



CYBER SECURITY FOR DIGITAL PAKISTAN / NCERT

(NATIONAL CYBER EMERGENCY RESPONSE TEAM)

TENDER DOCUMENT

HIRING OF HR SERVICES

GOVERNMENT OF PAKISTAN
CYBER SECURITY FOR DIGITAL PAKISTAN/nCERT

INVITATION TO BIDS

1. Cyber Security for Digital Pakistan /nCERT requires services of **Hiring of HR Services** under the “**Project Cyber Security for Digital Pakistan/nCERT**” for which electronic bids are invited from the firms/ companies registered with Income Tax, Sales Tax Departments and who are on FBR’s Active Taxpayer’s List (ATL) through e-PADS.
2. The prospective service providers are required to submit their electronic bids including technical and financial proposals along with the Bid Security instrument amounting to rupees 500,000/-(Rupees Five Hundred Thousand Only) submitted in favor of Project Director PKCERT (FTN/NTN: 9012000-7) through e-PADS at <http://eprocure.gov.pk> uploaded on or before **1100 hours on Wednesday, 23rd October, 2024** in accordance with the provisions of PPRA Rule 36 (b) and other terms & conditions as defined in the bidding documents.
3. In case of any technical difficulty in using e-PADS, prospective bidders may contact PPRA team Director MIS Room No. 109, 1st floor, FBC building Sector G-5/2, Islamabad (Contact No. 051-111-137-237).
4. Original Bid security instrument **MUST** be submitted to the undersigned before closing hours of the bid submission time otherwise respective bid will not be opened.
5. Bidding documents can be accessed from the website of National Computer Emergency Response Team (<https://pkcert.gov.pk/>) as well as PPRA website.
6. Bids will be opened on the same day **i.e., 23rd October, 2024** at **1130 hours** in the presence of representatives of the bidders.
7. As per PPRA Rules 33(1), 2004, National Computer Emergency Response Team (nCERT) has the right to reject any or all bids/ proposals at any time prior to the acceptance of a bid/proposal.

Project Director
National Computer Emergency Response Team (nCERT)
L- Block, Pak Secretariat, Islamabad
Ph No. 051-9203421-22
Email: bid@pkcert.gov.pk
Website: (<https://pkcert.gov.pk/>)

**TERMS OF REFERENCE (TOR) REQUEST FOR PROPOSAL FOR
HIRING OF HR SERVICES**

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1. BACKGROUND:

“National CERT” is a PSDP Project sponsored by Ministry of Information and Technology (MoIT&T) and executed by National Telecommunication & Information Technology Security Board (NTISB). The Project “Cyber Security for Digital Pakistan” is a pre-requisite for the Digital Pakistan initiative addressing current National Cyber Security requirements. This project will provide Cyber Security support to all Public / Private / Defense Sector Organizations/ Institutions on National Scale. In pursuance, Project Director is looking to hire the supporting staff to operationalize the setup. Apropos National CERT intends to outsource manpower to meet stopgap arrangement to provide better services to its different departments.

2. BASIC ELIGIBILITY CRITERIA FOR BID SUBMISSION:

- a. Name, address & legal status, years of operations of the Bidder.
- b. Individual/Firm profile with general experience in Govt/Semi-Govt/local/international Companies with description, cost and scope of services provided etc.
- c. NTN Certificate.
- d. Affidavit that the firm has neither been blacklisted nor involved in any corrupt practices.
- e. Any other information in support of capability and experience of the firm.
- f. Minimum 03 Years’ experience in HR Outsourcing preferably with Government Organizations.
- g. Registration with Income Tax, Sales Tax Departments and who are on FBR’s Active Taxpayer’s List (ATL).
- h. The HR Services provider should have a minimum annual turnover relating to outsourcing of HR Services of Rs.15 million (average 5 million per annum for a period of 3 years) for the last three financial years and shall submit audited financial statements from a registered audited firm.

