



Government of Pakistan  
**Pakistan Telecommunication Authority**

Headquarters F-5/1, Islamabad  
<http://www.pta.gov.pk>

## **Request for Expression of Interest (EOI) for Re-design & Develop the English, Urdu, Mobile Versions and Mobile App for PTA's Official Website [www.pta.gov.pk](http://www.pta.gov.pk)**

Pakistan Telecommunication Authority (PTA), a Telecom Regulator was established under Pakistan Telecommunication (Re-organization) Act 1996, to regulate the establishment, operation and maintenance of telecommunication systems, and the provision of telecom services in Pakistan, invites Expression of Interest (EOI) from the consultant firms, for the website development services to "Re-design & Develop the English, Urdu, Mobile Versions and Mobile App for the PTA's Official Website <http://www.pta.gov.pk>". Quality and Cost Based Selection method will be used.

Request for Proposals (RFP) documents, (containing description of assignment providing scope of the intellectual and professional services required, deadline and place of the submission of expression of interest and evaluation criteria) are available for the interested bidders at the office of Deputy Director (ICT), Pakistan Telecommunication Authority, Headquarters Sector F-5/1, Islamabad. Price of the Request for Proposals (RFP) is Rs. 500. RFP can also be downloaded from PTA website <http://www.pta.gov.pk> free of cost.

The expression of interest, prepared in accordance with the instructions in the RFP document, must reach at the following address on or before 10:30 AM on 11th November 2015. The expression will be opened the same day at 11:30 AM on 11th November 2015. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Deputy Director (ICT)**  
Pakistan Telecommunication Authority (PTA)  
Headquarters, Sector F-5/1, Islamabad  
Ph: 051-2878125, Fax: 051-9225368  
**Email: [Kashif@pta.gov.pk](mailto:Kashif@pta.gov.pk)**

15x2



## **REQUEST FOR PROPOSALS**

**RFP # PTA/Re-designing of PTA Website/2015**

**<http://www.pta.gov.pk>**

**Title of Website Development Services:**

**Hiring of Vendor to Re-design & Develop the  
English, Urdu, Mobile Versions and Mobile App for  
Pakistan Telecommunication Authority (PTA)  
Official Website <http://www.pta.gov.pk>**

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## **SECTION1: REQUEST FOR PROPOSALS**

1.1 Pakistan Telecommunication Authority (PTA) intends to award a contract for “Re-designing and development of PTA Official Website (<http://www.pta.gov.pk>) in English, Urdu, Mobile Versions and Mobile App for the PTA Website. Detailed requirements for the bidders are provided below.

1.2 Sealed bids are invited as per the mentioned Description of Services/Terms of Reference (ToR) as per the eligibility criteria, evaluation criteria and the forms identified in the Annexes in this RFP. Bidder should submit a single sealed package containing two separately sealed envelopes clearly marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” marked in Bold and Legible letters as per PPRA Rule 22(1) read with rule 36.

1.3 Other details related to submission are:

- a. Technical Proposal shall contain the details as per the requirements & evaluation criteria mentioned in this RFP.
- b. Financial proposal shall be provided on the prescribed form containing the details as per requirements mentioned in this RFP and also the evaluation criteria.
- c. The Proposals should reach PTA Headquarters Islamabad before 10:30 AM (Pakistan Standard Time) on 11<sup>th</sup> November, 2015.
- d. Technical Proposals will be opened at 11:30 AM on 11<sup>th</sup> November, 2015, at PTA Headquarters, Sector F-5/1, Islamabad, in the presence of the bidder’s representative who may choose to attend.
- e. Technically qualified companies will be informed to attend the financial bid opening. The financial bids of technically disqualified bidder will be returned unopened.
- f. PTA shall follow the Public Procurement Regulatory Authority Ordinance, 2002, and all Rules and Regulations made there under. Relevant legislation in this regard is available at ([www.ppra.org.pk](http://www.ppra.org.pk)).

- g. An authorized representative of prospective bidder shall initial all pages of the proposal and sign in full on the last page of proposal, clearly mentioning the full name of the representative.

