



**NATIONAL TELECOMMUNICATION  
CORPORATION**

**REGIONAL HEADQUARTERS (SOUTH) MALIR HALT KARACHI**

**e-Bidding Documents**

**FOR**

**Operation & Maintenance of Video Conferencing  
System at 94x Sites of Sindh for the Period of  
One Year**

**Through EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))**

e-Tender Notice # **DIR (DEV)-S/Advertisement/2025-26/**  
Tender No. **DIR (DEV)-S/742-D(a)/2025-26**



## Table of Contents

<b>SECTION-I</b> .....	<b>3</b>
<b>1 INVITATION TO e-BIDS</b> .....	<b>3</b>
<b>2 INTRODUCTION</b> .....	<b>4</b>
<b>3 SCOPE OF WORK</b> .....	<b>4</b>
<b>4 QUALIFICATION CRITERION OF BIDDERS</b> .....	<b>7</b>
<b>5 COST OF TENDERING</b> .....	<b>9</b>
<b>6 CLARIFICATIONS OF TENDER DOCUMENTS</b> .....	<b>9</b>
<b>7 AMENDMENT OF TENDER DOCUMENTS</b> .....	<b>9</b>
<b>8 PREPARATION OF BID</b> .....	<b>9</b>
<b>9 PRICE</b> .....	<b>10</b>
<b>10 BID SECURITY</b> .....	<b>10</b>
<b>11 VALIDITY OF BIDS</b> .....	<b>11</b>
<b>12 DEADLINE FOR SUBMISSION OF BID</b> .....	<b>11</b>
<b>13 OPENING OF BID</b> .....	<b>11</b>
<b>14 RESPONSIVENESS OF BIDDERS</b> .....	<b>11</b>
<b>15 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER</b> .....	<b>11</b>
<b>16 CLARIFICATIONS / CORRECTIONS OF BID</b> .....	<b>12</b>
<b>17 COMMERCIAL COMPLIANCE STATEMENT</b> .....	<b>13</b>
<b>18 VARIATION ORDER</b> .....	<b>13</b>
<b>19 AWARD CRITERIA &amp; NTC'S RIGHT</b> .....	<b>13</b>
<b>20 NOTIFICATION OF AWARD &amp; SIGNING OF CONTRACT AGREEMENT</b>	<b>13</b>
<b>21 PAYMENT</b> .....	<b>13</b>
<b>22 CERTIFICATE</b> .....	<b>13</b>
<b>ANNEX-A: The detailed list of 94 sites including Core, Aggregate, and District sites.</b>	
15	
<b>ANNEX-B: COMMERCIAL COMPLIANCE STATEMENT</b> .....	<b>18</b>
<b>ANNEX-C: BID SECURITY FORMAT</b> .....	<b>19</b>
<b>ANNEX-D: PERFORMANCE BOND FORMAT</b> .....	<b>20</b>
<b>ANNEX-E: DECLARATION OF BENEFICIAL OWNER INFORMATION</b> .....	<b>21</b>
<b>ANNEX-G: VIDEO CONFERENCING EQUIPMENT DETAIL</b> .....	<b>22</b>
<b>ANNEX-F - BILL OF QUANTITY</b> .....	<b>24</b>



## SECTION-I

### **INSTRUCTIONS TO THE BIDDERS**

#### 1 INVITATION TO e-BIDS

##### **Tender Notice No. DIR (DEV)-S/742-D(a)/2025-26**

National Telecommunication Corporation (NTC), invites electronic bids from the contractor's / service providers, registered with Income Tax, GST and SRB along with valid PEC registration and having relevant experience for following work:

Tender No.	Description of Service	Last Date & Time of Bid Submission	Bid Opening Date & Time
742-D(a)/2025-26	Operation & Maintenance of Video Conferencing System at 94x Sites of Sindh for the Period of One Year	09-03-2026 @1100 Hrs.	09-03-2026 @ 1130 Hrs.

Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

Electronic bids must be submitted through EPADS on or before the bid closing date and time, as specified in the table. Manual bids will not be accepted. Electronic bids will be opened on the same day, at least 30 minutes after the bid closing time, as indicated in the table.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on [www.ntc.net.pk](http://www.ntc.net.pk).

