



## **Bidding Document**

### **Tender for Website Design, Development and Maintenance Services**

**Bid No. HBFC/HOK/GSD/2023/08**



## **Invitation for Bids (IFB) Tender for Website Design, Development and Maintenance Services**

HBFC invites sealed competitive proposals to design and develop its new website to revitalize its existing website and engage more audiences. Greatly improve the overall website and boost the corporate image by aligning with our brand strategy with a clean, elegant, user-centric design. Seamless integration of the website current or future Apps, Social Media, and other resource areas and providing online help for online users through digital resources. This will be a Content Management System (CMS) and responsive in design.

The bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding Document containing the detailed scope of work and evaluation criteria etc. may downloaded (free of cost) from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk). This IFB is also available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals must reach the address given below on or before **April 26, 2023 at 11:00 am**. Technical Proposals will be opened on the same day at 11:30 am in the presence of bidders and representatives (who choose to attend) at the address given below. Bidders will be required to submit 5% Bid Security along with their bid in the shape of a 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 the 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 Terms & Conditions

### 1. Scope of Bid

HBFC invites sealed competitive proposals to design and develop its new website to revitalize its existing website and engage more audiences. Greatly improve the overall website and boost the corporate image by aligning with our brand strategy with a clean, elegant, user-centric design. Seamless integration of the website current or future Apps, Social Media, and other resource areas and providing online help for online users through digital resources. This will be a Content Management System (CMS) and responsive in design. Detailed BoQ and complete Scope of Work for all the requirement is at Annexure B.

### 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. All costs / prices quoted in the proposal must be in Pak Rupees. Conditional bids will be rejected.

### 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 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.

### 5. Bid Prices

The Contract will be for Hiring of Website Design, Development and Maintenance Services as described in Financial Proposal and the bidder will fill in rates and prices for all items of the required service 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



## 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 will then subject to the new deadline.

## 7. Late Bid

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

## 8. Bid Opening

HBFC will open all bids, in public, in the presence of bidders' representatives who choose to attend, at the time, on the date and at the 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 be 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. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on the compliance-based method as per Annexure – A of the Technical Proposal. Bidders must ensure to comply with all the fields given in Annexure – A. If a bidder is unable to comply in any of the given fields, the proposal will be disqualified for further processing. The Financial Proposal for a technically compliant firm will only be opened.

## 11. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals @5% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, 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.

## 12. Award Criteria

The contract will be awarded to the successful bidder whose bid has been found technically and financially compliant and emerged as the "most advantageous bid". HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA rules. HBFC reserves the right to award contract on itemized or overall lowest basis as the case may be.

### **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**

Payment milestones will be agreed at the time of contract agreement signing with the successful company/bidder.

### **15. Performance Guarantee**

Within fifteen (15) working days of the receipt of notification of the award of the contract by HBFC, the successful Bidder shall furnish the Performance Guarantee from any scheduled bank in Pakistan for an amount of @10% of the total contract amount.

### **16. Code of Conduct**

It is the HBFC's policy to require that suppliers 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.

### **17. Integrity Pact**

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

### **18. Overriding Effect of PPRA-2004**

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

### **19. Availability of Professional Staff/ Experts**

Having selected, the bidder based on, among other things, the evaluation of proposed professional/certified staff, the HBFC expects to get the contract executed by the professional staff named in the proposal. HBFC will require assurance that the professional staff will be actually available. HBFC will not consider substitutions during the contract unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity.

If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, the Bidder may be disqualified. Any proposed substitute will have equivalent or better qualifications and experience than the original candidate and his/her name be submitted by the Bidder within a reasonable time without affecting the