1.4 Details for Bidders submitting response to RFP:

Name of Procuring Agency:	Pakistan Telecommunication Authority
Last date for Bid Submission:	As mentioned in Request for EoI
Technical Bid Opening Date & Time:	As mentioned in Request for EoI
Bid Opening Place:	PTA HQs, F-5/1 Islamabad, Pakistan
Contact Person:	Deputy Director (ICT)
Phone:	+92 (51) 2878125
Fax:	+92 (51) 9225368
Email:	<a href="mailto:kashif@pta.gov.pk">kashif@pta.gov.pk</a>

1.5 Complete mailing address for submission of Technical & Financial proposals:

Deputy Director (ICT)  
Pakistan Telecommunication Authority  
Headquarters, Sector F-5/1, Islamabad, Pakistan  
Email: [kashif@pta.gov.pk](mailto:kashif@pta.gov.pk)

## **SECTION2: INFORMATION FOR BIDDER**

### **2.1 Earnest Money**

- a. Earnest money in the shape of pay order / bank draft in favour of Pakistan Telecommunication Authority, Islamabad amounting to 2% of the total bid amount should only be attached with the Financial Proposal (Cheques will not be accepted).
- b. Financial Bid not accompanied with earnest money will be rejected.
- c. Earnest money of successful bidder will be retained for the period of project awarded, whereas earnest money of unsuccessful bidders will be returned within 60 days after financial bid opening.
- d. In case of non-commissioning of consulting services within time frame given in work order due to default of the bidder / total failure as defined at clause 14 of the agreement (Annex-B), the earnest money shall be forfeited in favour of Pakistan Telecommunication Authority.

### **2.2 Prices**

- a. The bidder should quote its rates clearly in Pak Rupees in the Financial Proposal in both figures and words as per format attached at Annex-E
- b. The rates quoted shall remain valid for 120 days from the date of opening of Technical Proposal.
- c. Bid amount shall be inclusive of all applicable taxes.

### **2.3 Disqualifications**

Offers are liable to be rejected if there is any deviation from the instructions as laid down in the bid document i.e.

- a. Financial bid is submitted without the required earnest money
- b. Bids are received after specified date and time

- c. Specification and other requirements are not properly adhered to or different from those given in this document
- d. GST and NTN certificates are not attached
- e. Office is not located at Islamabad/Rawalpindi

## **2.4 Integral Parts**

- a. Term of Reference (**Annex-A**)
- b. The successful bidder shall be asked to execute the Service Level Agreement /Contract as per (**Annex - B**)
- c. The successful bidder shall be asked to execute the Non-Disclosure Agreement as per (**Annex - C**)
- d. All bidders have to produce all relevant documents desired in the Technical Evaluation Criteria (**Annex - D**)
- e. All bidders have to submit the financial bid as per (**Annex-E**)
- f. Detail of Projects (**Annex-F**)
- g. Company Information (**Annex-G**)
- h. Personnel Summary (**Annex-H**)
- i. Advertisement

## **2.5 Affidavit**

Affidavit on judicial paper to the effect that the firm has not been black listed by any government/semi government/autonomous body.

## **2.6 PTA's Rights**

PTA reserves the right to accept or reject any proposal without assigning any reason.

### **SECTION3: PREPARATION OF PROPOSAL**

Participating Bidder shall submit documentary proof in support of meeting eligibility criteria mentioned at Section 3.2. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient of:

- Eligibility for Responsiveness of the Proposal in line with relevant directions given in this RFP

Only responsive proposals shall be further taken up for evaluation.

#### **3.1 Eligibility Criteria**

- a. PSEB and SECP Registration
- b. GST and NTN Registration
- c. Minimum three (3) years of relevant experience
- d. Similar Projects Details as per Annex-F
- e. Office at Islamabad/Rawalpindi
- f. Company Information as per Annex-G

#### **3.2 Technical Proposals**

- a. In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- b. Evaluation of the technical proposal will start first and at this stage the financial proposal shall remain unopened.
- c. The Technical Proposal shall not include any financial information.
- d. All applicants that meet the eligibility criteria shall be asked to present before the Technical Evaluation Committee constituted by the PTA, clearly demonstrating their experience and capacity to perform the assignment.
- e. The Technical Proposal shall provide the following information:



- i. A brief description of the organization and an outline of recent experience on similar projects.
- ii. A description of the methodology & work plan for performing the project.
- iii. The list of the team members to carry out this project supported by bar chart diagrams showing the activities to be formed by each professional team member, while keeping in mind the timelines given at Terms of Reference.