**Director Development (South)**  
NTC Regional Headquarters, Wireless Gate,  
Malir Halt Karachi  
**Phone:** 021-99248891  
[www.ntc.net.pk](http://www.ntc.net.pk)

## 2 INTRODUCTION

National Telecommunication Corporation (NTC) was established on 1st January 1996 through Pakistan Telecommunication (re-organization) Act 1996 Under section 5 (2) (a) of the subject Act. NTC provides Telecommunication Services to its designated customers in accordance with the rights and privileges granted to the Corporation vide Pakistan Telecommunication (re-organization) Act 1996 and the license issued by the Pakistan Telecommunication Authority (PTA). NTC is registered with Federal and all Provincial Sales Tax Authorities like Punjab Revenue Authority, Sindh Revenue Board, Baluchistan Revenue Authority and Khyber Pakhtunkhwa Revenue Authority.

## 3 SCOPE OF WORK

3.1 NTC intends to undertake Service Level Agreement for “*operation and maintenance of Video Conferencing System at 94 x sites of Sindh province*” (list of sites attached as **Annex-A**) for a period of 01 x year (extendable upon mutual consent). The following will be salient features of work:

### 3.1.1 Operation, Maintenance & Repair/rectification Services:

- (i) Operation & Maintenance of Video Conferencing Hardware equipment/ accessories (list of deployed equipment attached as **Annex-G**) at 94 x sites along with data center core equipment.
- (ii) Operation & Maintenance of UPS installed at all sites including core site.
- (iii) O&M of Air-conditioning Systems at the Core site.
- (iv) Principal Warranties/Licenses of the equipment during the period of SLA.
- (v) Ensure continuous and efficient operation of the equipment at all times.
- (vi) Availability of Video setup/facility for 7x24x365.
- (vii) Multi Conferencing Unit/Conference Management Server/Firewall shall be upgraded for complete control and management, and to conduct meetings.
- (viii) The Service Provider shall be responsible for the operation, management, and facilitation of all Zoom meetings. The Provider shall procure, manage, and renew the Zoom licenses in line with the Client’s needs, ensuring uninterrupted availability over internet.
- (ix) The Service provider ensure a professional dedicated team allocated for Operation & Maintenance of the equipment and ensure that all deputed team members for Video Conferencing (VC) meetings remain punctual and available as per the assigned duty and client needs. On site attendance of all deputed six (06) resources shall be duly maintained on a daily basis and a consolidated attendance report shall be submitted to NTC at the end of each month or as required.
- (x) The Service Provider shall provide additional zoom licenses/3<sup>rd</sup> party application and WebRTC clients for integration with on-premises video conferencing system at IS&T Department.

- (xi) The Service Provider shall replace / repair the faulty equipment at all sites during the service contract period.
- (xii) In case of any issue related to troubleshooting of installed Video Conferencing Systems at critical sites i.e. Divisional Commissioners' sites, CM Office, CM House, CS Office, CS House, governor Office & House, and all other offices of Secretaries in Karachi, it will be resolved within 2-3 hours.
- (xiii) In case of any major issue related to troubleshooting of VC System at district sites (deputy commissioners), it will be resolved within 12 hours.
- (xiv) Faulty hardware replacement within 12 hours in Karachi and 24 hours in other sites.
- (xv) The Service Provider will maintain an inventory of all essential equipment/ items to be used in case of maintenance during the contract period.
- (xvi) Daily status check of each equipment and report to NTC authorized nominated team.
- (xvii) The Service Provider shall ensure licenses of all equipment essential for operating the VC equipment.
- (xviii) Software & Licenses updates/upgrades whenever required.
- (xix) The Service Provider shall ensure that all assigned personnel carry the necessary resources, including but not limited to laptops and other requisite tools, so as to conduct and support Video Conferencing meetings in a smooth and uninterrupted manner.
- (xx) If, during the contract period, any VC equipment fails to function properly due to any reason except force majeure event or if the equipment has been repaired two or more times in a quarter, service provider shall arrange replacement of the same with new equipment of equivalent or higher configuration, at no cost to the NTC.
- (xxi) Maintenance and support services shall be available 24/7.
- (xxii) The Service Provider shall ensure Shifting of any VC site and/or addition of new sites with fiber/Ethernet deployment when required by client. Cost of such activities shall be charged based on actual expenses incurred, subject to NTC approval.
- (xxiii) In addition to the Equipment, the Service Provider shall be responsible for maintaining an adequate inventory of all accessories essential for the proper operation and upkeep of the Equipment, including but not limited to patch cords, Ethernet cables, RJ45 connectors, SFPs, and any other such accessories as may be reasonably required, at no additional cost to the Client.

### 3.1.2 Deputation of VC Engineers

- (i) Deployment of manpower consisting of at least 06 telecom / VC professional / Engineer fully conversant with IT & Video conferencing/System configurations and features.

