

1. Document Required in Hard Copy (Printed Copies)

The Bidder must provide printed copies of the following documents

a. Technical Bid Document (ENVELOP A)

1. Bid Security in the shape of CDR (*in separate envelop*).
2. Bid Submission Form (**Annex 'A'**) on Firm's Letterhead.
3. Price Reasonability Certificate (**Annex "B"**) on Firm's Letterhead.
4. Affidavit (**Annex 'C'**) on the Stamp Paper.
5. Declaration Form (**Annex 'D'**) on Firm's Letterhead.
6. Technical Bid Form (**Annex 'E'**) on Firm's Letterhead.
7. Certificate of non-Litigation with PIFD or any other organization.
8. Income Tax Registration Certificate.
9. PRA Registration Certificate.
10. Document showing the status as Active Tax Payer (Income Tax and PRA)
11. License duly issued by ICAP.

b. Financial Bid Document (ENVELOP B)

Financial Bid Form (**Annex 'F'**) on Firm's Letterhead

(Please don't bind the financial bid form with technical bid

2. Terms of Reference

a. Sufficiency of Bid

Each bidder shall be expected to ensure as to the correctness and inclusion of rates and prices along with applicable taxes in the bid no claim shall be entertained if the prices quoted are stated to be without taxes. The Procuring agency shall take it for granted that all prices quoted are inclusive of taxes.

b. Cost for Delivery of Services

The quoted rates shall be inclusive of all costs and expenses associated with the delivery and provision of the services, including all applicable out-of-pocket expenses. The Firm shall be solely responsible for bearing all such costs and expenses. Under no circumstances shall PIFD be held responsible or liable for any additional costs or expenses incurred by the Firm in connection with the provision of the services.

Delivery Period:

Complete the job/service with **12 month**. PIFD may charge a penalty @ 2% per day maximum up to 10 days if the contractor failed to complete the job within specified time period.

c. Payment:

Payment shall be released upon successful completion of each category assignment. No advance/term payment shall be released in this regard.