3. INSTRUCTIONS TO BIDDERS:

- a. Deadline for submission of Bids: **23rd October, 2024** before **11:00 AM**
- b. Date and Time of Bid Opening: **23rd October, 2024** at **11:30 AM**
- c. Bid Validity period is **90 days**.
- d. Pre-bid meeting on **16th October, 2024** at **11:00AM**

4. GENERAL CONDITIONS:

- a. The competing firms should be registered with Income Tax, Sales Tax Departments and who are on FBR's Active Taxpayer's List (ATL).
- b. **Proposal Submission:** The electronic bid including technical and financial proposals must be submitted online on or before **23rd October, 2024** at **1100** hours through **e-PADS** at **<http://eprocure.gov.pk>**.
- c. A bid security, in the shape of a Bank Draft / Pay Order in the name of **Project Director, PKCERT**, amounting to **Rs. 0.5 million** (Rupees Five Hundred Thousand Only) should be submitted along with the tender at the address given below latest by **23rd October, 2024** at **1100 hrs**. Technical bids will be opened on the same date at **1130** hours:

Project Director
National Computer Emergency Response Team (nCERT)
L- Block Pak Secretariat, Islamabad
Ph No. 051-9203421-22
Email: bid@pkcert.gov.pk

- d. The Technical Bid shall be placed in a sealed envelope clearly marked "TECHNICAL BID" Similarly, the Financial BID shall be placed in a sealed envelope clearly marked "FINANCIAL BID. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Bid non-responsive.
- e. Both the envelopes should be then placed in one large envelope clearly marked "HIRING OF MANPOWER AGENCY FOR National CERT". Alternatively, Bid may also be sent by means of courier, Pak Registered Post, by hand etc. so that it reaches before the time/date as per Section 03 (a).
- f. National CERT shall not be responsible for any incomplete bid, which shall be liable to be declared non-responsive.
- g. The DECLARATION BY AN AUTHORIZED SIGNATORY OF THE CONSULTANCY FIRM (ANNEXURE-A) of this Bid should be duly signed and attached with the Technical Proposal Forms.
- h. Any proposal received at National CERT Office after the deadline for submission shall be returned unopened.
- i. Bidders shall bear all costs associated with the preparation and submission of their Bid and contract signing.
- j. The National CERT is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders or giving any reason, thereof.

- k. Any effort by Bidders to influence National CERT in the examination, evaluation, ranking of Bid, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.
- l. Only TOP THREE Technically Qualified Companies will be called for Financial Bid Opening.
- m. A procurement committee and Grievances Redressal Committee (GRC) will be constituted.

5. SCOPE OF WORK:

The HR Services Provider shall provide adequately trained and well-disciplined personnel Staff to National CERT office having fair command on Urdu and/or English in respect of the following categories:

Sr.	HR Category	No. of Posts	Maximum Age Limit
1.	Cook	01	60
2.	Bearer/ Waiter	02	60
3.	Gardener	01	60
4.	Office Boy	03	60
5.	Sanitary Worker	02	60

The HR Services Provider shall ensure that the engaged staff, as per the description, are well suited and performs within its requisite scope of work as well as harmonious and cordial relationships with the employees or any other persons within the premises. The HR Services Provider shall be responsible at all times for any illegal action/ damage or loss to the installed equipment's, furniture & fixtures or to company image by the deployed personnel by means of corruptions, bribery, antisocial behavior, harassment on workplace, disruptive attitude, undisciplined and un-mannerism etc. The HR Services Provider undertakes to indemnify and hold harmless National CERT against all or any losses arising or due to the commission or omission of the engaged staff. The requirement of staff in above defined categories may increase or decrease during the period of contract.

6. DRESS CODE OF THE OUTSOURCED STAFF:

HR Services provider at its own cost shall provide dress/uniforms for all outsourced staff as tabulated below. In addition, color, design and fabric quality shall be approved by the Competent Authority of National CERT. The detail of proposed uniform is as under:

The uniform shall be approved by the NCERT and the HR Service provider shall ensure adequate pair are provided to maintain hygiene & cleanliness.