- (ii) The deputed manpower will be responsible for conducting video conferencing sessions using the installed Video Conferencing Equipment, the Zoom platform, or any other medium as specified by the IS&T Department, GoS.
- (iii) The assigned personnel shall ensure the operational integrity of Video Conferencing equipment across 94 sites, including the initiation and management of Video Conferencing Sessions.
- (iv) Service complaints are to be dealt with directly by the Service Provider and rectified through its deployed manpower as per agreed timelines.
- (v) Interruption/disruption/disconnection during live sessions of Video Conferencing is beyond expectation and will not be accepted due to power failure or any technical issue which could be pre-emptively mitigated except Force Majeure.

3.2 During the service contract no additional cost for prescribed services would be incurred by NTC.

3.3 The agreement can be renewed on mutual consent of both parties after 01x year.

**3.4 FAULT RESOLUTION MECHANISM**

The NTC nominated team needs to follow the procedure defined below:

- (i) NTC nominated team will intimate the service provide through email/letter for routine faults/malfunctions.
- (ii) NTC nominated team will call the direct support numbers provided by service provider in case of major equipment failure, especially related to core equipment.
- (iii) The Service Provider will perform the troubleshooting & proceed to resolve the issue within the stipulated timeline enunciated in scope of services.
- (iv) Upon Satisfactory Resolution of the problem, will submit a compliance report to NTC.

**3.5 PERFORMANCE METRICS:**

Performance Metrics	Timeframe
<b>Resolution Time for:</b>	
Issues related to troubleshooting at Critical Sites	Within 2 hours
Issues related to troubleshooting at DC Sites	Within 12 hours
Equipment fault of sites within Karachi	Within 12 hours
Equipment fault at other sites	Within 24 hours

**3.6 PENALTY MECHANISM**

For any service related penalties, the following reference points will be considered:



### 3.6.1 Delays in Repair/Rectification

- (i) If critical issues are not resolved within the stipulated time, a penalty of 0.01% per hour deduction from the monthly cost of SLA will be imposed, that would attain maximum 5% per month.
- (ii) Any Planned Outages including maintenance windows are excluded from the Service credits/penalty calculation. However, all such outages shall be agreed mutually.
- (iii) Any point related to Customer Obligation and/or “Force Majeure” is excluded from the calculation of Penalties.

3.6.2 The Penalties will be settled on Quarterly Basis with the invoice.

### 3.7 RESPONSIBILITIES OF THE PARTIES

- 3.7.1 The NTC shall timely inform Service Provider of problem or fault occurred in the System for its resolution as per aforementioned fault resolution mechanism.
- 3.7.2 The NTC shall allow employees or representatives of the Service Provider to have access to the System at all reasonable times and on reasonable notice being given to the NTC by the Service Provider.
- 3.7.3 The Service Provider will ensure the attendance of all resources at designated sites and will share monthly attendance report with NTC.
- 3.7.4 The Service Provider is obligated to provide NTC nominated Officers with all login credentials necessary to access equipment, and shall also share with all configuration performed at each equipment.
- 3.7.5 Any maintenance activity performed by the Service Provider shall be in accordance with the relevant procedures and prior approval be solicited from NTC.
- 3.7.6 Spare parts management will be the Service Provider’s responsibility. In case of any critical issue service provider will arrange requisite spares from its spare pool to neutralize the issue as earliest.
- 3.7.7 Service Provider will be responsible to maintain all kinds of test equipment/tool to troubleshoot technical problems of Video Conferencing equipment and consequently resolve them.

## 4 QUALIFICATION CRITERION OF BIDDERS

This invitation for bids is open to all reputed firms in Pakistan meeting following conditions:

S#	Description	Weightage	Breakup of weightage	Documents to be provided
i	Registration with PEC in relevant category	Mandatory	-	The valid registration to be attached with bids
ii	Registration with Tax authorities	Mandatory	-	-Do-

S#	Description	Weightage	Breakup of weightage	Documents to be provided
iii	The firm must have PKR. 0.5 M turnover per annum and record/ Tax Return of last three years be provided	Mandatory	-	The relevant documents be attached.
iv	Never been black listed	Mandatory	-	Declaration on stamp papers duly attested be attached with bid
v	Having 01 year experience of O&M of Video Conferencing Setup with any Telecom Operator or CMOs or Armed Forces	Mandatory	-	The relevant experience document be attached with the bids
vi	Having established office in Pakistan	Mandatory	-	The list of offices with addresses and contact info be attached with the bids.
vii	List of employees having at least one registered Telecom/ Electronics/ Electrical / Computer Engineer.	60-80	60 Marks for One Engineer. 20 Marks for two or more Engineers.	-
viii	The firm must be operated by Pakistani National(s)	Mandatory	-	Duly notarized affidavit on stamp paper must be provided the bidder enunciating the details of Names, CNICs of the legal owner(s) and concerned officers/officials. Documentary evidence regarding proof of ownership must be provided along with bid. The condition is not mandatory for Public Sector Organizations, however, they should provide a letter from concerned ministry enunciating that the organization is owned by Government of Pakistan.

