \_\_\_\_\_ and evaluation of financial bid opened on \_\_\_\_\_, Pakistan Railways has decided to award the contract to your company. Draft agreement including all the terms and conditions, in this regard are being shared with you, you are advised to review it and if agreed, come to Pakistan Railways for signing of the agreement.

Additional General Manager Traffic

\_\_\_\_\_ 2025

## Form of Contract Agreement

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_\_ 2025 between \_\_\_\_\_ (hereinafter called the "Employer") of the one part and \_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that supply and commissioning of IT Equipment herein after called "Work" , viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such supply and commissioning of IT Equipment and the remedying of any defects therein.

NOW this Agreement witnesses 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 hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) The Letter of Acceptance.
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data.
  - (d) The priced Schedule of Prices;
  - (e) The Specifications;
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the supply and commissioning of IT Equipment and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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 the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

\_\_\_\_\_  
(Seal)

Signature of the Employer

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:              Witness:

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)

## Service Level Agreement (SLA)

This Agreement ("the Agreement") is made and entered into at **Lahore** on this \_\_\_\_ day of \_\_\_\_; (the Effective Date")

### By and between

Pakistan Railways, Government of Pakistan (hereinafter referred to as the "Client" which expression shall where the context admits include its administrators and assigns) of the **One Part**

And  
ABC\_\_\_\_\_ a firm through Mr.....bearing  
CNIC..... having place of business at..... hereinafter  
referred to as **"the Bidder"**, which expression shall where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the **Other Part**  
(If when and where applicable the Party of the One Part and Party of the Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Agreement requires).

### WHEREAS,

Client is desirous to acquire the services of bidder for developing, designing and maintain tracking based visibility solution for freight trains.

- A. The Bidder warrants that it has the requisite expertise and resources to provide top quality of Services to the Client in accordance with highest industry standards and satisfaction of the Client. The Bidder undertakes that the Services shall be provided only through the staff who have the requisite expertise and experience in this regard.
- B. Upon the basis of the representations and warranties of the Bidder contained herein, the Client wishes to hire the Services of the Bidder under this Agreement.

**NOW THEREFORE**, for good and valuable consideration the adequacy whereof is hereby confirmed and the mutual benefits to be derived there from, the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Client and Bidder hereby agree as follows:

### 1. SERVICES

The Bidder shall perform the services as per Term of reference (ToR) and Scope of Services, of this Agreement, and is made an integral part of this agreement (the 'Services').

### 2. INTERPRETATION

Except where the context requires otherwise, this Agreement will be interpreted as follows:

- a. The headings, whether of articles or other parts of the Contract, are for ease of reference only and do not affect the interpretation or construction thereof.
- b. Words in the singular include the plural and vice versa, and words importing any gender include every gender.
- c. A reference to an Article number is a reference to its sub-articles.
- d. Where the context so requires, reference to a person shall be construed as including references to an individual, firm, company, corporation, unincorporated body of persons or agency thereof.
- e. References to statutes or statutory provisions include references to any orders, or regulations made there under and references to any statute, provision, order or regulation include references to that statute, provision order or regulation as amended, modified, re-enacted or replaced from time to time whether before or after the date thereof.
- f. No rule of construction applies to the disadvantages of either Party for preparing this Agreement in whole or in part.

### **3. TERM**

Upon signing of this Agreement the Bidder shall be obligated to start providing support and services after the handing over the project as per implementation plan 5.2.4 (or mutually extendable) (excluding days taken by the Client for approval of the activities as mentioned in the Timeline of the Project). However, in case of any unavoidable/unforeseen delay (i.e. Force Majeure) incurred either by the Bidder or the Client, necessary timeline extension would be agreed mutually between both parties, however it has to be communicated to each other during the occurrence of Force Majeure.

### **4. PAYMENT**

SLA payment is included in the financial bid submitted by the bidder.

### **5. CONFLICT OF INTEREST**

Except as otherwise expressly provided herein, neither Party nor any of its employee, or agent or its subcontractors or vendors shall have personal interest which may constitute conflict of interests, including but not limited to give or receive from any employee, or agent of the other party any gift, entertainment or other favor of significant value, or any commission, fee or rebate in lieu of this Agreement. The Bidder shall promptly notify the Client of any violation of this clause and any consideration received as a result of such violation. In the event of any violation of this clause, including any violation occurring prior to the date of this Agreement, resulting directly or indirectly in Client's issuance of orders to the Bidder, the Client may at its sole option terminate this Agreement and notwithstanding any other provision of this Agreement, pay the Bidder only that amount earned prior to the date of termination. Any designated representative for the Client may audit any and all records of the Bidder for the purpose of confirming compliance with this clause.

