



Tender Fee: Free of Cost

Bidding Document

Tender for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/607



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Bid No. HBFC/HOK/GSD/2022/607

March 19, 2022

Invitation for Bids (IFB)

Tender for End-to-End Fiber Optic Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

HBFC invites sealed bids from well-known internet service provider companies (ISP) having own long-haul connectivity to provide internet service to HBFC Head Office, Regional Offices and Branches nationwide.

Bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding documents containing detailed 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 document must reach at address given below on or before **April 07 2022** at **11:00 am**. Bids 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 **2%** 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: 021-35641739/52

General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered, well known internet service provider companies (ISP) having own long-haul connectivity to provide internet service to HBFC Head Office, Regional Offices and Branches nationwide. The bidding process is open to all bidders who meet the mandatory criteria at **Annexure - A**. Scope of work is attached at **Annexure - B**.

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 providing from internet service to HBFC Head Office, Regional Offices and Branches nationwide. 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 for Selection of Bids

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.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format at Annexure D who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals **@2%** of Total Amount per Annum 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.

Award Criteria

13. Award Criteria

The contract/purchase order will be awarded to the most advantageous bidder whose bid has been found conforming to the Mandatory Criteria and financially lowest as per PPRA rules.

14. 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. Furthermore, HBFC reserves the right to increase or decrease sites as per need.

15. Payment

Payments will be made by HBFC against the invoice/s raised by the successful firm by following the below cited procedure against each milestone/deliverable on production of following documents:

i.	Monthly billing will be centralized from Head Office. Vendor will provide complete details of uplink, downlink against each connection for monthly usage.
ii.	Monthly Recurring charges – MRC will start after 15 days of successful commissioning and onward monthly billing date will be same.
iii.	HBFC reserves right to deduct the payment of non-serviceable duration (deduction will be made against each outage as per agreed SLA)

16. 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.

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 at **Annexure – E**.

18. 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 for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide Ref No. HBFC/HOK/GSD/2022/2022
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: Asad Baber Khan Designation: Manager Procurement - GSD 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: Muhammad Asif Khan Designation: Assistant Vice President - IT Email: asif.khan@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641741</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 amount of bid security enclosed in financial proposal @ 02% of the bid price (Total Amount). 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 07, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p>House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi -Pakistan.</p>
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Mandatory Criteria

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No	
1	The bidder must be a registered Tax Payer for at least last three (03) years and must appear on the Active Taxpayer List.					Appendix - A
2	The bidder must be a valid License holder, issued by Pakistan Telecommunication Authority (PTA) to provide Internet services in Pakistan. Please attach copy of license.					Appendix - B
3	The Bidder must have its own long-haul connectivity over fiber optic nationwide and Intra-city.					Appendix - C
4	The bidder must have implemented at least three (03) projects of same nature i.e., providing internet connectivity across Pakistan, during last 3 Years (2019-2021). Please, provide copies of contract/work awards.					Appendix - D
5	The bidder must attach list of offices/branches in major cities at i.e., Karachi, Islamabad & Lahore.					Appendix - E
6	The bidder must provide at least two (02) existing customer references where similar services are provided in past 3 years.					Appendix - F
7	The bidder must comply with all the requirements of Scope of Work/ Special Conditions as given at Annexure-A.					Appendix - G
8	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization					Appendix - H

Note:

- i. Bidder must ensure to comply all the fields given here above.
- ii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iii. Bidders must place their provided evidences as Appendix (clearly marked).
- iv. Contract will be awarded to the most advantageous bidder whose bid has been found conforming to mandatory criteria, scope of work and emerged as financially as the most advantageous bid.
- v. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vi. The bid security of bids of unsuccessful bidders will be returned after the award of work to the most advantageous bidder.
- vii. Relevant Documents/Evidences are required.