- Non-compliance to the mandatory clauses will lead to disqualification.
- 70% marks in other than mandatory clauses required for a firm to be qualified.

4.1 Incorporated under companies' ordinance, 1984. "Case to Case basis" (if applicable)

4.2 Never been black listed from any government organization of Pakistan and will submit certificate on legal paper to this effect.

**Note: Bidder must submit documentary proof against Sr. 4.1 to 4.2 Fulfillment of all conditions of "Eligible criteria" is mandatory for a successful bidder to be qualified for Evaluation along with other mandatory conditions set in tender documents.**

## 5 COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the NTC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## 6 CLARIFICATIONS OF TENDER DOCUMENTS

- 6.1 A prospective bidder requiring any clarification(s) regarding technical and commercial aspects of the tender document may notify to NTC on EPADS platform only, however, in case of further clarification/understanding are required, the bidder may contact following NTC Officers:

Director Development South
Tel: 021-99248891
Email: <a href="mailto:atta.malik@ntc.org.pk">atta.malik@ntc.org.pk</a>

- 6.2 The concerned NTC officer will respond to any request for clarification on EPADS, which receives well before (approximate 05 working days or more) to the deadline for the submission of bids.

## 7 AMENDMENT OF TENDER DOCUMENTS

- 7.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify or amend the tender documents by issuing an amendment on EPADS.
- 7.2 Any amendment thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an amendment into account in preparing their bids, the NTC may at its discretion extend the deadline for submission of bids if deemed necessary.

## 8 PREPARATION OF BID

- 8.1 Bids should be prepared considering **“Single Stage - Single Envelope”** procedure.
- Bid documents and all correspondence will be in English language.
  - The bid should have a covering letter on letter pad of the firm. All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. In addition, all the pages of the submitted bid must be numbered. Complete bid shall be scanned and uploaded on EPADS.
- 8.2 Following documents shall be furnished / submitted with the bid:
- Duly filled Bill of Quantity (BoQ) as per [Annex-F](#).
  - Duly filled and signed the commercial compliance statement as per [Annex-B](#).
  - Valid Tender security.
  - Documentary evidence and undertakings as per qualification criteria.
  - Company Profile

**NOTE: Every participant bidder shall submit all above mentioned documents. Non-submission of any of above documents at the time of bid opening will lead to declaration of bidder as non-responsive & non-consideration for further evaluation.**

## **9 PRICE**

- 9.1 Prices should be quoted in Pak Rupees as per [Annex-F](#).
- 9.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity. Any overwriting will lead to cancellation of bid at the time of opening.
- 9.3 The quoted price should include all the applicable government taxes, custom duties, in-land transportation, & any other applicable charges.
- 9.4 It is mandatory that the rates / prices shall be entered against each item in the Bill of Quantity (BOQ) at [Annex-F](#).
- 9.5 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 9.6 Price of any or all items quoted in a currency other than PKR shall be converted into PKR and for calculation purpose conversion rate (i.e. selling) prevailing on the date of tender opening (financial part) shall be applied.

## **10 BID SECURITY**

- 10.1 The bidder shall furnish tender security amounting to **PKR 300,000/-** in the form of Pay Order or Deposit at Call in favor of Director Development South.
- 10.2 The Original Bid Security shall be delivered in person or sent by the registered mail which should reach the office of Director Development South, NTC Karachi RHQs, Wireless Gate, near Malir Halt. Karachi on or before **1100 Hours on 09-03-2026**. Any online bid for which original bid security does not reach before deadline of the bid shall be rejected by the NTC as non-responsive.
- 10.3 Scanned Copy of bid security shall be uploaded by the bidder on EPADS before deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as non-responsive.
- 10.4 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of tender security whichever is earlier. The bid securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 10.5 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security being 10% of the contractual value in the shape of Irrevocable bank Guarantee valid for 15 x months of Pay order /Demand Draft in favour of NTC and signed contract agreement.
- 10.6 All correspondence regarding release/extension of bid security shall be made with Director Development South.
- 10.7 The bid security may be forfeited:
  - a. If a bidder withdraws his bid during the period of bid validity.

