



Bidding Document

for

Tender - Hiring of Services for Document Scanning and Archiving

Bid No. HBFC/HOK/GSD/2023/07



Bid No. HBFC/HOK/GSD/2023/07

March 16, 2023

Invitation for Bids (IFB)

Tender - Hiring of Services for Document Scanning and Archiving

HBFC invites sealed bids from well reputed document scanning and archiving service providers to scan important documents at different locations i.e., Karachi, Lahore and Islamabad.

Bids will be evaluated separately in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding documents containing detailed BoQ / Scope of Work and mandatory criteria etc. can be downloaded Free of Cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding documents must reach at address given below on or before **April 03, 2022 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit **02% Bid Security** along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641752/39

General

1. Scope of Bid

House Building Finance Company Limited (HBFC) invites sealed bids from tax registered eligible bidders for document scanning and archiving at different HBFC locations/offices i.e., Karachi, Lahore and Islamabad. The bidding process is open to all bidders who meet the Mandatory Criteria at **Annexure – A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for document scanning and archiving as described in Financial Proposal and the bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.



Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

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 will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Mandatory Criteria and Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one envelope procedure. Bids will be evaluated as per the Mandatory Criteria at **Annexure - A**. Bidders must ensure to comply all the fields given in **Annexure - A**. If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing.

11. Bid Security

All bidders are required to submit 02% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

12. Award Criteria

The Work Order will be awarded on the most advantageous bidder(s) whose bid(s) have been found compliant to the Mandatory Criteria and emerged as financially lowest.



13. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

14. Payment

Payments will be made by HBFC against the invoice raised along with performance/satisfactory certificate by the HBFC. No advance payment / mobilization advance will be made prior to the completion of the assignment.

15. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

16. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - D**.

17. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender – Hiring of Services for Document Scanning and Archiving Ref No. HBFC/HOK/GSD/2023/07
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Ms. Asad Baber Khan Designation: Manager Procurement Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Syed Saqib Ali Zaidi Designation: Head – Credit Management Email: saqib.ali@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: 021-35641711 (Ext. 708)</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	All bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., “Single stage-one envelope procedure”. Bidders must ensure to comply with Mandatory Criteria provided in Annexure – A . If a bidder is unable to comply in any of the given field of Mandatory Criteria, their proposal will be rejected for further processing.
5.	The period of Bid validity will be 120 days after opening of the Bids.
6.	All bidders are required to submit 02% bid security with their bids in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company’s address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739</p>
8.	<p>The deadline for submission of bids will be April 03, 2023 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>

Mandatory Criteria

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S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Contractor must be a registered Tax Payer and must appear on the Active Taxpayer List.					Appendix - A
2.	Bidder must have relevant experience of document scanning and archiving for more than 03 years. Attach verifiable evidence such as contract, work order etc.					Appendix - B
3.	Bidder must have successfully completed at least 01 similar nature of assignment during last 03 years					Appendix - C
4.	Contractor must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization					Appendix - D

Note:

- i. Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage – one envelope procedure.
- ii. Bidder must ensure to comply all the fields given here above of Mandatory Criteria.
- iii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iv. Bidders must place their provided evidences as Appendix (clearly marked).
- v. Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- vi. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vii. The bid security of bids of unsuccessful bidders will be returned once the Purchase Order is awarded to the successful bidder.



Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Tender - Hiring of Services for Document Scanning and Archiving

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Mandatory Criteria at Annexure - B and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2023

[Seal & signature] [In the capacity of]
Duly authorized to sign Bid for and on behalf of _____



Client References

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Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	

Integrity Pact

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[Bidder Name] 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 (GoP) 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, [Bidder Name] 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 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 consultation 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.

[Bidder Name] 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, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to 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, [Bidder Name] 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 times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] 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.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement

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1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as "RECIPIENT") and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information developed and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course of this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit of any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of "Authorized Representative")

(Signature of HBFC Authorized Official)

Financial Proposal

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Scope of Work/ToRs:

- i. Successful vendor will be responsible to scan and prepare a PDF file format of HBFC customer property documents. Each account file contains approximately 80 pages of various sizes including property map etc.
- ii. The following procedure shall be adopted by vendor for document scanning:
 - (a) The first and foremost step is to create a folder with indexing (i.e. customer name, account/proposal number).
 - (b) All the property document of each customer will be scanned separately with its title name and saved in the respective folder.
 - (c) All the folders will be stored and encrypted in a password protected Compact Disk (CD)/Hard Drive for onward submission to HBFC's.
- iii. Successful vendor will be responsible to complete the assignment within the stipulated timeframe using their own hardware and software.
- iv. Document scanning will be performed at different locations of HBFC i.e., Islamabad, Karachi and Lahore during the office hours.
- v. Successful vendor will be responsible to deploy adequate, fully trained resources to professionally handle and perform scanning of property document and maintaining the original files in same condition.
- vi. All bidders must quote per page rate which should be inclusive of all applicable taxes, hardware and related software charges onsite, services charges etc.
- vii. Payment of pages exceeding the below cited tentative quantity will be made according to the already quoted rate per page.
- viii. HBFC will pay for any extra document scanned according to the quoted Rate per Page if the quantity exceeds or as the case may be.
- ix. Successful vendor must have licensed hardware and software to carry out the scanning assignment.
- x. Payment will be made after the completion of assignment (region wise) after having satisfactory certificate from end user.
- xi. *Below mentioned quantity of pages are tentative and may vary at the time of completion of assignment that include increase or decrease both.
- xii. HBFC may ask the successful vendor to perform the tasks in phases Region wise according to the management decision or as the case may be.

Financial Proposal

S. No.	Work Description	*Tentative Quantity of Pages to be Scanned	Rate per Page (PKR)	Amount per Page (PKR)
			(Inclusive of all applicable taxes and charges etc.)	
1	Document Scanning and Archiving: HBFC North Region	1,200,000		
2	Document Scanning and Archiving: HBFC South Region	1,800,000		
3	Document Scanning and Archiving: HBFC Central Region	1,000,000		
Tentative Total <i>(Inclusive of all applicable taxes and related charges etc.)</i>			Rs. _____	

Bid Security @02% of above cited Total: PKR _____

Note:

- i. Mobilization of required resources, Transportation / Cartage and required human resources along with IT Hardware/Software etc. and ancillary equipment / services will be the responsibility of the successful bidder in accordance with the time schedule prescribed by HBFC in the Work Order which will be awarded to the successful bidder and must be incorporated in the above cited financial proposal.
- ii. Work will be awarded to the firm / company who emerged as the most advantageous while conforming Mandatory Criteria and offering lowest cost.
- iii. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
- iv. Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
- v. The quoted rate per page once offered by the bidder will not be changed during the course of the assignment.
- vi. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity of document(s) to be scanned.
- vii. Successful supplier shall submit the invoices / bills after completion of assignment showing tax break-up, accordingly.
- viii. Invoice / Bills must have valid NTN, Sales Tax Number and online Bank Account / IBAN No. clearly written.



Contact Form

Tender - Hiring of Services for Document Scanning and Archiving

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info. _____

Company Stamp and Authorized Signature