Sr #	HR Category	Summer		Winter	
1.	Cook	White Shalwar	Black Pants &	White Shalwar	Black Pants & White
2.	Bearer/Waiter	Qameez with	White Shirt with	Qameez with	Shirt with black Tie
3.	Office Boy	black/green/blue Waist coat*	black Tie*	black/green/blue Jersey/Brazer/Upper*	and Jersey/Brazer/Upper*
4.	Gardener	Standard Uniform* suitable for day-to-day official duties			
5.	Sanitary Worker				
* Along with stitched logo of the Company					

7. PROCESS OF HIRING AND BIDDING INSTRUCTIONS:

The interested Bidders should be engaged following PPRA Rule 36 (b) Single Stage Two-Envelopes Procedure for hiring method. The submittals shall be evaluated through a separate technical and financial appraisal. Financial bids of only of the TOP THREE Technically Qualified Bidders shall be opened in the presence of their representatives publicly. Selection of the firms will strictly be made in accordance with the procedure of **Quality and Cost Based Selection (QCBS) method**. Fax, email and non-registered delivery by post mail proposal shall not be considered.

Bids submitted must include bidder's covering letter on its letter head containing:

- a. Project title/subject:
- b. Bidder's name:
- c. Name of authorized person:
- d. Bidder E mail/Cell No. (phone, fax):
- e. Name and address of bidder and authorized person:

Technical proposal is to be submitted in a sealed envelope marked "TECHNICAL PROPOSAL" with the bidder's name contact details and address clearly written on the outside of the envelop and properly sealed it.

A FINANCIAL PROPOSAL must be submitted in another envelope. Bidder must clearly mark outside of the envelope as "FINANCIAL PROPOSAL" along with the bidder's name contact details on the outside of the envelop and properly sealed it.

8. QUALITY ASSURANCE GUIDELINES:

The Personals / Staff deputed by Contractor should be medically fit and sound Covid Vaccinated & should not have any chronic disease/disability/ any other physical & mental health issues that may affect his duty/performance/service. If during the contract period any resource is replaced upon National CERT direction, no additional cost will be charged. Failure by contractor to

meet National CERT quality requirements shall constitute breach of contract and shall entitle National CERT to terminate the contract, without notice & make good any loss suffered consequently.

9. TECHNICAL EVALUATION CRITERIA (TEC):

- a. The Technical bid envelope shall not include any financial information. A Technical bid containing financial information will be declared non-responsive.
- b. The technical bid must contain experience of the firm and professionals in government/semi organization.
- c. Bidders fulfilling the Technical Criteria shall be selected for opening of their financial bids. Bidders not fulfilling Technical Criteria will get their unopened financial Bid envelopes back after signing of contract with successful bidders.
- d. Pre-Technical evaluation will be carried out as per Annex-A.
- e. Technical evaluation will be carried out as per Annex-B.
- f. Top three bidders as per technical evaluation marks will be allowed to proceed for financial bid opening

10. FINANCIAL EVALUATION CRITERIA (FEC):

The prices should be inclusive of all taxes and in Pak Rupees (PKR).

The Financial bid must be filled as per details given in Annexure-C with the following conditions:

- a. Prices must be quoted for all categories.
- b. All rates quoted should be inclusive of all Government applicable taxes.
- c. All the taxes will be deducted at the time of payment as per government applicable Laws/Rules.
- d. Requests for Currency fluctuation adjustments shall not be given.
- e. In case of WHT Exemption, provide exemption certificate or Government SRO, as the case may be.
- f. In case of GST/ST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.
- g. Bid security amounting to Rupees 500,000 PKR shall be placed (in Original) in the Financial Proposal envelope and NOT in the Technical Proposal.
- h. Within fifteen (15) days of receipt of the notification of contract award, the successful bidder shall furnish to National CERT, the Bank Guarantee / Performance Bond for an amount equivalent to 05% of contract value.

