# Pre-Qualification Document

## PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER
(Non-Consultancy Services)

National

Single Stage-Two Envelope

| CORRIGENDUM # 2 | CORR-P53528-002 |
|---|---|
| Initiation Date | August 13, 2026 |

*August 13, 2026*

*Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)),Assistant Director*
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# PROCUREMENT NOTICE

## PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP))** has reserved Funds for the procurement planned for FY **2026-27**. The **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER**" with the reference of **"P53528"**

2. The **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/53528**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Friday, August 28, 2026 11:00 AM**. E-bids will be opened on the same day at

**Friday, August 28, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).


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# Instructions to Bidders

# A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

# B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

**Section I -**Invitation to Bid
**Section II** Instructions to Bidders (ITB)
**Section III** Bid Data Sheet (BDS)
**Section IV** Eligible Countries
**Section V** Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
**Section VI** Bidding Forms
**Section VII** Fraudaulent & Corrupt Practices
**Section VIII – Material & Non-material deviation**
**Section IX** General Conditions of Contract (GCC)
**Section X** Special Conditions of Contract (SCC)
**Section XI** Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder’s designated representative is invited at the bidder’s cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

## 8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

# C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

# D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

# E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

# F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency's Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

**and SCC**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

# G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

# H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

# Bid Data Sheet

# Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

**BDS Clause Number**
**ITB Number**

**Amendments of, and Supplements to, Clauses in the Instruction to Bidders**

## A. Introduction

**BDS Clause Number 1**

Name of Procuring Agency: **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP))**

The subject of procurement is: **PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER**

Expected commencement date: **Thursday, September 10, 2026**

**BDS Clause Number 2**

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P53528**

**BDS Clause Number 3**

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

## B. Bidding Documents

**BDS Clause Number 4**

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Monday, August 17, 2026
Pre-Bid Meeting: Monday, August 17, 2026 11:00 AM
Venue: B.F Building, Zero Point.

**BDS Clause Number 5**

Any addendum, in case issued, shall be published on **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP))** website and on **EPADS v2.0**.

**BDS Clause Number 6**

List of documents required along with the bid: No

**BDS Clause Number 7**

The qualification criteria to establish the supply / production capability of the bidder.

*see Eligibility Criteria*

**BDS Clause Number 8**

**Services and Their related documents:**
*See section Required Services and Scope of Work*

**BDS Clause Number 9**

Price schedule will be provided according to the format defined and acquired.
*see section price schedule.*

**BDS Clause Number 10**

**Specifications:**

*see section of specifications.*

## C. Preparation of Bids

**BDS Clause Number 11**

The price shall be **Fixed**.

**BDS Clause Number 12**

Currency of the Bids shall be : **PKR**

**BDS Clause Number 13**

The Bids/Bid Validity period shall be: **30 Days**

**BDS Clause Number 14**

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order**

**BDS Clause Number 15**

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

**BDS Clause Number 16**

Alternative Bids to the requirements of the bidding documents will not be permitted.

## D. Submission of Bids

**BDS Clause Number 17**

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

**B.F Building, Zero Point., Islamabad Capital Territory**

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Friday, August 28, 2026 11:00 AM**

# E. Opening and Evaluation of Bids

**BDS Clause Number 18**

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Friday***

Date: ***Friday, August 28, 2026***

Time *:* ***11:30 AM***

**BDS Clause Number 19**

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
*see Evaluation Criteria*

# F. Award of Contract

**BDS Clause Number 20**

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Bank Guarantee**

**21.**

**51.1**

Arbitrator shall be appointed by mutual consent of the both parties.

# G. Review of Procurement Decisions

**BDS Clause Number 22**

Grievence against this procurement shall be submitted online on EPADS v2.0.

# Eligibility Criteria

| Bidder's Type | Required Registration |
|---|---|
| Sole Proprietorship | FBR (NTN) |
| Partnership Firm | FBR (GSTN) |
| Company (Private Limited) | SECP |
| Company (Public Limited) | PEC |
| | Registrar of Firms |

# Evaluation Criteria

**Quality and Cost Based Selection (QCBS)**

| **Technical Marks** | **100** |
|---|---|
| **Passing Marks** | **80** |
| Technical Evaluation Criteria | |
| Relevant Experience in providing manpower / outsourcing / HR services. Calculation Criteria: 5 Years – 5 marks 5-10 Years – 10 marks 10+ and above Years – 25 marks (Quantitative)(Doc Required) | 25 |
| Financial Strength (avg. annual turnover) of last three years • Firm MUST provide Audit report and tax returns Calculation Criteria: 50 to 100 million 5 marks 101 to 300 million –10 marks 301 to 500 million – 15 marks 500+million – 20 marks (Quantitative)(Doc Required) | 20 |
| Similar Assignments providing manpower / outsourcing / HR services (Govt./public-sector clients) • Firm MUST provide evidence in the form of Contract/Work Order/Completion Certificate Calculation Criteria: 3 Marks Per Comparable Contract (IT, AI, Devops, Data Centre Solutions, Firewall management etc.) (Quantitative)(Doc Required) | 20 |
| Organizational Capacity (offices, HR/payroll systems, dedicated team) Documentary / Methodology assessment (Quantitative)(Doc Required) | 15 |
| Methodology & Replacement Plan Quality of approach for deployment & replacement (Quantitative)(Doc Required) | 10 |
| Statutory Compliance Record (Tax/EOBI/SS) Completeness & currency of compliance (Quantitative)(Doc Required) | 10 |

# Required Services

**Positions Without Lots :**

| Position | Delivery Schedule | Quantity | Bid Security |
|---|---|---|---|
| PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER | **Address:** B.F Building, Zero Point., Islamabad Capital Territory<br>**Schedule:** 30 Days<br>**Quantity:** 1/Qty | 1/Qty | 2200000 PKR |

## Related Services :

No

# Services Specifications

**Positions Without Lots :**

**Position:** PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER

**Specifications / Requirements:**

Third Party Services Provider

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# Scope of Work

The selected TPSP shall, inter alia, be responsible for the following:

- ◦ ▪ Sourcing, screening and providing qualified personnel against each category set out in Annex-A, in accordance with the qualification and experience criteria specified by the Directorate.
  - ▪ Issuing appointment / engagement letters to deployed personnel and maintaining their complete service and personnel records.
  - ▪ Timely disbursement of monthly remuneration to deployed staff (irrespective of the date of receipt of payment from the Directorate, subject to the agreed payment cycle).
  - ▪ Deduction and deposit of all statutory contributions and taxes, including income tax, EOBI, social security and any other levy as applicable under the laws of Pakistan, and provision of documentary proof thereof.
  - ▪ Providing prompt replacement of any deployed person on resignation, removal, absence or at the request of the Directorate, within the time specified in the contract.
  - ▪ Maintaining attendance, leave and discipline of the deployed staff in coordination with the focal person nominated by the Directorate.

