



COMMITTEE FOR THE WELFARE OF PRISONERS

ADVERTISEMENT

TENDER DOCUMENT

CWP WEBSITE UPGRADATION AND LICENCE PROCUREMENT

CWP/KHI/01/01/26/003

February 2, 2026



COMMITTEE FOR THE WELFARE OF PRISONERS

CONTENTS

| Sr. No | Description | Page No. |
|---------------|--|-----------------|
| 01 | Advertisement | 03 |
| 02 | Bid Details | 04 |
| 03 | Introduction of the Committee for the Welfare of Prisoners-CWP | 05 |
| 04 | The Objective | 05 |
| 05 | The Scope of Work | 05 |
| 06 | Instructions / Focus | 08 |
| 07 | Submission of Bid | 08 |
| 08 | Eligibility of Bidder | 14 |
| 09 | Submission of Bid and Required Documents | 14 |
| 10 | Evaluation criteria of Bid | 14 |
| 11 | Document to be submitted for Delivery | 16 |
| 12 | Bidding Document | 16 |
| 13 | General Terms and Conditions | 16 |
| 14 | Rejection of the Bid | 16 |
| 15 | Modification and withdrawal of bids | 17 |
| 16 | Bid Opening and Evaluation | 17 |
| 17 | Clarification of Bids | 18 |
| 18 | Governing Laws and Disputes | 18 |
| 19 | Placement of order and acceptance | 18 |
| 20 | Authorized Signatory | 19 |
| 21 | Appeals | 19 |
| 22 | Annex A(Declaration of Eligibility) | 19 |
| 23 | Annex B (Tender declaration form by participants of CWP) | 20 |
| 24 | Annex C (The Detail list of employees with Dependents) | 21 |



COMMITTEE FOR THE WELFARE OF PRISONERS

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INVITATION FOR SEALED BIDS

Committee for the Welfare of Prisoners (CWP) invites sealed bids from well-reputed and eligible IT firms/IT Service Providers/Vendors, meeting the criteria stated in the bidding documents, for the CWP Website Upgradation and Licence Procurement.

Eligibility: Bids will be accepted from IT firms/vendors who meet the following minimum eligibility requirements:

Tax Registration (Valid and Active):

- NTN registration with the Federal Board of Revenue (FBR); and
- GST / Sales Tax registration, where applicable; and
- SST (Sindh Sales Tax) registration where applicable (for taxable services, if any).

Bank Account:

- The bidder must have a valid bank account in the name of the firm/company.

Documentary Evidence:

- Copies of registration certificates/credentials and relevant evidence shall be submitted with the bid, as specified in the bidding document.

Availability of Bidding Documents

- Bidding documents and complete details, NTN, SST, GST & companies with valid bank accounts can apply from CWP's official tenders page: <https://www.lao.org.pk/get-involved/tenders>.

Deadline for submissions:

- Submission deadline (Hard Copy): Sealed and signed bids with complete documents must reach the undersigned office by 18 February 2026 at 11:00 AM.
- Bid opening: 18 February 2026 at 12:00 Noon, in the presence of bidders/authorised representatives who wish to attend.
- Holiday/unforeseen: Submission and opening will be held on the next working day at the same time and venue.
- Right to accept/reject: CWP may accept or reject any or all bids as per applicable procurement rules.

Postal Address:

**Procurement Department,
Committee for the Welfare of Prisoners
1st Floor, Block C, FTC building, Shahra-e-Faisal, Karachi, 75350
PABX: 021-35634112-5, Website: www.lao.org.pk**



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BID DETAILS:

| <u>NO</u> | <u>DETAILS</u> | <u>DATES & TIMINGS</u> | <u>Location</u> |
|-----------|---|---|---|
| 1. | Date of publication of Tender | February 2, 2026 | Available on the CWP website https://www.lao.org.pk/get-involved/tenders |
| 2. | CWP date and time for receipt of Tender Documents. | Wed, 18-Feb-2026 (11:00 AM) | CWP Head Office, Karachi |
| 3. | Date and Time of Tender Opening | Wed, 18-Feb-2026 (12:00 NOON) | CWP Head Office, Karachi |
| 4. | Place of opening of Tenders/ Decisions by the procurement committee of CWP. | As above | CWP Head Office, Karachi |
| 5. | Contact for any queries | procurement@cwpa.org.pk | Mr Shaikh Zaid Ahmed |
| | Bid evaluation period | Thu, 19-Feb-2026 to Thu, 26-Feb-2026 | Evaluate strictly against the criteria already in the bidding documents. |
| 6. | Tentative Date of Award | Evaluation report: February 26, 2026; Award shall be made after hoisting/intimation of the Bid Evaluation Report, in compliance with the mandatory seven (07) days requirement. | |
| 7 | Delivery of all payments By: | As per Purchase Order / Contract | |
| 8 | Final delivery of all required items. | March 6, 2026 | CWP Head Office, Karachi |

Note: Bids will be opened in the presence of the company's representative who is authorised to attend.