**Bid Data Sheet**

| S# | Details   |
|----|---|
| 1. | Tender for Website Design, Development and Maintenance Services<br>Ref No. HBFC/HOK/GSD/2023/08   |
| 2. | <p><b><u>Contact Information and Communication</u></b><br/>The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan<br/>Designation: Manager Procurement - GSD<br/>Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a><br/>Address: House Building Finance Company Limited, Head Office, 3<sup>rd</sup> Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi.<br/>Phone: +92 21 35641752</p> <p><b><u>For Technical Queries:</u></b></p> <p>Name: Asad Iqbal<br/>Designation: Manager - IT<br/>Email: <a href="mailto:asad.iqbal@hbfc.com.pk">asad.iqbal@hbfc.com.pk</a><br/>Address: House Building Finance Company Limited, Head Office, 3<sup>rd</sup> Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi.<br/>Phone: +92 21 35641741</p> |
| 3. | The bidder/Firm, who is blacklisted by any government organization will not be eligible to participate in the bidding/procurement process.  |
| 4. | The bids will be evaluated in terms of Rule 36 (b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on the compliance-based method as per <b>Annexure – A</b> of the <b>Technical Proposal</b> . Bidders must ensure to comply all the fields given in <b>Annexure – A</b> . If a bidder is unable to comply in any of the given fields, the proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.  |
| 5. | The period of Bid validity will be 120 (One Hundred and Twenty) days after opening of the Bids.   |
| 6. | All bidders are required to submit an amount of bid security with their financial proposals @5% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, 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;"><b>Head of General Services Department,</b><br/>House Building Finance Company Limited,<br/>3<sup>rd</sup> Floor, Finance and Trade Centre,<br/>Shahrah-e-Faisal, Karachi, Pakistan</p>   |
| 8. | <p>The deadline for submission of bids will be April 26, 2023 at 11:00 am. Technical Proposals will be opened on the same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited,<br/>3<sup>rd</sup>. Floor, Finance and Trade Centre,<br/>Shahrah-e-Faisal, Karachi –Pakistan.</p>  |



## **Technical Proposal**

**Tender for Website Design, Development and Maintenance Services**

**Ref No. HBFC/HOK/GSD/2023/08**

Annexure - A

**Compliance Based Eligibility Criteria**

| S# | Description  | Compliance (Please tick) |    | Evidence Provided (Please tick) |    | Please attach evidences as appendix |
|----|--|--------------------------|----|---------------------------------|----|-------------------------------------|
|    |  | Yes                      | No | Yes                             | No |                                     |
| 2  | Bidder should be ISO certified   |                          |    |                                 |    | Appendix - A                        |
| 3  | Bidder should be GDPR compliant  |                          |    |                                 |    | Appendix - B                        |
| 4  | Bidder must be a registered Tax Payer for at least the last 3 (three) years and must appear on the Active Taxpayer List.                             |                          |    |                                 |    | Appendix - C                        |
| 5  | The bidder must be registered under law. Provide verifiable evidence   |                          |    |                                 |    | Appendix - D                        |
| 6  | Bidder must have provisioned, supported, and managed at least 05 projects of similar nature during the last 3 years.                                 |                          |    |                                 |    | Appendix - E                        |
| 7  | Bidder must have certified skilled resources, especially for Website Design, Development.  |                          |    |                                 |    | Appendix - F                        |
| 8  | Bidder must have an office in Karachi having skilled persons suitable for the required assignments.  |                          |    |                                 |    | Appendix - G                        |
| 9  | Bidder must provide at least 3 existing customer references where similar services are provided in the past 3 years.                                 |                          |    |                                 |    | Appendix - H                        |
| 10 | Bidder must have an annual sales turnover of at least PKR 10 million for the last 03 (three) years.  |                          |    |                                 |    | Appendix - I                        |
| 11 | Component-wise work plan & Timelines   |                          |    |                                 |    | Appendix - J                        |
| 12 | The bidder must comply with all the requirements mentioned in Scope of Work.   |                          |    |                                 |    | Appendix - K                        |
| 13 | Complete project lifecycle methodology, including details of all technical deliverables along with their templates to be submitted with the proposal |                          |    |                                 |    | Appendix - L                        |
| 14 | The bidder must provide a presentation on the layout of the website.   |                          |    |                                 |    | Appendix - M                        |

**Note:**

- Bids will be evaluated in terms of Rule 36 (b) of PPRA Rules. i.e., Single stage - two envelope procedure.
- Bidder must ensure to comply all the fields given here above.
- Bidders must place their provided evidence Appendix (clearly marked).
- Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.