- Furnishing monthly invoices supported by salary sheets, attendance records and proof of statutory deposits.
- Indemnifying the Directorate against any claim, liability or dispute arising out of the employer-employee relationship between the TPSP and its deployed personnel.

# Price Schedule

## For Individual Positions

| # | Position Title | Quantity | Unit Price (PKR) | Total Price (PKR) | Delivery Location | Delivery Period / Year | Country of Origin |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |

## For Lots

| # | Lot Title | Total Lot Price (PKR) | Country of Origin |
|---|---|---|---|
| 1 | [Lot 1 Title] | | |

# General Conditions of Contract

# A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

# B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**
Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**
The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**
The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

# C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

# D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

# E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

# F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

# Special Conditions of Contract

# *SECTION VIII. SPECIAL CONDITIONS OF CONTRACT*

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**Number of GC Clause**

**Amendments of, and Supplements to, Clauses in the General Conditions of Contract**

**Definitions**

**The Procuring Agency is:** Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director B.F Building, Zero Point., Islamabad Capital Territory

**The Supplier is:**

**The title of the subject procurement is:PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER**

**Number of GC Clause 2**

**Applicable/Governing Law:**

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

**Number of GC Clause 3**

**Language:**

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

**Number of GC Clause 4**

**Notices:**

**The addresses for the notices are:**

Procuring Agency:

Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director
B.F Building, Zero Point., Islamabad Capital Territory
+92-333-575-9048
k.amjad15@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

**Number of GC Clause 6.1**

**The Authorized Representatives are:**

**For the Procuring Agency:**

Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director
B.F Building, Zero Point., Islamabad Capital Territory
+92-333-575-9048
k.amjad15@gmail.com

**For the Bidder:**

**Name: ………………………**

**Designation: ……………..**

**Address: ……………………………..**

**Number of GC Clause 7**

**Effectiveness of the contract**

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

**Number of GC Clause 8**

**Commencement of Contract:**

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

**Number of GC Clause 10.2**

**Expiration of Contract:**

The time period shall be ………………….

**Number of GC Clause 14**

**Termination**

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

**Number of GC Clause 16**

**Conflict of Interest:**

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

**Number of GC Clause 20**

**Liquidated Damages**

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

**Number of GC Clause 21**

**Performance Guarantee:**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Bank Guarantee

**Number of GC Clause 27**

**Currency of Payment:**

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

**Number of GC Clause F**

**Payment terms:**

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

**Number of GC Clause F**

**Identifying Defects:**

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

## Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

## Delivery & Documents

Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer’s or Supplier’s Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier’s Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

**Number of GC Clause F 5 & 6**

**Following is the guidance for Dispute Resolution**

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

**Arbitrator's fee:**

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

**Appointing Authority for Arbitrator:**

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

**Rules of procedure for arbitration proceedings:**

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

**Place of Arbitration and Award:**

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

# Bid Securing Declaration

# Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P53528***

To: **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director B.F Building, Zero Point., Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

# Contract Form

# *SECTION IX: CONTRACT FORMS*

THIS AGREEMENT made the _____ day of __________ 20_____ between **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director B.F Building, Zero Point., Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **PRE-QUALIFICATION AND ENGAGEMENT OF A FIRM FOR PROVISION OF CONTRACT (OUTSOURCED) STAFF THROUGH A THIRD-PARTY SERVICE PROVIDER (*P53528*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, 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 to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

# Integrity Pact

Integrity Pact

# DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

**Contract** Number: Contract Value: Contract Title:

Dated:

[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 subdivision or agency thereof or any other entity owned or controlled by it (GoP) 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, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] 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 from GoP.

# Performance Guarantee Form

# Performance Guarantee Form

To: **Directorate of Electronic Media & Publication DEMP (Directorate of Electronic Media & Publications (DEMP)), Assistant Director B.F Building, Zero Point., Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, 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 Bidder 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: *[insert date]*

Signature and seal of the Guarantors

_______________________________________________

*[name of bank or financial institution]*

_______________________________________________

*[address]*

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*[date}*

# Annexure

# RFP

Information (Read-Only)

See Form Under Additional Forms and Documents: **RFP** (page number: 70)

# Procurement Forms

# Additional Forms and Documents

# GOVERNMENT OF PAKISTAN

## MINISTRY OF INFORMATION & BROADCASTING

## DIRECTORATE OF ELECTRONIC MEDIA & PUBLICATIONS (DEMP)

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# REQUEST FOR PROPOSAL (RFP)
# FOR
# (PRE-QUALIFIED FIRMS ONLY)

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### SELECTION OF A PRE-QUALIFIED THIRD-PARTY FIRM FOR
### PROVISION OF CONTRACTUAL / OUTSOURCED MANPOWER SERVICES

RFP No.: 11-08/2026-DEMP /

| | |
|---|---|
| **Date of Issue / Publication** | 11.08. 2026 |
| **Pre-Proposal Meeting** | 17. 08 2026, 1100 hrs |
| **Last Date & Time of Submission** | 26 .08.2026, 1100 hrs |
| **Opening of Technical Proposals** | 26.08.2026, 11:30 hrs |
| **Mode of Advertisement** | PPRA website/EPADs 2.0 (www.ppra.org.pk), DEMP website |
| **Procurement Method** | Single Stage – Two Envelope (PPRA Rule 36(b)) |
| **Bid Security** | 2.2 million (refundable) |

*Issued by:*

Directorate of Electronic Media & Publications, Islamabad

# TABLE OF CONTENTS

# SECTION 1: INVITATION FOR PROPOSALS

The Directorate of Electronic Media & Publications (DEMP), Ministry of Information & Broadcasting, Government of Pakistan (hereinafter the **“Directorate”** or **“Client”**), invites sealed proposals from pre-qualified well-reputed, financially sound and experienced firms duly registered in Pakistan for **Third-Party Service Provider (TPSP) for the provision of contractual / outsourced manpower services** to support the operations of the Directorate and its Central Monitoring Unit (CMU).

1. This procurement is being undertaken under the **Public Procurement Rules, 2004** (as amended) and the regulations issued by the Public Procurement Regulatory Authority (PPRA) thereunder.
2. The selection shall be carried out on a **Single Stage – Two Envelope** basis in terms of Rule 36(b) of the Public Procurement Rules, 2004. Each proposal must comprise a separately sealed **Technical Proposal** and **Financial Proposal** enclosed in a single outer sealed envelope.
3. Bidding documents may be obtained from the address given below, or downloaded from the PPRA-EPADs 2.0 / Directorate website,
4. Interested firms may obtain further information during office hours from the office of the undersigned. Proposals must be delivered to the address below on or before 26 .08. 2026, 11:00 hrs. Technical Proposals shall be opened on the same day at 11:30 hrs in the presence of bidders or their authorised representatives who choose to attend.

Bids received after the prescribed deadline shall not be entertained and shall be returned unopened. The Directorate reserves the right to accept or reject any or all bids in accordance with Rule 33 of the Public Procurement Rules, 2004.