Scope of Work / Specific Conditions			
S. No.	Description	Yes	No
1	The Service Provider will provide optic fiber internet connectivity to HBFC Head Office, Regional Offices and Branches, Nationwide (as per list cited in Financial).		
2	CIR Bandwidth with One (01) Static IP is required for our Router/firewall at Head Office, Region/Branches offices (List Attached).		
3	Ensure to maintain 99% uptime internet link over optic fiber as per list attached.		
4	Vendor is responsible to provide end-to-end internet link via optical fiber to our network switch port. In case of non-availability of optic fiber at specific locations, bidder may propose the alternate solution.		
5	Vendor shall provide but not limited to media converter, routers, switches, modem, devices etc. required to make the connectivity operational and fully functional.		
6	The bidder will provide the web portal for Monitoring the links e.g. (MRTG/PRTG etc.).		
7	The bidder will be required to provide & test required electrical ground at each existing power point before connecting networking devices/equipment.		
8	The bidder is responsible to complete the Civil works/poles etc., if any, required for installation of fiber and passive-cabling systems.		
9	The bidder will not cause any damage to buildings/other premises or property and will perform restoration if any damage occurred during deployment.		
10	The bidder will provide the Escalation matrix, in case of any fault either in Router / Communication media; they will proactively register complaint and take necessary action for resolution of fault as per the SLA.		
11	The bidder will also take all types of permissions from building owners/relevant authorities for civil works, road digging, road cross cabling etc.		
12	The contract term shall be for five (05) years which may be extended upon mutual agreement.		
13	List of Offices and Branches along with Address and POC is attached under	-	-

CONTACT DETAILS REGIONS/AREAS/BRANCHES

S.No	Region/Area/Branch	Name	Designation	Phone Number	Mobile Number	Email Address	Address
1	Head Office - Karachi	M. Asif Khan	AVP - IT	021-35641741	0321-9200211	asif.khan@hbfc.com.pk	FTC Building, 3rd Floor, C-Block, Shahrah-e-Faisal, Karachi
2	Regional Office - South	Syed Asad Ali Jafri	Regional Head	021-34856013	0335-3036799	asad.jafri@hbfc.com.pk	Front Right Wing of Civic Centre, Hasan Square, main University Road Karachi.
3	University Road Branch - Karachi	Nadeem Ahmed Kamal	Branch Manager	021-34610910 021-34610911 021-34610912 021-34610913 021-34610154 021-34610155	0300-2271088	nadeem.kamal@hbfc.com.pk	Plot No. SB-28, Block-1, Mahnoor Apartment, Gulistan-e-Jauhar, Opposite NED University, KDA Scheme No. 36, Karachi
4	Hyderabad	Imran Memon	Branch Manager	022-2783825 022-2783826 022-2783827	0335-3036855	imran.memon@hbfc.com.pk	1st Floor, Civic Centre, Thandi Sarak Road, Hyderabad
5	Mirpurkhas	Jawad Ahmed Soomro	Branch Manager	0233-821169 0233-821170	0334-2058115	jawad.soomro@hbfc.com.pk	Plot No.37 N-41 1st floor, Pakistan Railway Employees Cooperative Housing Society Limited, Hyderabad Road, Near Marvi Lawn, Mirpurkhas.
6	Tando Adam	Adnan Ahmed	Branch Manager	0235-515013 0235-574448	0301-8559199	adnan.ahmed@hbfc.com.pk	City Survey No. 877, Ward-D, Near Zaheer Town, Tando Allahyar Road, Tando Adam, District Sanghar
7	Nawabshah	Muhammad Masood Barakzai	Branch Manager	0244-330881 0244-330882	0333-2712434	masood.barakzai@hbfc.com.pk	Plot No. A-84, City Survey No. 2267, Ward-'A', Government Employees Co-Operative Housing Society Limited (GECHS), Nawabshah
8	Thatta	Rahoul Rai	Branch Manager	0298-550587	0310-3007180	rahuul.rai@hbfc.com.pk	H. No. 327/2, Ward-4-, Shah Kamal Muhallah Thatta.
9	Gwadar	Jamil Yar	Branch Manager	086-4211932	0333-2028832	jameel.yar@hbfc.com.pk	Main Marine Drive, Near Sadaf Hotel, Gwadar
10	Area Office (S-2)	Saadullah Shaikh	Area Head	071-5630415	0333-2672262	saad.shaikh@hbfc.com.pk	H. No. C-16, Ground Floor, Muslim Co-Operative Housing Society, Military