### **3.3 Financial Proposals**

- a. The Financial Proposal shall give the total lump-sum cost of the project inclusive of all application taxes / charges applicable for the time being in force.
- b. The proposal must remain valid for a period of 120 days after the date of submission of the proposal.

## **SECTION4: PROPOSAL EVALUATION**

Any effort by the bidder to influence PTA during the proposal submission, proposal evaluation, and proposal comparison or contract award decisions may result in the rejection of the related proposal without any appeal or hearing.

### **4.1 Evaluation Criteria**

- a. Technical proposals will have 70% weightage whereas financial proposals will have 30% weightage. Work will be awarded to the bidder after technical and financial proposals evaluation. The bidder obtaining highest marks combining both Technical and financial proposals will be awarded the contract.
- b. Evaluation criteria of Technical and Financial proposals are as under:

#### **Technical Score**

Marks obtained out of 70 as per Annex-D

#### **Financial Score**

$$30 \times \frac{\text{Amount quoted by the lowest bidder}}{\text{Amount quoted by bidder whose financial score is to be calculated}}$$

- c. If two or more bidders obtain equal marks in aggregate in Technical & Financial proposals, then the contract will be awarded to the one having lowest financial bid.

### **4.2 Evaluation of Technical Proposals**

The technical evaluation committee, appointed by PTA, evaluates the proposals on the basis of technical evaluation criteria as specified below. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical qualifying marks (70%).

### **4.3 Evaluation of Financial Proposals**

- a. After the evaluation of quality (Technical Proposal Evaluation) is completed, PTA shall notify those bidders whose proposals did not meet the minimum qualifying mark (70%) or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process.
  
- b. PTA shall simultaneously notify the bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be informed in advance. The notification may be sent by courier letter and electronic mail/ facsimile. The Financial Proposals shall be opened in the presence of the bidders' representatives who choose to attend. The name of the bidder, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The evaluation committee will determine whether the Financial Proposals are complete and correct.

**Hiring of Vendor to Re-design & Develop the English, Urdu, Mobile Versions and Mobile App for Pakistan Telecommunication Authority (PTA) Official Website <http://www.pta.gov.pk>**

**Terms of Reference**

**1. Introduction**

Pakistan Telecommunication Authority (PTA) intends to award a contract for “Re-designing and development of PTA Official Website (<http://www.pta.gov.pk>) in English, Urdu, Mobile Versions and Mobile App for the PTA Website.

**2. Background:**

- a. The Internet is considered a more important source for information than TV or radio by those who use online technology. Information on the internet is accessible anywhere in the world with the access to internet. Keeping in view the importance and growth of internet user in Pakistan; there is requirement of improvement for PTA Website which could provide information and content repository to residents, visitors and international communities.
- b. PTA website is central hub for the information for all the online information and/or Services; it is believed that provision of contents through user friendly interface would enhance the end user experiences while browsing necessary information at website. Keeping in view the technological trends and to ensure the security standards, there is a need to re-design the website to be inline with latest technology platform and to provide the information by highly user friend interface.

- c. The language of the road; and most widely spoken and understood language in Pakistan is Urdu. The trend of providing local language version of websites/contents is being observed throughout the World. Urdu is also the national language of Pakistan. It unites all people and all communities, whatever their mother tongues. It has been influenced and enriched by Dravidian, Turkish, Farsi, Arabic, Portuguese and English. Keeping in view the low English literacy rate, there is a need to re-design the interface for the local language i.e. Urdu version of existing PTA's website.

### 3. **Objectives:**

- a. PTA intends to have very informative user friendly website by redesigning the existing website and also to ensure the security of the contents by adopting the recent technological platforms addressing all the deficiencies in the existing website.
- b. The Bidder is required to briefly analyse the present website and provide a suitable solution to meet the desired target. It should be noted that during analysis/design/development of website there should not be any downtime or services interruption with regards to present website operations.
- c. Main objectives of the re-designing and development are:
  - a. Providing highly user friendly interface for public information and e-services for the consumers
  - b. To ensure Website Security for unauthorized access
  - c. Website to have English, Urdu, Mobile Versions
  - d. Mobile App to be developed to facilitate the mobile users
  - e. To upgrade the technology platform
  - f. To enhance the functionalities of backend Content Management System
  - g. To enhance the information security controls
  - h. To have penetration testing and Audit
  - i. Processes for Monitoring of the Website

#### **4. Scope of Work**

In the light of above objective a comprehensive content management system on international practices has to develop. The bidder will provide complete turnkey solution for the English, Urdu, Mobile Versions and Mobile App for the PTA's website.