**(S/d.)**
**Kh. Maaz Tariq**



 

# SECTION 2: DEFINITIONS & ABBREVIATIONS

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

| Term | Meaning |
|---|---|
| **Client / Directorate** | The Directorate of Electronic Media & Publications (DEMP), the procuring agency. |
| **Bidder / Firm** | A legal entity submitting a proposal in response to this RFP. |
| **TPSP / Contractor** | The successful Third-Party Service Provider with whom the Directorate enters into a contract. |
| **Contract Staff** | Personnel deployed by the TPSP at the Directorate against the categories and numbers specified in Annex-A. |
| **Service Charge** | The management/agency fee charged by the TPSP, over and above the actual cost of staff remuneration and statutory contributions. |
| **PPRA** | Public Procurement Regulatory Authority. |
| **Rules** | The Public Procurement Rules, 2004 (as amended). |
| **EOBI / SESSI** | Employees' Old-Age Benefits Institution / Social Security Institution. |

# SECTION 3: BACKGROUND & SCOPE OF SERVICES

## 3.1 Background

The Directorate operates the Central Monitoring Unit (CMU) and allied functions which require a range of technical, administrative and support personnel on a contractual basis. To ensure transparency, statutory compliance and administrative efficiency, the Directorate intends to engage a single Third-Party Service Provider (TPSP) for the recruitment, payroll administration and management of contract staff, rather than engaging individuals directly.

## 3.2 Objective

The objective is to select a pre-qualified competent firm capable of providing, deploying, replacing and administering qualified human resources of the categories and in the numbers specified in Annex-A, in full compliance with applicable labour and tax laws of Pakistan.

## 3.3 Scope of Services

The selected TPSP shall, inter alia, be responsible for the following:

- Sourcing, screening and providing qualified personnel against each category set out in Annex-A, in accordance with the qualification and experience criteria specified by the Directorate.
- Issuing appointment / engagement letters to deployed personnel and maintaining their complete service and personnel records.
- Timely disbursement of monthly remuneration to deployed staff (irrespective of the date of receipt of payment from the Directorate, subject to the agreed payment cycle).
- Deduction and deposit of all statutory contributions and taxes, including income tax, EOBI, social security and any other levy as applicable under the laws of Pakistan, and provision of documentary proof thereof.
- Providing prompt replacement of any deployed person on resignation, removal, absence or at the request of the Directorate, within the time specified in the contract.
- Maintaining attendance, leave and discipline of the deployed staff in coordination with the focal person nominated by the Directorate.
- Furnishing monthly invoices supported by salary sheets, attendance records and proof of statutory deposits.
- Indemnifying the Directorate against any claim, liability or dispute arising out of the employer-employee relationship between the TPSP and its deployed personnel.

# SECTION 4: ELIGIBILITY CRITERIA

## 4.1 Mandatory Eligibility (Pass / Fail)

A bidder must satisfy ALL of the following mandatory requirements. A bidder failing to meet any one of these requirements shall be declared non-responsive and shall NOT be evaluated further. Documentary evidence must be enclosed against each item.

| # | Mandatory Requirement | Evidence Required |
|---|---|---|
| 1 | Legal entity registered in Pakistan (Sole Proprietor / Partnership / Private or Public Limited Company). | Registration / Incorporation certificate; partnership deed / Form-A & C (SECP). |
| 2 | Active National Tax Number (NTN) and Sales Tax Registration (where applicable). | NTN certificate; STRN; FBR Active Taxpayer status. |
| 3 | Registration with EOBI and Social Security Institution. | EOBI & SESSI/PESSI registration certificates. |
| 4 | Minimum **five (05) years** of relevant experience in providing manpower / outsourcing / HR services. | Work orders / contracts / completion certificates. |
| 5 | Average annual turnover of at least Rs. 50 million during the last three (03) financial years. | Audited financial statements (last 3 years). |
| 6 | Firm must NOT be blacklisted by any Federal/Provincial Government, autonomous body or PPRA. | Affidavit on stamp paper (Annex-F). |
| 7 | Bid Security and cost of bidding document furnished as required. | Pay order / bank draft / bank guarantee. |
| 8 | Signed Integrity Pact (for contracts above Rs. 10 million). | Annex-G duly signed & stamped. |
| 9 | Firm must NOT be involved in any litigation, dispute, arbitration or legal proceedings with the Directorate (DEMP), Pakistan Television Corporation (PTV), the Ministry of Information & Broadcasting, or any of their attached departments / entities. | Affidavit on stamp paper (Annex-F). |

## 4.2 Technical Evaluation (Merit Scoring)

Bidders meeting the mandatory eligibility shall be technically evaluated out of **100 marks** on the criteria below. A bidder must score a minimum of 70 marks to be declared technically qualified; only the financial proposals of technically qualified bidders shall be opened.

| # | Evaluation Parameter | Basis | Max. Marks |
|---|---|---|---|
| 1 | Relevant Experience in providing manpower / outsourcing / HR services. | Calculation Criteria:<br>5 Years – 5 marks<br>5-10 Years – 10 marks<br>10+ and above Years – 25 marks | 25 |
| 2 | Financial Strength (avg. annual turnover) of last three years<br>• Firm MUST provide Audit report and tax returns | Calculation Criteria:<br>50 to 100 million 5 marks<br>101 to 300 million –10 marks<br>301 to 500 million – 15 marks<br>500+million – 20 marks | 20 |
| 3 | Similar Assignments providing manpower / outsourcing / HR services (Govt./public-sector clients)<br>• Firm MUST provide evidence in the form of Contract/Work Order/Completion Certificate | Calculation Criteria:<br>3 Marks Per Comparable Contract (IT, AI, Devops, Data Centre Solutions, Firewall management etc.) | 20 |
| 4 | Organizational Capacity (offices, HR/payroll systems, dedicated team) | Documentary / Methodology assessment | 15 |
| 5 | Methodology & Replacement Plan | Quality of approach for deployment & replacement | 10 |
| 6 | Statutory Compliance Record (Tax/EOBI/SS) | Completeness & currency of compliance | 10 |
| | | **TOTAL** | **100** |

## Acceptance Criteria

As per PPRA Rule 36(b) – Single Stage–Two Envelope procedure, the proposals shall be evaluated technically first. The Technical and Financial Proposals shall carry 80 and 20 marks respectively. Only the Financial Proposals of technically qualified bidders shall be opened.

Technical Proposal (T) = **80 Marks** (**64 are qualifying marks**)

Financial Proposal (F) = **20 Marks**

Total (T + F) = **100 Marks**

The technical proposals securing at least **64 marks out of 80** (i.e., **80%** of the Technical Marks) shall qualify for the next stage, i.e., opening of the Financial Proposal.

The bidder quoting the lowest evaluated Service Charge shall be awarded the maximum **20 marks** in the Financial Evaluation using the following formula:

**(A) Bid Ratio = Lowest Evaluated Service Charge / Evaluated Service Charge of the Bidder**

*(For the lowest bidder, the Bid Ratio shall be 1.)*

**(B) Financial Marks = Bid Ratio × 20**

The combined Technical and Financial scores shall determine the final ranking of the bidders. The contract shall be awarded to the bidder obtaining the highest combined score (Most Advantageous Bid) in accordance with PPRA Rules.