- b. If the bidder does not accept the correction of their bid price.
- c. In the case of successful bidder, if bidder fails to furnish the required performance security or sign the contract agreement.
- d. If bidder does not respond timely to the clarifications called by NTC.

## 11 VALIDITY OF BIDS

Bid shall remain valid for a period of 120 days from the date of tender opening.

## 12 DEADLINE FOR SUBMISSION OF BID

- 12.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before **1100 Hours on 09-03-2026**.
- 12.2 The bidders are required to follow procedure of EPADS and for any clarification/assistance regarding EPADS they may contact PPRA Helpline UAN: 051-111-137-237.
- 12.3 Bid received other than EPADS i.e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted by NTC.

## 13 OPENING OF BID

- 13.1 The NTC tender committee will download the bids at **1130 Hours on 09-03-2026** in the presence of bidders' representatives who choose to attend, at NTC RHQs, Wireless Gate, near Malir Halt, Karachi.
- 13.2 NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.
- 13.3 NTC reserves the right to reject any one or all bids as per Public Procurement Rules, 2004 33(1).

## 14 RESPONSIVENESS OF BIDDERS

- 14.1 The bid is valid till required period.
- 14.2 The bid prices are firm during its validity and inclusive of all taxes, duties & freight charges etc.
- 14.3 The bidder has furnished valid tender security.
- 14.4 The bidder is qualified to tender.
- 14.5 The bid is generally in order.
- 14.6 The bidder promptly responds to queries sought by NTC.
- 14.7 The bidder has complied with the tender clauses.

**NOTE:** *"Any bidder found non-compliant in any of above mentioned conditions will be declared as non-responsive and will not be considered for further Evaluation proceedings. A bidder once declared "Non-responsive" shall not subsequently be made responsive by the NTC."*

## 15 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 15.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.

- 15.2 Evaluation will be carried out on **qualification, quality and cost basis**.
- 15.3 The **Most advantageous bidder** shall be the one fully compliant to **qualification criteria**, compliant to **quality evaluation criteria** and **highest ranked** in cost evaluation criteria as defined below:
- 15.4 **Qualification Evaluation Criteria:**
- In first step, the received bids shall be evaluated on qualification criteria mentioned and full compliance to the terms and conditions set out in RFT shall be evaluated as per [Annex-B](#). The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**
- 15.5 **Quality Evaluation Criteria:**
- It will be examined in detail whether the quoted item by the bidder complies the Technical Specification. For this purpose, the bidder's data submitted with the bid will be compared with terms and conditions set forth in the tender documents; supported documents & clarification will be sought in case compliance is not evident from the literature / documents.
- 15.6 **Cost evaluation criteria:**
- Cost evaluation of the bids shall be carried out by comparison of bids evaluated prices as per bill of quantity at [Annex-F](#). The bidder with lowest financial price will be declared as **highest ranked** and so on.
- 15.7 Any effort by a bidder to influence NTC in the tender evaluation, bid comparison or order award decision may result in the rejection of his bid.
- 15.8 Any minor informality or non-conformity or irregularity in the bid which does not constitute a material deviation may be waived by NTC, provided such waiver does not prejudice or affect the relative ranking of any other bidders.
- 16 CLARIFICATIONS / CORRECTIONS OF BID**
- 16.1 To assist in the examination, evaluation and comparison of the bids, the Committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing (i.e. letter or email etc.) and no change in the price or substance of the bid shall be sought, offered or permitted.
- 16.2 Arithmetical errors will be rectified on the following basis:
- "If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected."
- 16.3 If the bidder does not accept the corrected amount of bid, their bid will be rejected and their bid security forfeited.

## 17 COMMERCIAL COMPLIANCE STATEMENT

The bidder will furnish a compliance certificate with the bid as per enclosed format as per **Annex-B (duly signed along with company seal)**.

## 18 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease in the quantities of BoQ at **Annex-F**. The bidder shall be bound to accept the variation order by NTC.

## 19 AWARD CRITERIA & NTC'S RIGHT

19.1 The contract will be awarded to Most Advantageous Bidder on as-a-whole basis.

19.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

## 20 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

20.1 Prior to expiration of the period of tender validity prescribed by NTC, the NTC will notify the successful bidder in writing "Letter of Intent" through EPADs that their bid has been accepted. The bidder shall accept the LOI through EPADS.