### **6. INDEMNITY AND INTELLECTUAL PROPERTY**

In performing services under this Agreement, BIDDER agrees not to design, develop, or provide to the Client any items that infringe one or more patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or other rights of any person or entity. If BIDDER becomes aware of any such possible infringement in the course of performing any work hereunder, BIDDER shall immediately so notify the Client in writing.

BIDDER agrees to indemnify, defend, and hold Client, its officers, directors, members, employees, representatives, agents, and the like harmless for any such alleged or actual infringement and for any liability, debt, or other obligation arising out of or as a result of or relating to (a) the Agreement, (b) the performance of the Agreement, or (c) the Deliverables.

### **7. PROJECT ADMINISTRATION**

- a. Coordinator: Project Manager Software will be responsible for the coordination of activities essential under this agreement, for acceptance and approval of the deliverables by the Bidder and approving invoices for the payments.
- b. The Bidder shall promptly replace any of the employees working on the project if deemed unsatisfactory by the Client.
- c. For payment of the invoices, approval/verification of the coordinator shall be necessary and no payment shall be made in the absence of such approval/verification.

### **8. CONFIDENTIALITY OF CLIENT INFORMATION**

- a. The Bidder shall not, during the term of this Agreement and after its expiry, disclose any proprietary or confidential information related to the services, this Agreement or the Client's business or operations without the prior written consent of the Client. The breach of this clause will enable the Client to take legal action against the Bidder as per applicable laws of the Islamic Republic of Pakistan.

- b. Bidder shall ensure that no application / system shall be affected during the audit due to usage of penetration tools
- c. Both parties shall sign Non-Disclosure Agreement (NDA) to ensure security.

#### **9. OWNERSHIP OF MATERIAL**

Any software, report, drawing or other material, graphic, etc. or otherwise, prepared by the Bidder for the Client under the agreement shall belong to and remain the property of the Client. The Client shall have the right to register it under Trade Marks and Copyright Laws, if so needed, without first obtaining consent of the Bidder. Complete source code, graphical source files, DB architecture, user/administrator manuals, required add-ons, related software's, components, will be provided by the Bidder. The design layout, code and architecture will not be used for any other client by the vendor.

#### **10. Warranty Period:**

The equipment must be covered with one year standard warranty and three years extended warranty.

#### **11. PROHIBITED ACTIVITIES**

The Bidder agrees that, during the term of this agreement and after its termination, the Bidder and any entity affiliated with the Bidder shall not provide any information which he may have obtained as a result of the project as the same may be harmful to the Client. In case of disclosure of any sensitive information, the party involved will be liable to pay damages to the Client or the Client reserves the right to take legal action as per applicable Laws of the country, as the case may be, and the said Bidder shall be disqualified for any consultancy/agreement/contract in future.

#### **12. ASSIGNMENT**

The Bidder shall not assign this agreement or any portion of it without the Client's prior written consent. Client's project design, contents, architecture, code, database and methodology will be exclusive rights of the Client and shall not be used for any other client/purpose.

#### **13. LAW GOVERNING THE AGREEMENT AND LANGUAGE**

The agreement shall be governed by and under the laws of Islamic Republic of Pakistan and the Language of the agreement will be English.

#### **14. DISPUTE RESOLUTION**

All variations amendments or modification to the terms of this Agreement shall be made, except in writing and shall be binding only if duly agreed and signed by both the parties or their duly authorized representatives.

All dispute arising out under this Agreement whether during the term of this Agreement or after the termination or expiry of this Agreement, shall be referred to the Authority of the Client through Project Coordinator (Project Manager Software) for amicable settlement/resolution of the dispute. In case of failure of amicable settlement of dispute as above, it may be referred to agreed arbitrator mutually agreed by both the parties for arbitration in accordance with the applicable law for the time being in force.

#### **15. PENALTY CLAUSES**

If the Bidder fails to provide the deliverables under the Agreement within the time specified in the agreement subject to Force Majeure.

The bidder shall provide the helpdesk facility to Pakistan Railways and generate ticket of each complaint and bidder shall bound to resolve reported issue within 24 hours otherwise a Rs. 1000 per day penalty will be imposed on the bidder and the same would be deducted from the invoice.



## **16. TERMINATION OF AGREEMENT**

- a. Subject to Force Majeure, failure of the Bidder to complete the project as per implementation plan 5.2.4 beyond the time of completion of project shall be deemed a total failure on the part of the Bidder and the Client may terminate the agreement after serving three consecutive notices with the 15 days interval without any liability or responsibility, provided, however, the Bidder will return any or all amounts paid by the Client up to date of termination without any deduction. Further, earnest money deposited by the Bidder shall also be forfeited in favor of Client.
- b. Any and all remedies of the client for defective or delayed performance or non-performance of obligations by the Bidder shall be exclusive of other remedies for such default and the exercise by the Client of any one remedy shall not constitute a waiver by the Client of any other remedy available to the Client under this agreement.