	Sukkur	Syed Tariq Kaleem	Branch Manager	071-5630412	0331-3608855 0305-9893743	tariq.kaleem@hbfc.com.pk	Road, Sukkur
11	Khairpur	Naeem Murtaza Bhutto	Branch Manager	0243-715494	0332-9988700	naeem.bhutto@hbfc.com.pk	1st floor Suhag House, Katcheri Road, Khairpur.
12	Larkana	Naveed Hussain Buledi	Branch Manager	074-4040446 074-4040447 074-4040448	0333-7574099	naveed.buledi@hbfc.com.pk	City Survey No. 583 & 584, Ward A, Shiva Mandli Chowk, Bank Square, Larkana
13	Shikarpur	Tanveer Saeed Jagirani	Branch Manager	0726-541245 0726-541246	0333-7554892	tanveer.jagirani@hbfc.com.pk	City Survey No. 123/1, 123/2, 123/3, Ward No. 22, General Post Office (G.P.O) Road, Lakhi Gate, Shikarpur
14	Dadu	Naveed Zaman Chandio	Branch Manager	0254-550899	0333-2788516	naveed.chandio@hbfc.com.pk	Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu
15	Quetta	Muhammad Iqbal Mengal	Branch Manager	081-2827026 081-2827004	0335-3036838 0333-7820699	iqbal.mengal@hbfc.com.pk	Office No.03, Ground Floor, Bolan Arcade, Street No. 2, Model Town, Quetta.
16	Regional Head (Central)	Shabbir Ahmed	Regional Head	042-37247181	0321-4156519 0335-4156519	shabbir.ahmad@hbfc.com.pk	HBFC House, 1-Lake Road, Chauburji, Lahore
17	Defence Phase-3 Branch - Lahore	Ayaz Ejaz	Branch Manager	042-37186334 042-37186335 042-37186336	0335-3036444	ayaz.ejaz@hbfc.com.pk	Plot No. 23/A, Block - XX, Phase 3/C DHA, Lahore
18	Johar Town Branch - Lahore	Fakhar Abbas Awan	Branch Manager	042-35311480 042-35311481 042-35137604	0335-3036779	fakhar.abbass@hbfc.com.pk	Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore
19	Kasur	Sarwar Nadeem	Branch Manager	049-2760314	0300-9695064	sarwar.nadeem@hbfc.com.pk	Cinema More, Near Pakistan Model School, Raiwind Road, Kasur
20	Sheikhupura	Manzoor Hussain Anjum	Branch Manager	056-3783412 056-3811767	0335-3036781	manzoor.hussain@hbfc.com.pk	19-C, Civil lines, near Passport Office, Sheikhupura
21	Gujranwala	Muhammad Ayub Nabeel	Branch Manager	055-4550211 055-4552013	0333-5648564	ayub.nabeel@hbfc.com.pk	Citizen Fan Industries, Opposite MCB Bank Limited Tower, Near Nigar Chowk, Main G. T. Road, Gujranwala
22	Sialkot	Shahzad Khan	Branch Manager	052-3257638	0313-9997711	shahzad.khan@hbfc.com.pk	Ground Floor, Mate Tower, Hararr, Adjacent to National Bank of Pakistan (NBP), Wazirabad Road, Sialkot
23	Gujrat	Muhammad Nasrullah	Branch Manager	053-3524537	0346-8523932	m.nasrullah@hbfc.com.pk	Main Sargodha Road, Opposite Inyat Hospital, Gujrat
24	Faisalabad	Muhammad Azam	Branch Manager	041-8556227	0335-3036795	muhammad.azam@hbfc.com.pk	48-Chanab Market, Madina Town,