20.2 The contract shall be signed with the successful bidder upon furnishing of acceptable performance security.

## 21 PAYMENT

Payment of contract price shall be made in the following manners.

21.1 Payment will be made to the Contractor after submission of satisfactory report of concerned Department by the Contractor on quarterly basis. The Contractor shall submit Invoice on quarterly basis along with Service Tax Invoice particularly describing Service Tax registration number of both the contractor and NTC.

21.2 All the payments shall be made through cross cheque.

21.3 Taxes will be deducted as per government rules at the time of payment.

21.4 Payments shall only be released if the contractor is found to be "Active Tax Payer" in Federal Board of Revenue (FBR) Pakistan database at the time of payment. Contractor will provide the submitted Annex-C of SRB/FBR of each invoice(s) before payment.

21.5 Contactor shall be bound to provide proof of payment of taxes into government treasury.

## 22 CERTIFICATE

I do hereby certify on behalf of my firm that:

- a. I have understood and hereby accept all the terms and conditions as mentioned in the tender documents and I will abide by the instructions issued by NTC.

- b. I am not involved in any litigation/court of law with NTC or any other Government organizations.
- c. The equipment/Items to be supplied under the contract shall be new and as standard / specifications.

Contractor,

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**ANNEX-A: The detailed list of 94 sites including Core, Aggregate, and District sites.**

1	Chief Minister's Secretariat/ House (Committee Room)
2	Chief Minister's Secretariat/ House (Board Room)
3	Chief Minister's Cabinet Room (7th Floor), Sindh secretariat
4	Chief Secretary Committee Room, (1st Floor) Building No.1, Sindh Secretariat
5	Chief Secretary Room, Office 1st Floor, Sindh Secretariat
6	Chief Secretary Sindh, House
7	Governor's Secretariat/House Committee Room
8	Darbar Hall, Governor House
9	Secretary, General Administration, Office, 1st Floor, building No.1 Sindh secretariat
10	Secretary Human Rights Office
11	Secretary Environmental Coastal Department Office
12	Secretary HEC Office
13	Secretary Board and Universities Office
14	Secretary Land Utilization Office
15	Secretary Office, Works & Services Department (3rd Floor) Office
16	Secretary, Food Department (4th Floor)
17	Secretary, Health Department (6th Floor), Sindh Secretariat Office
18	Commissioner Karachi Office
19	DC South Karachi Office
20	Secretary Office Department of Empowerment of Persons with disabilities Office (3rd Floor)
21	Secretary, IST Department Committee Room (1st floor)
22	Secretary, Finance Department (1st Floor), Sindh Secretariat
23	Secretary, Local Government Department (1st Floor), Sindh Secretariat
24	Secretary, Agriculture Department Committee Room (Ground Floor)
25	ACS Home Department Committee Room (Ground Floor)
26	Secretary, Irrigation Department Committee Room (1st Floor)
27	Secretary Office, Education & Literacy Department (1st Floor)
28	Secretary Industries and Commerce (2nd floor)
29	Secretary Office, Mines & Mineral Department (1st Floor)
30	Secretary Transport & Mass Transit Department (2nd Floor)
31	Add. Secretary, Excise & Taxation Department Committee Room (2nd Floor)
32	Secretary Labour & Human Resource Department (2nd Floor)
33	Chairman, Planning & Development Department Committee Room (2nd Floor)
34	Chairman, Chief Minister's Inspection Team Department Committee Room (3rd Floor)
35	Secretary, Woman Development Department (1st Floor)
36	Chairman, Enquiries & Anti-Corruption Department Committee Room (2nd