# SECTION 5: INSTRUCTIONS TO BIDDERS (ITB)

## 5.1 Preparation of Bids

5. Bids shall be prepared in the English language. All pages of the proposal shall be serially numbered, signed and stamped by the authorised representative of the bidder.

6. The proposal shall be submitted in **two separately sealed envelopes** – one clearly marked **“TECHNICAL PROPOSAL”** and the other **“FINANCIAL PROPOSAL”** – both placed inside a single outer sealed envelope bearing the RFP reference number, the name of the procurement, and the words **“DO NOT OPEN BEFORE [date & time]”**.

7. **Technical Proposal** shall contain all eligibility documents (Section4), bidder profile (Annex-B), compliance form (Annex-C), technical proposal (Annex-D), affidavit (Annex-F), integrity pact (Annex-G), bid security and costof document. **It must NOT contain any price information.**

8. **Financial Proposal** shall contain only the priced Financial Proposal on the format at Annex-E.

## 5.2 Bid Security

9. Each bidder shall furnish bid security of 1 million, in the form of a pay order / demand draft / bank guarantee from a scheduled bank, in favour of DEMP. Bids not accompanied by the prescribed bid security shall be rejected.

10. Bid security of unsuccessful bidders shall be released after the contract is signed with the successful bidder. The bid security of the successful bidder shall be released upon submission of the performance guarantee.

11. The bid security shall be forfeited if the bidder withdraws the bid during its validity, or fails to sign the contract or furnish the performance guarantee within the stipulated time.

## 5.3 Bid Validity

12. Bids shall remain valid for a period of ninety (90) days from the date of opening of the technical proposals.

## 5.4 Pre-Bid Meeting & Clarifications

13. A pre-bid meeting shall be held on 17. 08 2026, 1100 hrs at the office of the Directorate to address queries. Requests for clarification may be submitted in writing up to same date Clarifications and any consequent amendments shall be issued to all bidders and uploaded on the PPRA / Directorate website.

## 5.5 Submission, Opening & Rejection

14. Bids must be delivered to the address specified by the deadline. Late bids shall be returned unopened.

15. Technical proposals shall be opened publicly at the notified time. Financial proposals shall be kept sealed and unopened until completion of the technical evaluation.

16. The Directorate may reject all bids or proposals at any time prior to the acceptance of a bid, and shall, upon request, communicate the grounds for its decision, in terms of Rule 33 of the Rules. The Directorate shall not be liable for any costs incurred by bidders in the preparation of bids.

## 5.6 Redressal of Grievances

17. Any bidder feeling aggrieved may lodge a written complaint to the Grievance Redressal Committee of the Directorate within three (3) days of the announcement of the bid evaluation report, in accordance with Rule 48 of the Rules.

## 5.7 Documents to be Submitted with the Technical Proposal

The Technical Proposal shall include, at a minimum, the following documents, duly signed and stamped. Incomplete submissions are liable to rejection:

- Company profile.
- National Tax Number (NTN) certificate.
- GST / Sales Tax registration and FBR Active Taxpayer List (ATL) proof (where applicable).
- Relevant Experience in providing manpower / outsourcing / HR services.
- Financial Strength (avg. annual turnover) of last three years (Firm MUST provide Audit report and tax returns)
- Similar Assignments providing manpower / outsourcing / HR services (Govt./public-sector clients) (Firm MUST provide evidence in the form of Contract/Work Order/Completion Certificate)
- Organizational Capacity (offices, HR/payroll systems, dedicated team)
- Methodology & Replacement Plan
- Statutory Compliance Record (Tax/EOBI/SS)
- Affidavit regarding non-blacklisting and non-litigation (Annex-F).
- Bid security, cost of bidding document, and signed Integrity Pact (Annex-G).
- Any other relevant supporting documents.

# SECTION 6: EVALUATION & AWARD OF CONTRACT

18. Bids shall first be examined for mandatory eligibility (Para 4.1). Responsive bids shall then be technically scored (Para 4.2).
19. Financial proposals of only those bidders who achieve the minimum qualifying technical score shall be opened publicly. The Directorate shall announce the date, time and venue of the opening of financial proposals to the technically qualified bidders.
20. As the remuneration of deployed staff is fixed by the Directorate (Annex-A), financial competition shall be confined to the **Service Charge** quoted by the bidder. The contract shall be awarded to the bidder having maximum marks combining technical and financial marks.

**Important:** Bidders quoting a service charge that is **zero, negative, or abnormally low** to the extent that it raises doubts about the bidder's ability to meet statutory wage and contribution obligations may be asked to justify the rate; an unsatisfactory justification may render the bid non-responsive.

21. The successful bidder shall be issued a Letter of Award. The contract shall be signed within the period specified, failing which the bid security shall be forfeited and the next lowest evaluated bidder may be considered.

# SECTION 7: GENERAL TERMS & CONDITIONS OF CONTRACT

## 7.1 Contract Duration

22. The contract shall be for an initial period of one (01) year, extendable on the same terms and rates for a further period subject to satisfactory performance, availability of funds and mutual agreement, in compliance with the Rules.

## 7.2 Performance Guarantee

23. Within fifteen (15) days of issuance of the Letter of Award, the successful bidder shall furnish an unconditional performance guarantee equal to ten percent (10%) of the total annual contract value, from a scheduled bank, valid for the contract period plus ninety (90) days, which shall be forfeited in case of breach or unsatisfactory performance.

## 7.3 Payment Terms

24. The TPSP shall raise monthly invoices supported by salary sheets, attendance sheets and documentary proof of deposit of statutory contributions for the relevant period.
25. Payment shall be released within fifteen (15) working days of receipt of a complete and verified invoice, subject to applicable tax deductions at source. The Directorate shall not be responsible for any delay attributable to incomplete documentation.
26. The TPSP shall pay salaries to deployed staff by the agreed date of each month regardless of the timing of receipt of payment from the Directorate, and shall be solely responsible for such payment.

## 7.4 Replacement of Personnel

27. The TPSP shall provide a suitable replacement for any deployed person within seven (07)] days of a request by the Directorate or of the person ceasing to be available, at no additional cost.

## 7.5 Statutory & Legal Compliance

28. The TPSP shall comply with all applicable labour laws, minimum wage notifications, tax laws, EOBI and social security laws, and shall keep the Directorate fully indemnified against any liability arising therefrom.
29. The deployed personnel shall remain employees of the TPSP. Nothing in the contract shall be construed to create any employer-employee relationship between such personnel and the Directorate / Government of Pakistan.

## 7.6 Penalties & Termination

30. Liquidated damages may be imposed for delay or default in deployment, replacement or salary disbursement at the rate of 0.5% per week, up to 10% of the value of the affected service.
31. The Directorate may terminate the contract by thirty (30) days' written notice for unsatisfactory performance or breach, and forthwith in cases of fraud, corrupt practice or blacklisting, and may forfeit the performance guarantee.