- a. The website should hold strong security mechanism and should highly resilient to any international hacker community attacks
- b. The website and Mobile App should be highly Search engine friendly to help the search engine to keep the site ranking high. Search Engine Optimization also required to be done by the bidder.
- c. Highly user friendly search mechanism needs to be develop for easy access of information on the website.
- d. A highly robust and reliable solution content management and document management solution needs to be developed that could easily accommodate the future needs of growing information.
- e. Develop the highly user friendly layout for the website version
- f. Migration of all existing website contents on to newly developed website.
- g. Website Security Standards and Vulnerabilities will be verified by the hosting service provider after penetration testing and detailed security audit
- h. Website should be developed in layered architecture for making it scalable for future enhancements.
- i. Visitors count module to be developed for website, content, website version and page wise stats.

#### **5. Deliverables**

The bidder is required to submit following deliverables:

- a. Website detailed specification document, design document, web-site design, Website Architecture and complete solution with their source files.

- b. **Content Management System:** The content management system will allow the site administrator to modify and maintain the website contents, design layout, navigational structure, visitors' stats and security controls from an Admin Panel. Maintenance becomes much easier and chances of errors are substantially reduced. Content management system and database should be designed in such a way that central modification effects all the interfaces i.e English Urdu and mobile version. Existing CMS to be used as reference. Encrypted connectivity will be established to access the CMS for content update.
- c. **Re-designing of Website:** Existing Website will be redesigned, images size will be reduced for fast loading / data retrieval.
- d. **Database Tuning (Archiving Technique):** Backend database will be analyzed for better performance as all the contents to be published / populated through the database.
- e. **Automatic generation of .PDF files:** Generation of .pdf files for the published contents will be done at run time.
- f. **Conversion/Translation of the All Existing Published & new contents**  
All the existing published/new website contents will be converted / translated into Urdu Language and publishing the Urdu Contents on new website after the contents proof reading. The content conversion in Urdu language and proof reading of translated content will be the done by the bidder by the hiring services of a professional translator.
- g. Redesign/development of mobile version and development of mobile app
- h. Training of PTA Officers on Administration Module
- i. Text Resizing of the contents
- j. Content translation and conversion at run time
- k. Bidder would be responsible for technology transfer of the developed application and web-site for any kind of enhancement and modification.
- l. Bidder will provide two (2) years maintenance and support services and in critical situation, the bidder will provide immediate support.

- m. Any other module, requirement, functionalities and enhancements can be added at any stage during development phase before final acceptance of the project
- n. ISO/IEC 27001 OWASP (Open Web Application Security Project) standards should be implemented and incorporated
- o. Code to be certified by any authorized ISO/IEC 27001 approved security service provider and prior approval of PTA shall be taken by the bidder for hiring services of authorized company for code certification.
- p. Bidder will be responsible for Penetration testing to be carried out by authorized information security service provider before/after deployment.
- q. Details of Project Plan, Application Deployment, Training plan and user/administrator manual to be shared by the bidder
- r. Website to be secured by implementing SSL (https enabled website)
- s. Workflows, interactive reporting module and dashboard with ACL to be developed.
- t. All the contents of English & Urdu versions will be synced with the mobile app and bidder will develop the app in Android and iOS compatible and shall ensure the publishing and availability of developed App in App stores for users download (free of cost) after acceptance of the app by PTA.
- u. Source code of website (English, Urdu, Mobile Versions and Mobile App) will be handed over to PTA and shall not be used and shared for any other project.