**Scope of Work and Guidelines**

| S. No. | Service                                 | Specifications   | Availability |    |
|--------|---|--|--------------|----|
|        |   |  | Yes          | No |
| 1.     | <b>WEBSITE DESIGN &amp; DEVELOPMENT</b> | The Website should work well on mobile devices and tablets using best practices of responsive design with a Bilingual (English & Urdu) website. The website should be able to auto-adjust as per screen size and on all devices) and all browsers, it should work/load perfectly on all platforms (i.e. iOS, android, windows)   |              |    |
|        |   | The service provider will need to provide pros & cons for the proposed CMS.  |              |    |
|        |   | The Website should comply with accessibility standards and best practices to ensure that people with disabilities can also use our website.  |              |    |
|        |   | HBFC to have the following on the website:<br>Advanced SEO work. Tight integration with social media. Multimedia presentations for various concept clarifications. Animations and illustrations for introducing ease of understanding. Website analytics. Advanced Google Site Maps.   |              |    |
|        |   | <b>Design:</b><br>Website information architecture, graphic look and feel, user navigation, the home page, and main navigation templates for each of the main navigation links.  |              |    |
|        |   | <b>Content:</b><br>The website content should reflect industry research. The firm should come up with new ideas and content types. The developing firm will be responsible to ensure the complete transfer of the existing content, its availability, and accessibility through vigorous testing.  |              |    |
|        |   | <b>Development Guidelines:</b> <ul style="list-style-type: none"> <li>• <b>General and Search:</b> <ol style="list-style-type: none"> <li>1. Contact Form.</li> <li>2. Other forms for various feedback and input from users.</li> <li>3. All images used should have ALT text available.</li> <li>4. All pages should have their relevant META DATA tags.</li> <li>5. No third-party free plugins should be used.</li> <li>6. No flash-based content is allowed.</li> <li>7. Dynamically updateable items such as Banners &amp; Thumbnails.</li> <li>8. Options for future module integration (Maps etc.)</li> <li>9. The solution should provide users with the ability to search for and locate text that is based on keywords and key phrases.</li> <li>10. Website content update and deletion through the interface and not directly through DB (Database).</li> </ol> </li> </ul> |              |    |

|    |                            |   |  |  |
|----|----------------------------|---|--|--|
|    |                            | <ul style="list-style-type: none"> <li>• <b>User Interface (UI)</b> <ol style="list-style-type: none"> <li>1. Intuitive navigation.</li> <li>2. Information should be grouped and presented in a logical manner and require no more than three levels of “drill down” for the user to find the desired information.</li> <li>3. The website must be designed with a balance of text and graphics such that each page loads in 4 seconds or less on the average computer.</li> <li>4. Website with excellent navigation and hierarchical structure of information, making an improved experience for website users.</li> <li>5. Based on branding guidelines, layouts will be designed.               <ul style="list-style-type: none"> <li>• Design concepts for the main website</li> <li>• Iterations for selected concept</li> <li>• Inside pages template design with 2 iterations for finalization</li> </ul> </li> </ol> </li> <li>• <b>Content.</b> <ol style="list-style-type: none"> <li>1. Easily Updated.</li> </ol> </li> <li>• <b>Backend Requirements.</b> <ol style="list-style-type: none"> <li>1. Social media tools integration (share buttons, follow buttons, etc.). Integration of google analytics &amp; newsletter, etc.</li> <li>2. Ideal response time of Website and Fast Loading of Pages.</li> <li>3. Website can be read by a variety of media devices - computers, handheld devices, projectors, and screen readers for visually impaired users.</li> <li>4. Website features adjustable onscreen font size, emailing articles, and printing functionalities like what is available in online newspapers.</li> <li>5. Use of CSS (Cascaded Style Sheet) is a must for all elements of the pages, including menus, headings, tables, body text, form elements, buttons, etc.</li> </ol> </li> <li>• <b>Integration:</b> <ol style="list-style-type: none"> <li>1. Integrations with CRM, Job Portal, and Complaint Portal (Currently we only have CRM integrated with our website. We do not have a complaint portal nor a job portal)</li> </ol> </li> </ul> |  |  |
| 2. | <b>Additional Features</b> | OS (Linux & Unix based)   |  |  |
|    |                            | Admin panel   |  |  |
|    |                            | Database support of MySQL, SQL Server, Oracle   |  |  |
|    |                            | Space 100 GB  |  |  |
|    |                            | Secure FTP  |  |  |