	Floor)
37	Secretary, Inter Provincial Coordination Department Committee Room (3rd Floor)
38	Secretary Social Welfare Department (4th Floor)
39	Secretary Minorities Affairs Dept. Barrack-12, Committee Room
40	Secretary Co-operation Department, Barrack-19
41	Secretary, Forest Environment and Wildlife Department, Barrack-10
42	Committee Room, SPPRA, Barrack-8
43	Committee Room, Secretary, Livestock & Fisheries Department, Barrack-90
44	Secretary, Sports & Youth Development Department, barrack-93
45	Secretary Office, Public Health Engineering Department, barrack-87
46	Secretary Office, Information & Archives Department, barrack-95
47	Committee Room Secretary, Provincial Ombudsman (Mohtasib) Department, Building, Ground floor, Sindh Secretariat
48	Secretary Office, Culture and Tourism, National Museum
49	Senior Member Board of Revenue Camp Office Sheeri Jinnah Colony Ground floor
50	Secretary Thar Coal Energy Dept. State life Building 3rd floor
51	Secretary Auqaf, Religious Affairs, Zakat & Usher Department
52	Secretary, College Education Department
53	Secretary, Board of Revenue RS & EP High Court
54	Senior Member, Board of Revenue
55	Secretary, Rehabilitation Department, DHA-7
56	Secretary, Sindh Investment Department, FTC
57	Secretary, Human Settlement Department, Kashmir Road
58	Secretary, Population Welfare, NIH Building near FTC building
59	Secretary, Provincial Assembly
60	Secretary, Law Department
61	DC Korangi Karachi
62	DC Malir Karachi
63	DC East Karachi
64	DC Central Karachi
65	DC West Karachi
66	DC Kemari Karachi
67	Commissioner Hyderabad
68	DC Hyderabad
69	DC Jamshoro
70	DC Thatta
71	DC Badin
72	DC Matiyari
73	DC Tando Allahyar
74	DC Tando Muhammad Khan
75	DC Sujawal

76	Commissioner Mirpurkhas
77	DC Mirpurkhas
78	DC Umer Kot
79	DC Tharparkar @ Mithi
80	Commissioner S.B.A. (Nawabshah)
81	DC S.B.A.(Nawabshah)
82	DC Sanghar
83	DC Dadu
84	Commissioner Sukkur
85	DC Sukkur
86	DC Khairpur
87	DC Ghotki
88	DC N. Feroz
89	Commissioner Larkana
90	DC Larkana
91	DC Shikarpur
92	DC Jacobabad
93	DC Kashmore @ Kandhkot
94	DC Kambar @ Shahdadkot

**ANNEX-B: COMMERCIAL COMPLIANCE STATEMENT**

<b>Clause #</b>	<b>Description</b>	<b>Complied</b>	<b>Not Complied</b>	<b>Partially complied (give details)</b>	<b>Page # of bid, where compliance available</b>
i	Registration with PEC in relevant category				
ii	Registration with Tax authorities				
iii	The firm must have PKR. 0.5 M turnover per annum and record/ Tax Return of last three years be provided				
iv	Never been black listed				
v	Having 01 year experience of O&M of Video Conferencing Setup with any Telecom Operator or CMOs or Armed Forces				
vi	Having established office in Pakistan				
vii	List of employees having at least one registered Telecom/ Electronics/ Electrical / Computer Engineer				
viii	The firm must be operated by Pakistani National(s)				

## ANNEX-C: BID SECURITY FORMAT

Bank Guarantee No.-----  
Dated at Karachi, the -----  
Amount \_\_\_\_\_  
Validity \_\_\_\_\_

To,

DIRECTOR (DEV) SOUTH  
NTC Karachi

Dear Sir,

WHEREAS M/S \_\_\_\_\_ (hereinafter called the Tenderer) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favour in the sum of \_\_\_\_\_ (IN FIGURE) \_\_\_\_\_ (IN WORDS) against your Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ for supply / installation of \_\_\_\_\_.

### WE HEREBY AGREE AND UNDERTAKE:

- i. To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Tenderer in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Tenderer from the date of opening of bids until the expiry of the validity of their offer,
- ii. To keep this guarantee in full force from (date) \_\_\_\_\_ upto \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Tenderer's offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in para (ii) and as so desired by the tenderer.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,  
Name of the Bank: \_\_\_\_\_

Authorized officer's Signature & Seal: \_\_\_\_\_

## ANNEX-D: PERFORMANCE BOND FORMAT

Bank Guarantee No. -----  
Date of Issue -----  
Valid upto -----  
Value (Rs.) -----

FROM: \_\_\_\_\_  
\_\_\_\_\_

TO,  
DIRECTOR (DEV) SOUTH  
NTC Karachi

SUBJECT: B/G AND DATE FOR \_\_\_\_\_ ON BEHALF OF \_\_\_\_\_ FOR DUE  
AND FAITHFUL PERFORMANCE ORDER NO. \_\_\_\_\_  
DATED \_\_\_\_\_.

Whereas M/s \_\_\_\_\_ (hereinafter called the Supplier) have requested us to furnish a Bank Guarantee in your favour in the sum \_\_\_\_\_ (IN WORDS) \_\_\_\_\_ as performance security against order No. \_\_\_\_\_ dated \_\_\_\_\_ to be concluded between the Supplier and Office of the Director Development South, National Telecommunication Corporation, Malir Halt Karachi.