 

## 7.7 Confidentiality

32. The TPSP and all deployed personnel shall maintain strict confidentiality of all information accessed in the course of the assignment and shall execute non-disclosure undertakings as required by the Directorate.

## 7.8 Dispute Resolution

33. Disputes shall first be resolved amicably. Failing settlement, disputes shall be referred to arbitration under the Arbitration Act, 1940, with the seat of arbitration at Islamabad. The courts at Islamabad shall have exclusive jurisdiction.

## 7.9 Integrity Pact

34. The successful bidder shall abide by the Integrity Pact (Annex-G) executed under Rule 30 of the Rules. Any violation shall render the contract void and attract forfeiture of guarantees and blacklisting.

## 7.10 Validity of Contract

35. The Contract of a firm shall remain valid for a period of one (01) year from the date of notification, unless otherwise revised by the Directorate, and may be extended atthe discretion of the competent authority.

## 7.11 No Guarantee of Award

36. Pre-qualification/bid shall not constitute, or be construed as a guarantee of, the award of anywork, assignment or contract to a pre-qualified firm.

# ANNEX-A: JOB DESCRIPTIONS, CATEGORIES, POSITIONS

## General Duties and Working Environment

The Central Monitoring Unit (CMU) is the Government of Pakistan's national media monitoring facility, providing round-the-clock (24/7/365) media monitoring and analytical services to the Federal Government. CMU continuously monitors national and international television channels, print, digital, and social media platforms to generate news clips, transcripts, media summaries, analytical reports, and other information products for Ministries, Divisions, and other Government stakeholders to support informed decision-making.

To ensure uninterrupted operations, CMU requires two broad categories of human resources: (i) Media Monitors and Media Analysts, responsible for media monitoring, content production, analysis, and reporting; and (ii) Information Technology Professionals, responsible for the operation, maintenance, and optimization of CMU's software, hardware, network infrastructure, and media streaming systems. As CMU operates on a continuous basis, employees are required to work in rotating morning, evening, and night shifts. The general job descriptions for each position are provided below. However, all personnel shall be expected to willingly undertake any additional duties or assignments entrusted by the management in accordance with organizational requirements. The working environment is dynamic, demanding, and mission-critical, requiring a high degree of professionalism, adaptability, flexibility, and the ability to perform effectively during evening, night, weekends, and public holiday shifts. Following are the detail job description of each post.

## JOB DESCRIPTIONS

| Post | Qualifications/Experience/Skills | Age | Job Description |
|---|---|---|---|
| Media Asset Manager (2) | • At Least BS in Computer Science/Software Engineering/ Information Technology from HEC recognized university.<br>• More than 5 years of system Integrator experience, and min 1 year of experience in any media monitoring related Company.<br>• A candidate must have certifications in CCNA, MCSA, MCSE, Fortinet NSE 1,2 firewall, Cloud Certification AWS, azure Oracle, VMware, Actus, emams and Veeam.<br>• Hands on experience on Content Management / Media Asset Management/ Digital Asset Management Platform.<br>• A candidate must have hands-on experience in Operating Systems including, Windows (10), Server 2012, Server 2019, and Linux SUSE SLED11<br>• A candidate must be familiar and must have hands-on experience on Hyper-V, VMWare vSphere, vCenter to administrate, maintain and upgrade,<br>• A candidate must be familiar and must have hands-on experience VMware features like HA, Vsan, Vmotion, DRS and load balancing<br>• A candidate must be familiar and must have hands-on experience on Veeam Backup and replication and other Veaam Products, maintain and upgrade or any other Backup Products like veritas, acronis and etc. | Max 45 years | • Efficient naming, storage, and maintenance of the usage rights of the related files.<br>• Management and monitoring of the access and use of digital assets, ensuring brand consistency, compliance, and copyrights.<br>• Promotion and optimization of the use of assets.<br>• An Asset Manager may serve as a change manager for technology implementation, serving as advocate for both the people using the tool and the tool itself<br>• The Digital Asset Manager also tracks how people interact with files or the technology; this could be internal or external users.<br>• The Digital Asset Manager tracks user adoption trends as well as consumer engagement external to the organization.<br>• They may track and validate metadata, work on taxonomy or tagging, or engage in training with end users, in addition to potentially managing video or other graphics files on a website<br>• Map out workflows and manage them on behalf of the organization<br>• An Asset Manager role includes tracking and monitoring the security of files, along with developing security policies to keep data safe<br>• Performing digital asset lifecycle maintenance activities, such as digital archiving and asset expiration |

| Post | Qualifications/Experience/Skills | Age | Job Description |
|---|---|---|---|
| | • A candidate must be familiar and must have hands-on experience on disaster recovery DR procedures & best practices.<br>• Previous work experience in Broadcasting / Media.<br>• Working knowledge of markup and programming languages, such as HTML, CSS, JAVA, Linux, Apache, My SQL, Adobe, macOS.<br>• A candidate must have a good understanding and Knowledge of Microsoft AD /Domain Control, DNS/DHCP/Print Server.<br>• A candidate must have fine knowledge of data security (antivirus, antispam, firewall) and compliance with data security standards (GDPR).<br>• A candidate must have an understanding of networking concepts/protocols such as TCP, UDP, FTP, HTTP, SNMP, NAT/PAT, etc.<br>• A candidate must be willing to provide technical assistance and support against queries and issues related to computer systems, software, and hardware.<br>• A candidate is expected to respond to queries either in person or over the phone or through remote sessions and is able to respond to email queries for customers/users seeking help.<br>• A candidate must be capable enough to resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other network devices.<br>• A candidate must be willing to learn new technologies independently to improve their own skills<br>• A candidate must know how to setup infrastructure on Cloud and shadow experience Cloud Network Admin. | | • Serving as an expert for the Content Management System (Adobe Experience Manager), and the Media / Digital Asset Management system<br>• Applying meaningful metadata tags to assets according to a consistent methodology. |
| System Support Manager (03) | • At Least BS in Computer Science/ Software Engineering/ Information Technology from HEC recognized university.<br>• 3+ years' relevant experience.<br>• Mandatory one or more International Certifications/ Training's in project Management or Data Center Management. | Max 40 years | • Responsible for organizing and maintaining the digital information management operations of companies. The equipment in a data center is most often comprised of computer hardware and software. Preparation of reports. |
| Research Analysts (04) | • Bachelor Degree (04 years) in Business Administration/ Management Science/IR/political Sciences EnglishLiterature/ Mass communication fromuniversities/institutes recognized by HEC.<br>• 3+ years relevant experience in Media journalism, Research organization and Report writing. | Max 40 years | • Responsible for content monitoring and tracking of Print, electronic and digital media. Preparation of reports.<br>• Communicate and cooperate with a writing team, including a content manager, editors and web publishers<br>• Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials<br>• Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos and blogs |