- i. The Bank Guarantee / Performance bond shall remain valid and in full force and effect during validity period of the contract.
- j. The cost incurred for establishing the Bank Guarantee / Performance Bond or any extension thereof shall be borne by the Bidder.
- k. The Bank Guarantee / Performance Bond will be discharged after completion of the contract.

11. SELECTION FOR AWARD:

Financial proposal of bidders having three highest scores in technical evaluation will be opened. The lowest evaluated Financial Proposal will be awarded with the contract.

12. TERMS & CONDITIONS (TORs):

- a. The HR Services Provider firm shall ensure the regular supervision and control on the staff deployed by them under due intimation. The staff provided shall carry out all instructions given by the concerned National CERT staff. The Services Provider shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not skilled and experienced in the assigned task. The Service Provider shall ensure that the staff deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming behavior on the part of a person working in a Government Office.
- b. The HR Services Provider shall ensure that the staffs engaged by them are not having any adverse police records or criminal cases pending against them or any affiliation with proscribed organizations. In this regard the Contractor shall obtain police clearance certificate from Police of the employees engaged to perform duties.
- c. HR Services shall strictly confine to the indicated places of work and should not be permitted to visit any restricted area premises.
- d. The service provider will provide essential tools, techniques, training or other necessary equipment (s) in order to execute their jobs.
- e. The HR Services Provider shall also submit the names, present and permanent residential addresses, CNIC and two copies of the passport size photographs and phone numbers, medical fitness certificate, COVID Vaccination Certificate and police character certificate of its staff to the National CERT.
- f. The staff employed by the Service Provider for performance of the contract, shall be of sound health, be mentally alert and physically fit and provide medical certificate to that effect. The Service Provider shall be bound to change the personnel deployed, if found unsuitable by the National CERT and decision of the National CERT in this regard shall be final and binding on the Service Provider without any questioning.

- g.** The HR Services Provider shall engage sufficient skilled staff as per requirements to carry out the day-to-day operations. It will adhere to all local laws, Acts, Regulations as laid down by the authorities and shall indemnify the client against breach of Acts, Rules, Laws and Regulations and/or non-compliance thereto by its employees.
- h.** Any miscellaneous work allotted by this office will have to be done at no extra cost or over time.
- i.** The staff will work in an orderly manner without causing damage / loss to the National CERT property or equipment. The Service Provider is responsible for making good any damage / loss to the National CERT property / equipment in case of such damage by his staff, failing which the amount as determined by the National CERT shall be recovered from the monthly bill.
- j.** In case of absence of any staff, a reliever of the said will be provided by the HR Services at all times without any extra cost.
- k.** The working hours for the outsourced personnel shall be as per the general official timing or other admissible timings as per National CERT for Five (5) days a week. However, duty may be assigned on weekends / gazette holiday days with extended hours upon requirement without any over time.
- l.** In addition, the client may also call for extra shifts as and when required. The timings may be changed and subject to the notifications and policy of the Govt or National CERT, Moreover, no additional cost/overtime will be paid to services provider for additional assignments (if any).
- m.** During the term of this agreement, the Service Provider shall arrange for appropriate insurance policies for its workforce at its own cost.
- n.** The HR Services Provider shall be responsible for compliance of the following: -
 - i.** The contract shall be governed by and interpreted in accordance with the laws of Pakistan. The Service Provider shall, in all matters arising in the performance of the contract, conform, in all respects, with the provisions of all Federal, Central, Provincial and Local Laws, Statutes, Regulations and By-laws in force in Pakistan.
 - ii.** And shall give all notices and pay all fees required to be given or paid and shall keep the purchaser indemnified against all penalties and liabilities of any kind for breach of any of the same. The courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.
 - iii.** The Service Provider shall be responsible for required contributions towards any other statutory payment and shall deposit these amounts on or before the due dates. It is the duty of the Service Provider to ensure timely payment of statutory dues and in no case the National CERT shall bear any liability in this regard. Any dispute related to these