WE HEREBY AGREE:

- 1). To make an un-conditional payment of \_\_\_\_\_ to you on demand without any further question or reference to the Supplier upon failure of the Supplier to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date upto the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till \_\_\_\_\_ whichever date is later. The faithful completion of the order by the Supplier will be intimated by the NTC.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims thereunder must be submitted to the Bank of \_\_\_\_\_ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
& Seal of bank

Witness: \_\_\_\_\_

Sworn & Sign before me  
this day of.... ..  
by. \_\_\_\_\_

## ANNEX-E: DECLARATION OF BENEFICIAL OWNER INFORMATION

### Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

### ANNEX-G: VIDEO CONFERENCING EQUIPMENT DETAIL

S No.	Name of Equipment	Unit	Qty.
<b>1</b>	<b>Core Equipment</b>		
1.1	Cisco Meeting Server BE7K-K9 (Cisco Business Edition 7000 Server)	No.	1
1.2	NMS for NOC 250 assets with Hardware BE6H-K9 (Cisco Business Edition 6000H Server)	No.	1
1.3	Recording Server BE6H-K9 (Cisco Business Edition 6000 Server)	No.	1
1.4	Firewall for aggregation FPR1140-NGFW-K9 (Cisco Firepower 1140 NGFW Appliance)	No.	1
1.5	Switch 24 Port (C9300-24T-E Ctlst930024-prtda onll, Network Essential with Modules Card)	No.	2
1.6	Router Cisco 4451	No.	1
1.7	Cisco Catalyst Series 12 Port SFW Switch	No.	1
1.9	Cisco Multi Conference Unit 5320	No.	2
<b>2</b>	<b>NOC desktop &amp; other equipment/Accessories</b>		
2.1	Desktop Systems for NOC (Dell)	No.	6
2.2	Laptop for NOC (Lenovo Think book)	No.	5
2.3	Smart UPS 10 KVA (Emerson)	No.	1
2.4	1 KVA UPS with external battery for NOC Desktop Computer (Enermax)	No.	6
2.5	Air Conditioner 02-ton floor-Standing (Haier)	No.	2
2.6	42U Rack with branded PDU's	No.	2
2.7	Licenses and Allied accessories of all core equipment to operationalize	No.	1
2.8	Office Furniture for Officer and Staff along with Printer	No.	1
<b>3</b>	<b>End Point Video Conferencing System</b>		
3.1	Cisco Room Bar with P60 Camera along with Mic, touch Control and allied accessories	No.	29
3.2	Cisco Webex Room Kit Plus PTZ 4K Integrator Bundle along with Mic, Touch Control and allied accessories	No.	10
3.3	Cisco SX20 along with Camera, Mic, Remote Control and allied accessories	No.	51
3.4	Tenberg Edge 95 along with Camera, Mic, Remote Control and allied accessories	No.	4
3.5	LED 55" (4k) (Samsung, Haier, Hi-Q, etc.)	No.	94
3.6	Firewall for HA (Firepower Cisco 1000 Series)	No.	8
S No.	Name of Equipment	Unit	Qty.



3.7	Manageable switch on end-site (8 Ports D-link, Huawei, Bdcom) along with allied accessories	No.	96
3.8	1 KVA UPS at various sites (Enermax) with external battery	No.	39
3.9	2 KVA UPS installed at various sites	No.	14
<b>4</b>	<b>1 KVA UPS installed at various sites with external battery</b>	No.	34
4.1	Locally Fabricated Metal Trolley for Video conference device and Screen	No.	39
4.2	Maintenance of 03 x ISM Band Radio Links i- Hyderabad – Jamshoro Link ii- KAP – Korangi Link Ghotki – Pano Akil Link	Link	3
4.3	iii- License and Allied accessories of all end-points to operationalize	No.	1
<b>5</b>	<b>Deployment of HR (6 x Telecom/VC Engineer)</b>	No.	6
Total			

**ANNEX-F - BILL OF QUANTITY**

**Operational and Maintenance of Video Conferencing System for One (01) Year**

S. No	Description	A/U	Quantity	Unit Rate without 15% SST	Unit Rate with 15% SST	Total Amount with 15% SST
1	Operation and Maintenance (O&M) of Video conferencing equipment installed at various sites. Detail of sites and equipment attached at Annex-A and G respectively.	Job	1st year			
			2nd year			
			3rd year			
<b>Total</b>						