							Faisalabad
25	Jhang	Ghulam Muhammad	Branch Manager	047-7650144 047-7621048	0335-3036796 0332-6267523	ghulam.muhammad@hbfc.com.pk	Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang
26	Sargodha	Muhammad Aleem	Branch Manager	048-3212759 048-3222759	0335-3036797	muhammad.aleem@hbfc.com.pk	Islamiya Park, Near 47 Pull, Lahore Road, Sargodha
27	Sahiwal	Rao Ikram-ud-Din Shehzad	Branch Manager	040-4220771 040-4220772	0335-3036858	ikram.uddin@hbfc.com.pk	G. T. Road, Near Pakpattan Chowk, Sahiwal
28	Area Office (C-2)	Mian Abdul Khaliq	Area Head	061-6780171	0335-3036808	abdul.khaliq@hbfc.com.pk	Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan
29	Multan	Muhammad Afzal Nizami	Branch Manager	061-6779900 061-6779908	0335-3036809	afzal.nizami@hbfc.com.pk	Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan
30	Rahim Yar Khan	Shakeel Ahmed	Branch Manager	068-5877085 068-5877086	0301-8595104	ahmed.shakeel@hbfc.com.pk	Opposite DPO Office, Church Road, R. Y. Khan
31	Bahawalpur	Hammad Hassan	Branch Manager	062-2283202	0331-6348000	hammad.hassan@hbfc.com.pk	St. # 5, Qasim Town, Near RPO Office, Bahawalpur
32	Muzaffargarh	Syed Jawad Azeem Bukhari	Branch Manager	066-2426539	0322-6162131	syed.jawad@hbfc.com.pk	Near Central Jail Road, Muzaffargarh
33	D.G. Khan	Muhammad Nauman Akhtar	Branch Manager	064-2430304	0333-6025652	nauman.akhtar@hbfc.com.pk	Khata 53, 54, Mouza Choratha, Sind Janobi, D.G. Khan
34	Vehari	Muhammad Tayyab Wasim	Branch Manager	067-3362517 067-3201021	0333-6239112	tayyab.wasim@hbfc.com.pk	41/WB, Opposite Tariq Bin Ziad Colony, 1-KM Main Ludden Road, Vehari
35	Bahawlanagar	Muhammad Aslam Kharal	Branch Manager	063-2277988 063-2277079	0300-4218800	aslam.kharal@hbfc.com.pk	Near Chistian Road, Behind Noor Mahal Cinema, Nizampura West, Bahawalngar
36	Regional Head (North)	Shams-ur-Rehman	Regional Head	051-2808140	0333-9875808	shams.rehman@hbfc.com.pk	Plot No.81, Street No.54, Sector G-9/4, I&T Center Islamabad
37	Rawalpindi	Mumtaz Rasheed Mirza	Branch Manager	051-4252693 051-4252694	0333-0307105	mumtaz.mirza@hbfc.com.pk	Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Opposite Punjab House, Rawalpindi
38	Jhelum	Zafar Ali Awan	Branch Manager	0544-620346	0336-5166000	zafar.awan@hbfc.com.pk	First Floor, Choudhary Khalid Plaza, Old G.T.Road, Main Jada, Jhelum
39	Mirpur (AK)	Shahbaz Shafiq Awan	Branch Manager	05827-921621	0346-4110905	shahbaz.awan@hbfc.com.pk	Allama Iqbal Road, Mirpur(AK)
40	Wah	Tauseef Anwar	Branch Manager	051-4542414	0335-3036836	tauseef.anwar@hbfc.com.pk	Al-Mubeen Plaza, Gulberg Town, Nawababad, G.T. Road, Branch Office Wah Cantt
41	Attock	Ashfaq Alam	Branch Manager	057-2365335 057-2365336 057-2365337	0335-3036835	ashfaq.alam@hbfc.com.pk	Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock



House Building Finance Company

42	Abbottabad	Ayaz Mehmood	Branch Manager	0992-341778 0992 - 330073	0321-9842206	ayaz.mehmood@hbfc.com.pk	Adjacent to Food Godowns, Near Caltex Petrol Pump, Havelian Road Abbottabad
43	Mansehra	Asad Nawaz	Branch Manager	0997-302277	0331-9816006	asad.nawaz@hbfc.com.pk	Faisal Plaza, Channai, Mansehra
44	Area Office (N-2)	Nasrullah Jan	Area Head	091-5287590	0336-9173765	jan.nasrullah@hbfc.com.pk	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
45	Peshawar	Imran-ud-Din	Branch Manager	091-5276926	0345-9451658	imran.uddin@hbfc.com.pk	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
46	Mardan	Ghulam Ali	Branch Manager	0937-875671	0334-9166399	ghulam.ali@hbfc.com.pk	Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan
47	Kohat	Hasanat Anwar	Branch Manager	0922-860644	0345-9407071	hasnat.anwar@hbfc.com.pk	1st Floor, Najan Complex, Hangu Road, Kohat
48	Swat	Zaheer Ahmed Qureshi	Branch Manager	0946-724162	0313-9717276	zaheer.queshi@hbfc.com.pk	Shahzad Plaza, 1st Floor, Makanbagh, Chowk Saidu Sharif Road, Mingora, Swat.
49	Bannu	Nadeem Iqbal	Branch Manager	0928-613147	0301-8009195	nadeem.iqbal@hbfc.com.pk	Hayat Plaza, Near Saddar Police Station Bazar, Ahmed Khan Chowk, Bannu City.
50	Dera Ismail Khan (D.I.Khan)	Jamshed Iqbal	Branch Manager	0966-718232	0333-3484824	jamshed.iqbal@hbfc.com.pk	Opposite Haque Nawaz Shaheed Park, East Circular Road, Dera Ismail Khan.
51	Chitral	Mubashir Hassan	Branch Manager	0943-413523	0333-9337977 0348-8024104	mubashir.hassan@hbfc.com.pk	Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral
52	Area Office (N-3)	Sajid Javed	Area Head	05811-920706	0335-3036837	sajid.javed@hbfc.com.pk	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit
53	Gilgit	Mureed Hussain	Branch Manager	05811-922051	0312-8947953	mureed.hussain@hbfc.com.pk	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit
54	Hunza	Sharafat Ali	Branch Manager	05813-920148	0344-8871831 0355-4367037	sharafat.khan@hbfc.com.pk	Ground Floor, Diamond Plaza Main Karakoram Highway (KKH) Front Location, Aliabad, Hunza
55	Skardu	Ashraf Hussain	Branch Manager	05815-452880	0355-5550041 0300-5666464	ashraf.hussain@hbfc.com.pk	Mohib Road, Skardu