**6. Timeline of the Project**

<b>Delivery</b>	<b>Time Period</b>
Day of signing the contract	t-day
Mock-up Design of the project	t+10 working days
First Demo of the project	t+20 working days
Second Demo of the project	t+30 working days
Final Demonstration to Authority	t+45 working days
Deployment of Final Version on Web Server	t+60 working days

**7. Terms and Conditions of Payment**

<b>Activity</b>	<b>Payment Schedule</b>
Acceptance of Final Deployment Version by PTA and the hosted contents will be verified by the hosting service provider after the penetration testing and security audit of the developed site. The payment will be released subject satisfactory acceptance by the PTA and the hosting service Provider.	90% contract price to be paid on Deployment and Acceptance of Final Version
End of Support Services and Warranty	10% on Completion of Warranty Period after deployment and acceptance

**Agreement**

This agreement is made and entered into at **Islamabad** on this \_\_\_\_ day of \_\_\_\_ between Pakistan Telecommunication Authority (hereinafter referred to as the “Client”) having its principal place of business/Headquarters at Islamabad on the one part

**AND**

M/s \_\_\_\_\_ (hereinafter referred to as “Bidder”) having its principal office located at \_\_\_\_\_ on the other part.

WHEREAS, the Client wishes to have the Bidder perform the services, objectives, scope of work, deliverable and scope of agreement referred to in Terms of References (the ‘ToR’)

WHEREAS, the Bidder is willing to perform the services as required by the Client.

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services**

The Bidder shall perform the services specified in Annex-A, i.e. ToR and Scope of Services mentioned therein, which is made an integral part of this agreement (the ‘Services’).

**2. Definitions and interpretations**

Definitions and interpretations of the expressions and words used in this agreement shall have the same meaning as given to them in the Pakistan Telecommunication (Re-organization) Act, 1996 (the ‘Act’), Pakistan Telecommunication Rules, 2000 (the ‘Rules’), Pakistan Telecommunication Authority Regulations (the ‘Regulations’) and instructions/ orders/ determinations of PTA, issued from time to time.

**3. Term**

The consultancy shall be completed within 60 working days (excluding days taken by PTA for approval of the activities as mentioned in the TimeLine of the Project). However, in case of any unavoidable/unforeseen delay (i.e Force Majeure) incurred either by the Bidder or the client, necessary timeline extension would be agreed mutually between both parties, however it has to be communicated to each other atleast 15 days of expiry of the contract.

**4. Payment**

**A)** The Client shall pay the Bidder **Rs.** \_\_\_\_\_. This amount has been established based on the understanding that it includes all of the Bidder costs and profits as well as any tax obligation that may be imposed on the Bidder.

**B) Schedule of Payment**

The schedule of payment is specified below.

Activity	Payment Schedule
Acceptance of Final Deployment Version by PTA and the hosted contents will be verified by the hosting service provider after the penetration testing and security audit of the developed site. The payment will be released subject satisfactory acceptance by the PTA and the hosting service Provider.	90% contract price to be paid on Deployment and Acceptance of Final Version
End of Support Services and Warranty	10% on Completion of Warranty Period after deployment and acceptance

**C) Payment Conditions**

Payment shall be made on submission of invoices (in triplicate) by the Bidder to the Client. Each payment to be made after activities mentioned at 4(B) will be subject to issuance of acceptance/clearance certificate by the client.

**5. Undertaking**

The Successful Bidder shall submit an undertaking duly notarized within three (3) days of the effective date of this Contract, assuring that in the event of failure to comply with TOR and failure to produce quality work at any time of the contract period, the client shall have the right to forfeit the contract price in addition to any other remedies available under the law to claim damages or specific performance of the contract, etc.

**6. Project Administration**

- A. Coordinator: The client designates Deputy Director (ICT) PTA HQs as Client's Coordinator; the Coordinator will be responsible for the coordination of activities essential under this agreement, for acceptance and approval of the deliverables by the Bidder and approving invoices for the payments.
- B. The Bidder shall promptly replace any of the employees working on the project if deemed unsatisfactory by the client.
- C. For payment of the invoices, approval/verification of the coordinator shall be necessary and no payment shall be made in the absence of such approval/verification.

**7. Confidentiality of Client Information**

- a. The Bidder shall not, during the term of this agreement and after its expiry, disclose any proprietary or confidential information related to the services, this agreement or the Client's business or operations without the prior written consent of the Client. The breach of this clause will enable the Client to take legal action against the Bidder as per applicable laws of the country.
- b. Bidder shall ensure that no application / system shall be affected during the audit due to usage of penetration tools
- c. Both parties shall sign Non-Disclosure Agreement (NDA) to ensure security.