payments shall be dealt with by the Service provider entirely at his risk and costs. All the records shall be maintained by the Service Provider and shall produce for inspection to the National CERT as and when required. In case the National CERT is called upon to make payment on the direction, decree or proceeding of court/criminal court or by statutory authority then the National CERT shall have all the rights to recover the said amount in full and shall be authorized to deduct directly from the payment to be made to the Service Provider or from invocation of performance Security as being kept with the Client.

13. PAYMENT TERMS:

The lump sum amounts payable by National CERT to the Service Provider every month shall include:

- a. The remuneration payable for the outsourced staff.
- b. The commission/service charges payable to the Service Provider.
- c. Applicable All Federal Taxes and other deductions under FBR and Labor laws etc.
- d. Affidavit to the effect that service provider is in conformity in all respect mentioned in clause 14.

The aforesaid consideration will be paid by National CERT to the Service Provider within 15 to 30 days at the end of each quarter (i.e., on three monthly basis) against the monthly invoices raised by Service Provider. Deduction towards Income Tax and other taxes as applicable under the Govt. policies, shall be made from all payments made to the service provider and in respect of such Deductions/Exemptions necessary certificates of Tax Deduction/Exemption documents shall be given.

14. PAYMENT OF BILLS:

The Service Provider shall submit monthly invoice to the office of Project Director National CERT in original by 5th of each month. Penalty will be levied by National CERT if services are not rendered according to the terms of said contract as per Scope of Work and general terms and conditions.

The payment will be released against the following pre-requisite documents:

- a. Invoice
- b. Contractor's Bill.
- c. List showing the detail of personnel deployed their attendance, wages and allowances separately for each and every person.
- d. Job completion certificate approved by National CERT.
- e. Income Tax plus other applicable taxes at the prevailing rate as applicable from time to time shall be deducted from the Service Provider's bill.

15. PERFORMANCE APPRAISAL/TARGETS OF WORK:

The payment shall be subject to satisfactory performance and targets set by the office of Project Director National CERT. The Service Provider shall carry out all instructions given by the client and shall ensure that the work is being carried out according to the terms and conditions, specifications of this document.

16. TERMINATION OF CONTRACT:

In the event the Service Provider fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by National CERT or on behalf of National CERT within the scope of the contract, or shall contravene the provisions of the contract, or the services provided are found unsatisfactory, National CERT may terminate the contract after giving one month notice in writing to the Service Provider. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall be deemed to be served on Service Provider. The contract of agencies which do not provide proof of payment of statutory dues will be terminated after giving one month notice.

- a. The Service provider shall ensure the security of assets such as financial information, intellectual property, employee details or information entrusted to the company/agency or any other information which may likely to damage the brand name, image of the client.
- b. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by National CERT Islamabad.

17. PENALTIES/ LIABILITIES:

- a. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the performance guarantee will be forfeited.
- b. In the absence of deputed staff, alternate arrangements shall be made failing which will result in proportionate deductions being made in Service Provider's monthly bill.
- c. That if the successful Contractor violates any of the terms and conditions of Contract awarded or commits any default or his services are not to the entire satisfaction of National CERT a penalty leading to a deduction proportionate to the lapsed targets (Defined in Scope of Work or Set otherwise) out of the total amount of the bill for the particular month will be leviable.

18. BLACKLISTING:

If the Contractor fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders, as per provision of Public Procurement Rules, 2004.

19. ANY MISHAPS AT WORKPLACE:

The National CERT will not accept any responsibility of the designated personnel in the event of natural or accidental death, injury, disability or illness or in the event of any terrorism, natural calamity, disaster that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Service Provider. The Service provider shall keep the purchaser indemnified against all penalties and liability of any kind for breach of any of the same.