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, Pakistan.

Technical Proposal

Tender for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

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 90 (Ninety 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 _____ 2022

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

Client References

Tender for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

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

Tender for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

[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 Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

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 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 Agent)

Financial Proposal

Tender for Internet Connectivity for HBFC Head Office, Regional Offices and Branches Nationwide

S. No	Region/Area/Branch	CIR Bandwidth Requirement	Cost per Month (PKR)	Total Amount Per Annum (PKR)
1	Head Office - Karachi	50 Mbps		
2	Regional Office - South	10 Mbps		
3	University Road Branch - Karachi	10 Mbps		
4	Hyderabad	8 Mbps		
5	Mirpurkhas	4 Mbps		
6	Tando Adam	3 Mbps		
7	Nawabshah	4 Mbps		
8	Thatta	3 Mbps		
9	Gwadar	3 Mbps		
10	Sukkur	4 Mbps		
11	Khairpur	4 Mbps		
12	Larkana	4 Mbps		
13	Shikarpur	3 Mbps		
14	Dadu	3 Mbps		
15	Quetta	3 Mbps		
16	Regional Head (Central)	10 Mbps		
17	Defence Phase-3 Branch - Lahore	11 Mbps		
18	Johar Town Branch - Lahore	11 Mbps		
19	Kasur	9 Mbps		
20	Sheikhupura	9 Mbps		
21	Gujranwala	11 Mbps		
22	Sialkot	8 Mbps		
23	Gujrat	8 Mbps		
24	Faisalabad	11 Mbps		
25	Jhang	8 Mbps		
26	Sargodha	8 Mbps		

27	Sahiwal	9 Mbps		
28	Multan	11 Mbps		
29	Rahim Yar Khan	9 Mbps		
30	Bahawalpur	11 Mbps		
31	Muzaffargarh	9 Mbps		
32	D.G. Khan	8 Mbps		
33	Vehari	8 Mbps		
34	Bahawlanagar	9 Mbps		
35	Regional Head (North)	10 Mbps		
36	Rawalpindi	13 Mbps		
37	Jhelum	8 Mbps		
38	Mirpur (AK)	3 Mbps		
39	Wah	11 Mbps		
40	Attock	9 Mbps		
41	Abbottabad	4 Mbps		
42	Mansehra	3 Mbps		
43	Peshawar	9 Mbps		
44	Mardan	4 Mbps		
45	Kohat	3 Mbps		
46	Swat	3 Mbps		
47	Bannu	3 Mbps		
48	Dera Ismail Khan (D.I.Khan)	3 Mbps		
49	Chitral	3 Mbps		
50	Gilgit	12 Mbps		
51	Hunza	3 Mbps		
52	Skardu	3 Mbps		
Total Amount (Per Annum) (Inclusive of all applicable taxes)			Rs. _____	

Total Amount per Annum in Words: _____

Bid Security @2% of Total Amount per Annum (Inclusive of all applicable taxes): _____

Note:

1. Contract will be awarded to the Firm / company conforming to the Mandatory Criteria, Scope of Work and offering lowest MRC/Per Annum.
2. Required services must be provided by the successful bidder in accordance with the time schedule prescribed by HBFC in the Work Order which will be awarded to the successful bidder.
3. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
4. 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.
5. The quoted rates once offered by the bidder will not be changed during the contract.
6. A service level agreement (SLA) will be signed between HBFC and successful firm for a period of five (05) year which may be extended upon mutual agreement.
7. Bid Security equivalent to 2% of the Total Amount quoted below, must be provided enclosed with the Financial Proposal.