**8. Ownership of Material**

Any software, report, drawing or other material, graphic, etc or otherwise, prepared by the Bidder for the Client under the agreement shall belong to and remain the property of the Client. The Client shall have the right to register it under Trade Marks and Copyright Laws, if so needed, without first obtaining consent of the Bidder. Complete source code, graphical source files, DB architecture, user/administrator manuals, required add-ons, related software's, components, will be provided by the bidder.

**9. Prohibited activities**

The Bidder agrees that, during the term of this agreement and after its termination, the Bidder and any entity affiliated with the Bidder shall not provide any information which he may have obtained as a result of the project as the same may be harmful to the Client. In case of disclosure of any sensitive information, the party involved will be liable to pay damages to the Client or the Client reserves the right to take legal action as per applicable Laws of the country, as the case may be, and the said Bidder shall be disqualified for any consultancy/agreement/contract in future.

**10. Assignment**

The Bidder shall not assign this agreement or any portion of it without the client's prior written consent. PTA Website design, contents, architecture, code, database and methodology are exclusive rights of PTA and shall not be used for any other client.

**11. Law governing the agreement and Language**

The agreement shall be governed by and under the laws of Pakistan and the Language of the agreement will be English.

**12. Dispute Resolution**

Any dispute arising out of the agreement between the parties, shall be referred to Pakistan Telecommunication Authority shall be settled amicably and in case of failure to settle the dispute, it may be referred to agreed arbitrator mutually agreed by both the parties for arbitration in accordance with the applicable law for the time being in force.

**13. Penalty Clauses**

If the Bidder fails to provide the deliverables under the Agreement within the time specified in the agreement subject to Force Majeure the Bidder will be subject to the following obligations:

- a. If the project is not completed within the stipulated time, the Bidder shall be liable to fine @ Rs. 5,000/- per working day, as penalty for the breach.
- b. In case of non-compliance of the activities as mentioned in the TimeLine of the project, the bidder shall be

**14. Termination of agreement:**

- a. Subject to Force Majeure, failure of the Bidder to complete the project within 30 (thirty) working days (Excluding public holidays) beyond the time of completion of project shall be deemed a total failure on the part of the Bidder and the Client may terminate the agreement without any liability or responsibility, provided, however, the Bidder will return any or all amounts paid by the Client up to date of termination without any deduction. Further, earnest money deposited by the Bidder shall also be forfeited in favour of Client and fine @ 10,000 per working day shall be charged as penalty.
- b. Any and all remedies of the client for defective or delayed performance or non-performance of obligations by the Bidder shall be exclusive of other remedies for such default and the exercise by the Client of any one remedy

shall not constitute a waiver by the Client of any other remedy available to the Client under this agreement.

**15. Force Majeure**

Bidder shall not have liability whatsoever or be deemed to be in default for any delay or failure in performance under this agreement resulting from acts beyond the control of Bidder , including and without limitation to the acts of God, acts or regulations of any governmental or supra-national authority, war or national emergency, accident, fire, lighting, equipment failure, computer software malfunction, electrical power failure, telecommunication line failure, riot, strikes, lock-outs, industrial disputes or epidemics of infectious diseases provided that the Bidder provides a 14 days' notice to the Bidder after occurrence of such event.

16. In case of non-commissioning of website development services within time frame given in work order due to default of the Bidder, the earnest money shall be forfeited in favour of Pakistan Telecommunication Authority.

**17. Prohibited activities**

The Bidder agrees that, during the term of this agreement and after its termination, the Bidder and any entity affiliated with the Bidder shall not provide any information which he may have obtained as a result of the project as the same may be harmful to the Client. In case of disclosure of any sensitive information, the party involved will be liable to pay damages to the Client or the Client reserves the right to take legal action as per applicable Laws of the country, as the case may be, and the said Bidder shall be disqualified for any consultancy/agreement/contract in future.

**FOR THE CLIENT**

Signed by \_\_\_\_\_

Official seal

Witness 1

**FOR THE BIDDER**

Signed by \_\_\_\_\_

official seal

Witness 2

**Non Disclosure Agreement for Re-designing & Development of PTA  
Website**

This MUTUAL NON-DISCLOSURE AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_ 2015, between **PAKISTAN TELECOMMUNICATION AUTHORITY** (hereinafter referred to as "Customer")

AND

M/s \_\_\_\_\_ (hereinafter referred to as "Bidder"), having its office at Islamabad, which includes its employees and successors.