| Post | Qualifications/Experience/Skills | Age | Job Description |
|---|---|---|---|
| | | | • Monitor and analyze the performance of key performance indicators (KPIs) to offer suggestions for improvement. |
| Network Administrator (01) | • At Least BS in Computer Science/ Software Engineering/ Information Technology from HEC recognized university.<br>• 2-3 Years relevant experience.<br>• CCNA/CCNP/MCSE/MCITP/ Certifications mandatory. | Max 40 years | • Fully support, configure, maintain and upgrade corporate networks<br>• Keep an eye out for needed updates<br>• Ensure network security and connectivity<br>• Monitor network performance (availability, utilization, throughput, and latency)<br>• Define network policies and procedures<br>• Specify network requirements and design solutions<br>• Solid networking knowledge (OSI network layers, TCP/IP)<br>• Hands on experience in networking, routingand switching<br>• Knowledge of application transport and network infrastructure protocols<br>• Ability to design, implement and troubleshoot Wi-Fi and security infrastructure<br>• Provides second level technical support to users concerning network system operations<br>• Design and implement new solutions and improve resilience of the current environment<br>• Manage security solutions, including firewall, anti-virus, and intrusion detection systems<br>• Secure network systems by establishing and enforcing policies, and defining and monitoring access<br>• Excellent knowledge of best practices around management, control, and monitoring of server infrastructure<br>• Hands on with Load Balancers, Firewalls, VPN, LAN, WAN, troubleshooting, and problem resolution<br>• Diagnoses problems with network equipment and performs equipment repair or upgrades when appropriate<br>• Ability to create network diagrams and documentation for design and planningnetwork communication systems<br>• Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts<br>• Comprehensive understanding of network services and networks such as TCP/IP, OSPF, EIGRP and other network switching/routing methodologies<br>• Maintaining current knowledge and understanding of security and networking best practices to offer the best solutions and protection to company systems |
| Database Administrator (01) | • At Least BS in Computer Science/ Software Engineering/ Information Technology from HEC recognized university.<br>• 2-3 Years relevant experience. | Max 40 years | • Responsible for the performance, integrity and security of a database. The will also be involved in the planning and development of the database, as well as troubleshooting any issues on behalf of the users. Preparation of reports. |

| Post | Qualifications/Experience/Skills | Age | Job Description |
|---|---|---|---|
| | • Strong grip on Oracle, SQL, No-Sql, My sql Mandatory with one or more International Certifications | | |
| Graphic Designer (2) | • Bachelor's Degree in Graphic Designing/Marketing/Communications/ Business or Fine Arts along with a minimum 03 years proven experience in Graphic Designing for Social/ Digital/Electronic/Mass Media Industry.<br>• Expert proficiency in Adobe Creative Suite (In Design, Illustrator, Photoshop, Adobe Digital Publishing Suit and Dreamweaver).<br>• Quick thinker, able to develop concepts and carry out solutions in deadline driven environment.<br>• A strong command of typography, color, composition, hierarchy.<br>• Excellent communication and ability to present ideas confidently and comfortably.<br>• Copywriting skills.<br>• The ideal candidate is detailed-oriented, an excellent communicator, thrives under pressure and has a proven track record of developing and executing effective marketing and social media campaign. | Max 40 years | • Create social media content including graphics, infographics, GIFs, short videos for MOIB / Government of Pakistan social media assets.<br>• Do graphic designing to create posts for social media for campaigns for MOIB / Government of Pakistan.<br>• Create, improve and edit artwork, photos, charts and other graphic elements for social media and internal digital communication.<br>• Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards)<br>• Create animations for illustrative purposes such as animations, presentations<br>• Custom photo editing (restoration, noise reduction, tonal adjustment)<br>• Designs high-end, captivating, branded visuals and graphics<br>• Works closely with Digital Team lead daily in managing creative services workflow and projects<br>• Develops creative briefs and design concepts to meet the objectives of the various departments and the organization. |
| Content Creator/ Animator (01) | • Bachelor Degree (04 years) in Computer Science/IT, Media Studies/Journalism/Communication/ Business Administration or English Literature along with minimum 3 years proven experience of content development.<br>• Proven record of excellent writing demonstrated in a professional portfolio<br>• Impeccable grasp of the English & Urdu language, including idioms and expressions<br>• Ability to work independently with little or no daily supervision<br>• Strong interpersonal skills and willingness to communicate with clients, colleagues and management<br>• Ability to work on multiple projects with different objectives simultaneously<br>• Strict adherence to the style guides of each company and their policies for publication<br>• Good time management skills, including prioritizing, scheduling and adopting as necessary<br>• Proficiency with computers, especially writing programs, such as Google Docs and Microsoft Word, Excel, Outlook and PowerPoint. | Max 40 years | • Create social media content including graphics, info graphics, GIFs, short videos for MOIB / Government of Pakistan social media assets.<br>• Do graphic designing to create posts for social media for campaigns for MOIB / Government of Pakistan.<br>• Create, improve and edit artwork, photos, charts and other graphic elements for social media and internal digital communication.<br>• Layout and design information and communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards)<br>• Create animations for illustrative purposes such as animations, presentations<br>• Custom photo editing (restoration, noise reduction, tonal adjustment)<br>• Designs high-end, captivating, branded visuals and graphics<br>• Works closely with Digital Team lead daily in managing creative services workflow and projects<br>• Develops creative briefs and design concepts to meet the objectives of the various departments and the organization. |

| S.# | Position | Job Description | Qualification | Skills & Experience |
|---|---|---|---|---|
| 1 | Data Scientist<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 01) | • Utilize Python programming skills to analyze and interpret data for actionable insights.<br>• Develop and implement efficient and ethical methods for web scraping news websites.<br>• Apply advanced NLP techniques to extract meaningful information from text data.<br>• Work with Large Language Models to enhance natural language understanding and generation capabilities.<br>• Collaborate with database administrators to optimize Oracle database configurations for high availability and data protection with Data Guard.<br>• Create compelling data visualizations to communicate insights to stakeholders effectively. | A master's degree in a relevant field such as Computer Science, Data Science or a related discipline | • At least 8 years of hands-on experience as a Data Scientist in a reputed industry or institution.<br>• Programming proficiency in Python language.<br>• Proven experience of scraping news websites, using ethical and efficient methods.<br>• In-depth understanding of NLP concepts and techniques, including tokenization, part-of-speech tagging, named entity recognition, sentiment analysis, and topic modeling.<br>• Familiarity with Large Language Models (LLMs).<br>• Experience with database systems, particularly Oracle, including expertise in Data Guard and high availability configurations.<br>Additional Skills (Valuable but not required):<br>• Experience with other database systems such as MySQL or PostgreSQL.<br>• Strong knowledge of data visualization tools like Power BI, Tableau, Plotly, etc. |
| 2 | Data Visualization Specialist<br><br>(Max Age Limit 27 – 45)<br>(No. of Posts: 01) | • Design and develop interactive, web-based data visualizations using tools like Tableau, Power BI, D3.js, or similar technologies.<br>• Collaborate with data analysts and stakeholders to identify visualization requirements and create effective dashboards.<br>• Develop and maintain data visualization standards, guidelines, and best practices.<br>• Work with large datasets to create data visualizations, reports, and presentations.<br>• Conduct data analysis and provide insights.<br>• Stay up-to-date with emerging trends and technologies in data visualization. | Bachelor's degree in Computer Science, Information Technology, or related field. | • 3+ years of experience in data visualization.<br>• Proficiency in data visualization tools (Tableau, Power BI, D3.js, etc.).<br>• Strong understanding of data analysis, statistics, and data modeling.<br>• Experience with data warehousing and ETL processes.<br>• Familiarity with machine learning algorithms.<br>• Certification in data visualization or related field.<br>• Data visualization tools (Tableau, Power BI, D3.js)<br>• Data analysis and statistics<br>• Data modeling and warehousing<br>• Programming languages (Python, R, SQL)<br>• Communication, presentation, and visualization best practices. |
| 3 | System/DevOps Engineer<br><br>(Max Age Limit 27 – 45) | • Designing, implementing, and maintaining CI/CD pipelines to automate software delivery processes.<br>• Deploying and managing containerized applications using Docker and Kubernetes. | Bachelor's or Master's degree in System Engineering, Computer Science, Information | • A minimum of 5 years of experience in a reputable industry or organization.<br>• Proficiency in Linux/Unix system administration and shell scripting. |