|    |  |   |  |  |
|----|--|---|--|--|
| 3. | <b>WEB MAINTENANCE</b>                                 | <p>The Service Provider will provide uninterrupted maintenance services as well as technical support.<br/> The Service Provider will provide the agreed modifications on the HBFC website.<br/> The Service Provider will provide front-end and back-end development services to HBFC for ad-hoc development requests.<br/> The Service Provider will update new &amp; mold existing artwork and content as per need.<br/> The Service Provider will provide monthly website backups.<br/> A monthly performance report will be shared which will contain all the tasks/ jobs rendered.<br/> A detailed monthly google analytics report along with a heatmap will be shared.<br/> Optimization of the website using Google tools and other verified tools<br/> Optimization of Servers to improvise the performance</p> |  |  |
| 4. | <b>SECURITY &amp; GENERAL REQUIREMENTS FOR WEBSITE</b> | <p>Security assessment report (once a year)<br/> Agree to provide a backup of the configured servers<br/> Injection prevention &amp; Cross-site scripting prevention<br/> Brute force prevention on password and uploading contents<br/> Malware detection and removal<br/> Google blacklist monitoring and removal<br/> Server-level vulnerability patching<br/> 24/7/365 Technical Support<br/> Backup and redundancy<br/> Real-time monitoring<br/> Logs and statistic<br/> CIS complaint machine hardening</p>  |  |  |

**Note:**

- i. The Bidders will be first checked for conformity with the eligibility requirements and then scope work as per the tables above.
- ii. All those who are found to conform to the requirements will be evaluated for the lowest price.
- iii. During the evaluation no material amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.



**Bid Form**

(To be printed on bidder's letterhead)

**To:**

**The Head General Services Department,  
House Building Finance Company Limited,  
3<sup>rd</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan.**

**Tender for Website Design, Development and Maintenance Services**

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 Technical Proposal 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 \_\_\_\_\_



**Integrity Pact**

**Tender for Website Design, Development and Maintenance Services**

[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  
Tender for Website Design, Development and Maintenance Services**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company.
2. This agreement serves to protect confidential information develop 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 if 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 if 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 officials)

## **Financial Proposal**

**Tender for Website Design, Development and Maintenance Services**

**Ref No. HBFC/HOK/GSD/2023/08**



## House Building Finance Company

### Financial Proposal

#### Price Schedule in Pak Rupees

| S. No              | Description                               | Total Charges<br>(Rs.)<br>A | Applicable<br>Tax(s) (Rs.)<br>B | Total Charges<br>Inclusive of Tax(s)<br>(Rs.)<br>C=A+B |
|--------------------|---|-----------------------------|---------------------------------|--|
| 1                  | Site Development, Testing, and Deployment |                             |                                 |  |
| 2                  | 1.1 Documentation<br>1.2 Go-live          |                             |                                 |  |
| 3                  | 1st year SLA & support.                   |                             |                                 |  |
| 4                  | 2 <sup>nd</sup> year SLA & support.       |                             |                                 |  |
| 5                  | 3 <sup>rd</sup> year SLA & support.       |                             |                                 |  |
| <b>Sub-Total</b>   |   |                             |                                 |  |
| <b>Grand Total</b> |   |                             |                                 |  |

**Grand Total in Words:** \_\_\_\_\_

**Bid Security @5%of Grand Total (Inclusive of 3-year services and support):** Rs. \_\_\_\_\_

|   |  |
|---|--|
| 1 | Bidder's financials should represent the costing in the following structure:<br>a) All design, production, maintenance, and software acquisitions necessary for the development and maintenance of the website<br>b) Website migration & Testing;<br>c) Security assessment report, other technical documentation & Training;<br>d) Post-Launch Support including Advance SEO.<br>e) Support for ensuring smooth operations. |
| 2 | Delivery of the services /goods shall be made by the successful bidder in accordance with the time schedule prescribed by HBFC in the Contract.  |
| 3 | HBFC reserves the right to increase or decrease the scope of the project   |
| 4 | Rates should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the invoice as per rules.  |
| 5 | The quoted rates once offered by the bidder will not be changed during the contract period.  |
| 6 | Bid Security 5% of the Grand Total Amount (inclusive of taxes and three years support cost) above must be provided.  |
| 7 | Contract / SLA may be extended as per mutual agreement   |







## Contact Form

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