20. CONTRACT AMENDMENT:

The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations. The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor. The change, mutually agreed upon, shall constitute part of the obligations under the Contract, and the provisions of the Contract shall apply to the said Change. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

ELIGIBILITY CRITERIA FOR TECHNICAL BID

Name & Address of the Tenderer Organization/Agency with phone number, email etc. and name, address and telephone/mobile number of point person, Web Address	
NTN, GST and other taxes. (Please attach copy)	
Trade License No. (Please attach copy)	
Undertaking to the effect that the bidder has not been blacklisted or has been involved in corrupt practices in addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions if any in the past against the Company/firm/partner or any of its employees / manpower employees.	
Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment of staff in National CERT Office	
Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as acceptance and submit as part of tender document.	
A certificate/affidavit that firm has not been blacklisted by any Government Office.	
Details of Bank Account of the firm.	
Annual Turnover Certificate of last three financial year duly certified	
Certificate of Registration of firm (Yes/No).	
Following details of the DD/Pay Order (bidsecurity) DD/PO No. Date: Drawn on:	

MINIMUM QUALIFYING MARKS 75

TECHNICAL EVALUATION GRID			
Agency Profile --- 25 marks			
Criteria	Marks	Weightage	Awarded Marks
Average Annual Turnover: The Company/Firm/Agency having average annual turnover of past three years: (Attach Certified audit statements and bank statements as proof.)	15	10 million or more =15 marks 7.5 – less than 10 million =10 Marks 5 – less than 7.5 million = 05 Marks	In Case of no documentary evidence zero marksshall be awarded.
Years in Business:	10	15 years or more = 10 marks 10-15 years = 5marks 3 to 10 years = 3 marks	In Case of no documentary Evidence zero marksshall be awarded.
Agency Credentials & Clientage.			
40 Marks			
ISO Certification	5	Attached Certificate.	In Case of no documentary evidence, zero marksshall be awarded.
Experience of providing manpower: (Copy of Work order/ certificate of completion) Technical experience in Outsourcing of HR services for Government Entities/Semi Governmental entities/MNC's/Banks. List of clients with address and details	15	50 or above outsourced clients=15marks 20-49=10marks 10-19=05marks	In Case of no documentary evidence zero marksshall be awarded.

Satisfactory Performance Reports (Satisfactory certificate of Completion or On-going Project)	10	Certificates from Minimum 10 clients= 05 marks Certificates from More than 10 clients= 10 marks.	In Case of no documentary evidence zero marks shall be awarded.
Total Number of Outsourced Resources	10	Outsourced staff 1000 & above = 10 marks 500-999 = 07 marks 200-499 = 05 marks	In Case of no documentary evidence zero marks shall be awarded.
GRAND TOTAL	65		



Part-II

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. DD/Pay Order No. _____
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

Place.....

(Signature of Tenderer with seal)

Date.....

Name: Address

Phone No:

Fax No.:

E-mail:

EVALUATION CRITERIA FOR FINANCIAL BID

Sr. #	Post	Qualification/ Experience	Age Limit	Per Month Salary (A)	Commission of Service Provided (%) (B)	Govt Taxes Per Month Salary (C)	Grand Total Salary Per Month (A+B+C)	Total Posts (D)	Per Year Salary (A*D)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
Consolidated Salary for all Posts									
Service Tax									
Grand Total									

The monthly salary is inclusive of all statutory obligations, compliance of which is mandatory or agency/tendered. Employer’s contribution, wherever applicable shall be borne by service provider. The National CERT, reserves the right to reduce or enhance the manpower as per its requirement.

DECLARATION BY THE BIDDER:

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Note:

No other charges would be payable by Client.

There would be no increase in rates during the Contract period.

Place _____ (Signature of Bidder with seal)

Date _____ Name: _____

Seal: _____

Address: _____

Phone No. _____

Fax No. _____

E-mail _____