## **17. FORCE MAJEURE**

Bidder shall not have liability whatsoever or be deemed to be in default for any delay or failure in performance under this agreement resulting from acts beyond the control of Bidder , including and without limitation to the acts of God, acts or regulations of any governmental or supra-national authority, war or national emergency, accident, fire, lighting, equipment failure, computer software malfunction, electrical power failure, telecommunication line failure, riot, strikes, lock-outs, industrial disputes or epidemics of infectious diseases provided that the Bidder provides a 14 days' notice to the Client after occurrence of such event.

In case of non-commissioning of project development services within time frame given in work order due to default of the Bidder , the earnest money shall be forfeited in favor of Pakistan Railways.

## **18. SOFTWARE DOCUMENTATION AND SOURCE CODES**

Bidder shall provide two (02) complete sets of documentation with a soft copy of documentation for each project including technical, maintenance, Uploading Information and Source Codes. Bidder shall also provide two (02) complete sets of documentation for each updated version of project. There shall be no additional charge for this documentation or the updates. Project documentation shall be comprehensive, well-structured and indexed for easy reference. Bidder will provide the source code of project including all graphics, scripts and related files to the Client on DVD.

## **19. MAINTENANCE AND HELP DESK/SUPPORT SERVICES**

Bidder shall provide Help Desk/support and maintenance Services for reporting errors and malfunctions and trouble-shooting problems for the period of two (02) years from the date of effectiveness of this Agreement. Bidder's Help Desk Services shall be web-based and/or by toll-free telephone lines and/or via e-mail. Bidder's Help Desk Services shall include but are not limited to the following Services assistance related to questions on the use of the subject project:-

- a. Assistance in identifying and determining the causes of suspected.
- b. Advice on detours or workarounds for identified errors or malfunctions, where reasonably available.
- c. Information on errors previously identified by the Client and reported to the Bidder and detours to these where available.
- d. Visit to the Client office/ Hosting Service Provider as and when required by the Client on critical issues.

- e. Provide to the Client a replacement copy or correction services at no additional cost for any error, malfunction or defect in project code that when used or delivered, fails to perform in accordance with the specifications. The Client shall also convey the same Bidder's and Bidder shall undertake such corrections in a manner that is mutually beneficial.
- f. Reported problems by the Client shall be fixed by the Bidder within one (1) working day and in case of website/api/app goes down due to critical issues, the Bidder will provide immediate support by visiting the Client office / hosting services provider promises to restore the website/api/app by fixing the raised issues.
- g. Throughout the development/up gradation of the prototype and the final project, the project shall be accessible to the Client. Until the Client has approved the final project, none of the project module for client's project will be accessible to end users.

## **20. TERM OF AGREEMENT**

Project shall be completed by the Bidder as per project implementation plan from the date of signing of this Agreement.

## **21. INCOME TAX AND INVOICES**

All taxes / duties as applicable by government on time to time during project execution phase will be deducted at source.

## **22. TRAINING**

Bidder will provide user and administrator training to nominated person/employee of the Client and Bidder will also provide training manuals for the same. Bidder will also provide technical training to the administrator for customization of project.

### **FOR THE CLIENT**

Signed by \_\_\_\_\_

Official seal

Witness 1

### **FOR THE Bidder**

Signed by \_\_\_\_\_

official seal

Witness 2

### Check List

S.#	Required Documentation	Supporting Document's Name	Page Number In The Bid
1	NTN Certificate		
2	GST Certificate		
3	On Active Tax Payers List of FBR		
4	Registration/Incorporation/Business Certificate 5Yrs or More SECP Certificate.		
5	Complete Company Profile		
6	Operational Office in Lahore		
7	Evidence of Firm's Last three (03) years Performance (As per Bid Form -3, along with supporting documents)		
9	The OEM certification with bidder.		
10	All bids and prices must remain valid till the period of 120 days from P.O/Contract.		
11	Compliance with schedule of requirements		
12	Submission of required amount of bid security with Technical Bid		
13	Compliance with Tech Specifications		
14	Warranty years & onsite support		
15	Technical brochures/data sheets of products		
16	Original Bidding documents duly signed/stamped		

Transaction ID

14262604381

Transaction Date & Time

4/11/2025 7:39:13 PM

Transaction Amount

15000.00

From Account Title

M LATIF AKRAM

Beneficiary Name

PUBLIC PROCUREMENT

Beneficiary Account/ IBAN

\*0701

Comments

Procurement of NFC based  
attendance and visitors  
management system

Channel

via HBL Digital