FOR

the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

**1. Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material utilized by the Bidder.

**2. Obligations of Receiving Party.** Bidder (receiving party) shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Customer (disclosing party). Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required. Receiving Party shall not, without prior written approval of Disclosing Party, publish, copy, or otherwise disclose to others, or permit the use by others, any Confidential Information. Receiving Party shall return to Disclosing Party any and all information, records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

**3. Confidentiality of Client Information**

- a. The Bidder shall not, during the term of this agreement and after its expiry, disclose any proprietary or confidential information related to the services, this agreement or the Client's business or operations without the prior written consent of the Client. The breach of this clause will enable the Client to take legal action against the Bidder as per applicable laws of the country.
- b. Bidder shall ensure that no application / system shall be affected during the audit due to usage of penetration tools
- c. Both parties shall sign Non-Disclosure Agreement (NDA) to ensure security.

IN WITNESS NON DISCLOSURE AGREEMENT has been executed in the presence of the following witnesses on the date first above written.

\_\_\_\_\_  
**SIGNED on behalf of Client  
Official Seal**

\_\_\_\_\_  
**SIGNED on behalf of Bidder  
Official Seal**

**Witness1** \_\_\_\_\_

**Witness2** \_\_\_\_\_



**Technical Evaluation Criteria**

<b>Part A) Mandatory Requirement *</b>		
1	Service provider has to produce applicable tax details and PSEB Certificate	
2	SECP Registrations Certificates	
3	Minimum three years of relevant experience	
4	Presence at Islamabad/ Rawalpindi	
5	Company Information as per Annex-G	
<b>Part B) General Evaluation*</b>		
<b>Sr. #</b>	<b>Attributes</b>	<b>Max. Score</b>
1	Team Expertise and details as per Annex-H 3 marks / person	15
2	Firm Experience (Beyond three years) 3 marks / year	15
3	Details of five (5) Projects (as per Form A) completed of similar nature (documentary proof be provided i.e. copy of work order / agreements and client references etc.) 6 marks / project	30
4	Presentation	10
<b>Sub Total</b>		<b>70</b>
<i>Minimum technical qualifying marks are 70%</i>		

## Annex-E

**The financial bid shall be submitted on separate letter head (s) of Bidder for the financial proposal mentioning the total amount as per following format and text content.**

We, M/s \_\_\_\_\_ bid an amount of Rs. \_\_\_\_\_  
(in figures), \_\_\_\_\_ (in words) for web development services of **Re-designing and development of English, Urdu, Mobile Versions and Mobile App for the PTA Website**, published at PTA and PPRA websites and/or in the daily \_\_\_\_\_ dated \_\_\_\_\_.

We undertake that all applicable taxes are inclusive in the bid amount.

We undertake to abide by the rules/ regulations /decision made by the Authority regarding award of said consultancy.

We also confirm to abide by the conditions of Agreement given in Agreement Document, in case PTA considers us to award said consultancy.

On behalf of

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**Details of Projects of Specific Nature**

**Name of Applicant or Partner of a Joint venture whose experience is being mentioned.**

Use a separate sheet for each project:-

1	Name of the Project / Website URL
2	Name of Client
3	Clients' address
4	Value of the Project
5	Date of Award
6	Date of completion
7	Brief Detail of Project and Development Platform:

**COMPANY INFORMATION**

- a. Name of Firm: \_\_\_\_\_
- b. Date of Establishment of Business: \_\_\_\_\_
- c. Address: \_\_\_\_\_
- d. Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

<b>S#</b>	<b>Description</b>	<b>Detail</b>
1.	Owner Name & Organizational Structure	
2.	No. of offices in Pakistan/abroad	Pakistan:
		Abroad:
3.	No. of total employees	Pakistan:
		Abroad:
4.	Audited annual accounts	
5.	Yearly business turnover	
6.	Other businesses of the company	
7.	Nature of registration (sole proprietor, partnership, (pvt) Ltd.)	
8.	No. of litigation cases	

**Personnel Summary**

<b>Name of Employee</b>
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<b>Position</b>		
<b>General Information</b>	1. Name	2. Date of Birth
	3. Professional Qualification	
	4. Telephone:-	
	5. Fax	
	6. Years with Present Employer	

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

DD/MM/YY		Company/Project/Position/Specific Tech experience
From	To	