| S.# | Position | Job Description | Qualification | Skills & Experience |
|---|---|---|---|---|
| | (No. of Posts: 01) | • Collaborating with development and operations teams to streamline deployment and release processes.<br>• Monitoring system performance and implementing improvements to enhance reliability and scalability.<br>• Ensuring security best practices are followed in all aspects of infrastructure and application deployment.<br>• Providing technical support and troubleshooting assistance to resolve issues in a timely manner. | Technology, or any related field. | • Experience with virtualization technologies including setup, configuration, and maintenance.<br>• Knowledge of storage management principles andhands-on experience with NAS, SAN, and OBS (Object-Based Storage) solutions.<br>• Familiarity with DevOps practices and CI/CD pipelines.<br>• Basic understanding and practical experience with containerization and orchestration tools, particularly Docker and Kubernetes.<br>• Familiarity with cloud platforms such as AWS, Azure, or GCP.<br>• Basic understanding of GPU computing and AI infrastructure, with experience in relevant technologies preferred.<br>• Knowledge of Software Development Life Cycle (SDLC) principles and processes.<br>• Additional Skills (Preferred but not required):<br>• Experience with monitoring tools for infrastructure and applications.<br>• Understanding of networking concepts and technologies.<br>• Knowledge of automation tools such as Ansible, Puppet, or Chef.<br>• Strong problem-solving skills and ability to troubleshoot complex issues.<br>• Excellent communication and teamwork skills. |
| 4 | Full Stack Developer<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 01) | • Development of web applications<br>• Utilize PHP platforms like Laravel or Code Igniter to design, develop, and maintain robust functionalities of web applications.<br>• Implement responsive and user-friendly interfaces using HTML, CSS, and JavaScript, while leveraging frameworks like Angular or React to enhance user experience and streamline development processes.<br>• Apply knowledge of various programming languages, including Python, to address diverse development needs and challenges. | Bachelor's or Master's degree in Computer Science, Software Engineering, Information Technology, or any related field. | • At least 5 years of hands-on experience as Full Stack Developer<br>• Professional experience in PHP platforms like Laravel, Code Igniter etc.<br>• Experience with front-end technologies such as HTML, CSS, and JavaScript<br>• Experience with a front-end UI framework, using React and Angular<br>• Knowledge of different programming languages like Python using Django framework will be preferred.<br>• Strong database knowledge in MySQL and PostgreSQL |

| S.# | Position | Job Description | Qualification | Skills & Experience |
|---|---|---|---|---|
| 5 | AI Engineer<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 02) | • Designing AI-driven solutions to address real-world challenges.<br>• Develop, implement, and optimize machine learning models, including supervised and unsupervised learning algorithms, to extract useful insights from structured and unstructured data.<br>• Implement advanced natural language processing techniques, such as sentiment analysis, named entity recognition, and topic modelling, to analyze text data from various sources.<br>• Leverage pre-trained large language models (LLMs), such as GPT-3 and BERT, to enhance our data analysis capabilities, including text generation, summarization etc.<br>• Optimize AI models for performance and scalability | Bachelor's or Master's degree in AI, Data Science, Software Engineering, Computer Science, Information Technology, or any related field. | • At least 5 years hands on experience in Artificial Intelligence<br>• Strong skills in designing, implementing, and optimizing different machine learning models.<br>• Expertise in advanced NLP techniques like sentiment analysis, named entity recognition, and topic modelling, with a focus on text data analysis.<br>• Experience leveraging pre-trained models like GPT-3 and BERT for tasks such as text generation, summarization, and comprehension. |
| 6 | Quality Assurance Engineer<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 01) | • Develop and implement test plans, strategies, and test cases for software projects.<br>• Execute manual and automated tests, report defects, and ensure thorough test coverage.<br>• Conduct regression, performance, security, and usability testing as needed.<br>• Collaborate with cross-functional teams to validate software deliverables and ensure alignment with requirements.<br>• Continuously improve QA processes, tools, and methodologies to enhance efficiency and effectiveness.<br>• Document QA artifacts and provide training and support to team members. | Bachelor’s or master’s degree in computer science, Software Engineering, Information Technology, or any related field. | • At least 5 years’ hands on experience as a Software Quality Assurance Engineer in a reputed Industry.<br>• Strong understanding of software testing principles and methodologies.<br>• Proficiency in manual and automated testing techniques and tools (e.g., Selenium, JUnit).<br>• Knowledge of regression testing, performance testing, security testing, and usability testing.<br>• Ability to create detailed test plans, test cases, and test documentation.<br>• Familiarity with Agile development methodologies and continuous integration/ continuous deployment (CI/CD) pipelines. |
| 7 | Media Research Analyst (Digital)<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 01) | • Responsible for content monitoring and tracking of digital media. Preparation of reports.<br>• Communicate and cooperate with a writing team, including a content manager, editors and web publishers<br>• Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials<br>• Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos and blogs<br>• Monitor and analyze the performance of key performance indicators (KPIs) to offer suggestions for improvement. | Bachelor Degree (04 years) in Mass Communications/ Media Sciences/IR/Political Sciences English Literature/ from universities/institutes recognized by HEC | • 3+ years’ relevant experience in Media journalism, Research organization and Report writing. |

| S.# | Position | Job Description | Qualification | Skills & Experience |
|---|---|---|---|---|
| 8 | Advertisement Tracking Specialist (Max Age Limit 27 – 45)<br><br>(No. of Posts: 02) | • Responsible for monitoring, recording, and analyzing government advertisements aired on FM stations.<br>• Maintain an organized database of these advertisements for comprehensive analysis.<br>• Prepare reports and presentations summarizing the findings for missing spots across channels. | Bachelor's degree in media studies, communications, marketing, or a related field. | • |
| 9 | IT Technician<br><br>(Max Age Limit 27 – 45)<br><br>(No. of Posts: 02) | • Assist IT supervisors in all IT-related tasks and electrical department activities.<br>• Responsibilities include troubleshooting hardware and software issues, providing technical support to employees, assisting with network administration, maintaining IT inventory, and supporting the implementation of IT projects. | 3 years' diploma in Electrical/Telecom /IT OR Related Field | • |

## ANNEX-B: BIDDER INFORMATION / PROFILE FORM

| # | Particulars | Details (to be filled by bidder) |
|---|---|---|
| 1 | Name of Firm | |
| 2 | Legal Status (Sole Proprietor / Partnership / Company) | |
| 3 | Registered Office Address | |
| 4 | Year of Establishment | |
| 5 | Registration / Incorporation No. & Date | |
| 6 | National Tax Number (NTN) | |
| 7 | Sales Tax Registration No. (STRN) | |
| 8 | EOBI Registration No. | |
| 9 | Social Security (SESSI/PESSI) Reg. No. | |
| 10 | Name & Designation of Authorised Person | |
| 11 | Contact No. / Email | |
| 12 | Bank Name, Branch & Account Title/No. | |

# ANNEX-C: BID COMPLIANCE FORM

The bidder shall confirm compliance with each mandatory requirement and reference the page number of the supporting document in the technical proposal.

| # | Requirement (Para 4.1) | Complied (Yes/No) | Document & Page Ref. |
|---|---|---|---|
| 1 | Legal registration in Pakistan | | |
| 2 | Active NTN / STRN (FBR ATL) | | |
| 3 | EOBI & Social Security registration | | |
| 4 | Minimum 5 years relevant experience | | |
| 5 | Required average annual turnover | | |
| 6 | Not blacklisted (affidavit) | | |
| 7 | Bid security | | |
| 8 | Signed Integrity Pact | | |

# ANNEX-D: TECHNICAL PROPOSAL FORMAT

The technical proposal shall be structured under the following headings, addressing each technical evaluation parameter of Para 4.2:

- Relevant Experience in providing manpower / outsourcing / HR services.
- Financial Strength (avg. annual turnover) of last three years (Firm MUST provide Audit report and tax returns)
- Similar Assignments providing manpower / outsourcing / HR services (Govt./public-sector clients) (Firm MUST provide evidence in the form of Contract/Work Order/Completion Certificate)
- Organizational Capacity (offices, HR/payroll systems, dedicated team)
- Methodology & Replacement Plan
- Statutory Compliance Record (Tax/EOBI/SS)

# ANNEX-E: FINANCIAL PROPOSAL FORMAT (SERVICE CHARGE)

The bidder shall quote its **Service Charges** (management/agency fee) only. The remuneration of staff is fixed by the Directorate as per Annex-A and shall be reimbursed at actuals; bidders shall NOT quote staff salaries. The service charges shall be all-inclusive of the bidder's overheads, profit and applicable taxes by the Government.

| # | Description | Quoted Percentage |
|---|---|---|
| 1 | Service charges as a percentage (%) of total monthly remuneration inclusive of all applicable taxes | |

Signature & Stamp of Authorised Representative: _________________

Name:_________________Date: ____________

## ANNEX-F: AFFIDAVIT (NON-BLACKLISTING & NON-LITIGATION)

***(To be furnished on stamp paper of Rs. 100/-, duly attested by Oath Commissioner / Notary Public)***

I, ________________________ S/o ________________, holder of CNIC No. ________________, being the authorised representative of M/s ______________________________ (the "Firm"), do hereby solemnly affirm and declare on oath that:

- The Firm is not blacklisted, debarred or suspended by any Federal or Provincial Government department, autonomous/semi-autonomous body, or by PPRA, in Pakistan;
- The Firm is not involved in any litigation, dispute, arbitration or legal proceedings with the Directorate (DEMP), Pakistan Television Corporation (PTV), the Ministry of Information & Broadcasting, or any of their attached departments / entities;
- All information and documents furnished in this proposal are true, correct and authentic to the best of my knowledge and belief;
- The Firm has not been involved in any corrupt, fraudulent, collusive or coercive practice in connection with this or any other procurement;
- No legal proceedings adversely affecting the Firm's capacity to perform the contract are pending against it; and
- The Firm undertakes to abide by all terms and conditions of the RFP and the resulting contract.

DEPONENT

Signature:

Name & CNIC: _____________

# ANNEX-G: INTEGRITY PACT

***(Declaration of fees, commission and brokerage etc. – for contracts exceeding Rs. 10 million, per Rule 30)***

M/s_____________________________(the Bidder/Contractor) hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of Pakistan or any of its administrative subdivisions through any corrupt business practice.

The Bidder/Contractor 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 to anyone, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of this contract.

Any breach of the aforesaid shall entitle the Directorate to recover from the Bidder/Contractor the amount of any such commission, gratification or bribe; to cancel the contract; to recover all sums paid; to forfeit guarantees; and to blacklist the Bidder/Contractor, without prejudice to any other rights and remedies available under the law.

Signature & Stamp: _____________

For and on behalf of M/s _____________

## ANNEX-H: DRAFT FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on this____ day of___________20_, at Islamabad, BETWEEN the **Directorate of Electronic Media & Publications**, Ministry of Information & Broadcasting, Government of Pakistan (the "Client"), of the One Part; AND M/s ____________________________, a firm registered under the laws of Pakistan, having its registered office at_____________________(the "Contractor" / "TPSP"), of the Other Part.

**WHEREAS** the Client invited proposals vide RFP Ref. F. No. 10-02/2022-E/PT (HR) dated ________, and the Contractor having been selected as the lowest evaluated responsive bidder, the parties agree as follows:

37. The following documents shall be deemed to form and be read and construed as part of this Agreement: (i) this Agreement; (ii) the Letter of Award; (iii) the RFP and its annexures; (iv) the Contractor's technical and financial proposals; and (v) any amendments / clarifications issued.
38. The Contractor shall provide the contractual staff and services described in the RFP (Section 3 and Annex-A) for the contract period defined in Para 7.1, in accordance with all terms and conditions of the RFP.
39. In consideration of the services, the Client shall reimburse the actual remuneration of the deployed staff and pay the service charge quoted by the Contractor (Annex-E), namely [rate], subject to applicable taxes.
40. The Contractor shall furnish and maintain the performance guarantee, comply with all statutory obligations, and keep the Client indemnified, as provided in Section 7.
41. This Agreement, including the Integrity Pact, shall be governed by the laws of Pakistan; the courts at Islamabad shall have exclusive jurisdiction.

| **For the Client** | For the Contractor |
|---|---|
| ________________________<br>**(Amjad Rashid)**<br>Project Incharge, CMU – DEMP | ________________________<br>Authorised Signatory<br>[M/s_____________] |
| Witness 1: ____________ | Witness 2: ____________ |



 