COMMITTEE FOR THE WELFARE OF PRISONERS

INTRODUCTION OF CWP:

The Committee for the Welfare of Prisoners (CWP) is a *government-funded, privately managed non-profit organization* working to protect the rights and welfare of prisoners across Sindh. Established in 2004 as a pilot initiative at the Women’s Prison, Karachi, under the chairpersonship of Justice Nasir Aslam Zahid, the Committee began by providing legal aid and rehabilitation support to women and juvenile prisoners.

Over the years, CWP’s scope expanded to include male prison facilities across Sindh, transforming into a model public–private partnership for prison reform. With the continued support of the Home Department, Government of Sindh, CWP now operates in 24 prisons across Karachi, Hyderabad, Larkana, Sukkur, Dadu, Khairpur, Sanghar, and Shaheed Benazirabad.

CWP’s work focuses on providing free legal aid, legal awareness, and welfare assistance to *underprivileged and under-trial prisoners*, many of whom are first-time offenders. The Committee also supports juvenile inmates, women prisoners, and children living with their mothers in prison, offering education, health, and rehabilitation support to improve their reintegration prospects.

As a unique public–private model, CWP contributes to Sindh’s criminal justice system by promoting speedy trials, fair representation, and humane prison management, reducing the burden on an already overcrowded system.

The Committee operates under the Government of Sindh and was notified under Section 55 of the Sindh Prisons and Corrections Services Act, 2019.

THE OBJECTIVE:

Committee for the Welfare of Prisoners (CWP) invites sealed bids from eligible IT firms/service providers for the CWP Website Upgradation and Licence Procurement with the specifications set out in this tender document. Procurement shall be conducted in line with the applicable Sindh Public Procurement Regulatory framework and CWP procurement procedures.

THE SCOPE OF WORK:

| # | ITEM | SPECIFICATION | Unit of Measurement | QTY. |
|----|--|---|---------------------|------|
| 1. | Revamp/Redesign of CWP Website on WordPress (Theme Upgrade + Content Migration + Security/Performance Hardening) | 1) Background & Baseline <ol style="list-style-type: none"> 1. Current Website URL: www.lao.org.pk 2. CMS: WordPress 3. Hosting: Bluehost – Shared Hosting (standard package) 4. Server Stack: PHP / MySQL | Website | 01 |



COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>5. SSL: Enabled; HTTPS active</p> <p>6. Staging: No staging environment currently available</p> <p>7. Current Theme: A commercial theme + child theme currently in use; license status is not verifiable / unlicensed (baseline risk).</p> <p>8. Plugins: Multiple installed (active/inactive). Final status to be confirmed via audit.</p> <p>Note (mandatory): The successful bidder will be required to remove/replace any unlicensed components and ensure post-upgrade compliance.</p> <p>2) Objectives</p> <p>a. Deliver a modern, responsive, accessible WordPress redesign using properly licensed theme/plugins owned by CWP.</p> <p>b. Rebuild and migrate existing content with consistent formatting and improved usability.</p> <p>c. Implement security, backups, performance optimization, and SEO continuity with measurable acceptance checks.</p> <p>d. Provide training, documentation, and full handover to enable CWP to manage the site independently.</p> <p>3) Scope of Work</p> <p>3.1 Discovery & Audit</p> <p>Within Week 1, the bidder shall:</p> <ol style="list-style-type: none"> 1. Conduct a Theme/Plugin Audit Report including: <ul style="list-style-type: none"> o Name, version, purpose o Free vs paid status | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <ul style="list-style-type: none"> ○ Criticality (critical / recommended / removable) ○ Security risk notes (where applicable) <ol style="list-style-type: none"> 2. Provide a Migration & Rebuild Plan and Site Information Architecture suggestions (subject to CWP approval). 3. Provide a licensed theme + required plugin architecture proposal (generic; no nulled/pirated components). <p>3.2 Design & Development</p> <ol style="list-style-type: none"> 1. Complete redesign using a licensed WordPress theme and child theme or equivalent mechanism to preserve customizations. 2. Website must be mobile-first, fully responsive, and compatible with modern browsers. 3. Build a consistent design system (header, footer, menus, typography, spacing, reusable page sections). <p>3.3 Page Rebuild & Migration</p> <ol style="list-style-type: none"> 1. Approx. 44–48 existing pages shall be: redesigned, rebuilt on the new theme, and migrated with consistent layout/formatting. 2. Migrate: pages, posts/news, media files, and downloadable resources currently available on the website. 3. No deletion / consolidation / major restructuring without written approval from CWP focal person. | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>3.4 Functional Modules (minimum mandatory) The redesigned website shall include at minimum:</p> <ol style="list-style-type: none"> a. Contact forms b. Volunteer registration forms c. Donation section (<i>see 3.5</i>) d. News/updates/blog module e. Downloads/Publications section (filterable or categorized) f. Internal search functionality g. Responsive header, navigation, and footer structure <p>3.5 Donation Requirement Bidder shall provide one of the following as Base Scope, and the other (if applicable) as an Optional Priced Item:</p> <ul style="list-style-type: none"> • Option A (Base): Donation information pages (bank details/instructions/FAQs) • Option B (Optional): Online donation payment integration (gateway + receipts + donor confirmation emails) <p><i>(Bidder must clearly state which option is included in Base Price and separately price optional gateway integration if proposed.)</i></p> <p>3.6 Mandatory Integrations</p> <ol style="list-style-type: none"> a. Google Analytics (GA4) b. Google Search Console verification setup c. Anti-spam protection for forms (CAPTCHA or equivalent) <p>4) Licensing & Ownership</p> <ol style="list-style-type: none"> 1. No unlicensed / nulled / pirated themes or plugins are permitted. 2. Any paid theme, child theme tool, or paid plugin used in the | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>upgrade must be purchased for CWP for long-term licensed use.</p> <ol style="list-style-type: none"> 3. At completion, bidder shall hand over to CWP: <ul style="list-style-type: none"> o Proof of purchase (invoice/receipt) o License keys o Validity period, renewal terms, and renewal cost (if applicable) 4. Bidder-owned licenses must not be reused unless ownership transfer and validity are verifiable and approved in writing by CWP. 5. All custom code, configurations, and site assets produced under this contract shall be owned by CWP and handed over at completion. <p>5) Hosting & Environments</p> <ol style="list-style-type: none"> 1. Bidder shall execute work on a staging environment (to be created by bidder). Staging may be: <ul style="list-style-type: none"> o Subdomain (e.g., staging.domain.tld) or o Hosting-provider staging feature, or o Separate temporary hosting 2. Go-live shall only occur after written approval by CWP focal person. 3. Any recommended hosting upgrade/migration shall be presented as an optional priced item and must not be assumed in base scope. | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>6) Performance Requirements Bidder must implement:</p> <ol style="list-style-type: none"> a. Image optimization and lazy loading where appropriate b. Caching and code minification (as appropriate for WordPress) c. Performance assessment report at handover (tool + results + actions taken) <p>Acceptance evidence: Provide before/after performance report on agreed key pages (homepage + at least 3 inner pages).</p> <p>7) Security Requirements (acceptance-linked) Mandatory controls:</p> <ol style="list-style-type: none"> a. Enforce HTTPS site-wide b. Role-based admin access (least privilege) c. Login protection & brute-force mitigation d. Automated backups: <ul style="list-style-type: none"> • Minimum weekly (mandatory) • Daily preferred (bidder to propose; may be optional priced if paid solution is required) e. Malware/vulnerability protection enabled (solution to be proposed) <p>Acceptance evidence: Provide security configuration checklist + proof of backup scheduling + restore procedure.</p> <p>8) SEO Continuity Requirements</p> <ol style="list-style-type: none"> a. Preserve existing URLs wherever possible b. Implement 301 redirects for any changed URLs (deliver redirect | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>mapping) c. Generate XML sitemap d. Proper metadata (titles/descriptions) e. Ensure no material SEO degradation due to redesign (submit basic SEO continuity checklist)</p> <p>9) Training & Capacity Building (mandatory) Bidder shall conduct minimum two (02) training sessions for designated CWP staff covering: a. Content editing (pages/posts) b. Media management c. Form management d. Basic troubleshooting and routine maintenance Deliverables: training agenda + attendance + reference notes (soft copy).</p> <p>10) Timeline & Milestones (mandatory) Target completion: 4–6 weeks from contract signing. Indicative milestones: 1. Discovery + audit report + IA suggestions (Week 1) 2. Design mockups + approval (Week 2) 3. Development on staging (Week 3–4) 4. Content migration + formatting (Week 4–5) 5. Testing/QA + fixes (Week 5–6) 6. Go-live deployment + handover + training (by end of Week 6) 7. Support period commences after go-live (see Section 11)</p> | | |
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COMMITTEE FOR THE WELFARE OF PRISONERS

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| | | <p>11) Post Go-Live Support (mandatory) Bidder shall provide support/warranty for minimum 30 days after go-live (you can change duration in Data Sheet), including:</p> <ul style="list-style-type: none"> • Bug fixes and stability issues introduced by the upgrade • Minor configuration issues related to the delivered scope Exclusions (unless separately contracted): major new features, large-scale content entry. | | |
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The service provider must include the following in their proposals:

The bidder/service provider must include the following in the proposal:

- i. Complete Financial Offer: A clear proposal including all applicable taxes, any commissions/service charges, and all terms and conditions.
- ii. Tax Registrations & Bank Details: Copies of valid registrations/certificates such as NTN and Sales Tax (GST/SST, where applicable), and evidence of a bank account in the firm/company name.
- iii. Payment Terms: Payment terms stating all costs in Pak Rupees (PKR) as gross amounts. Payments will be made against detailed invoices after deduction of applicable withholding taxes as per law.
- iv. Company Profile & Address: A brief company profile, including complete office address and confirmation of an office.
- v. Price Schedule (Separate): A detailed price schedule, showing Goods and Services costs separately, as required in the Scope of Work.
- vi. Client References: List of existing clients in Pakistan, with engagement/operation dates.
Draft Contract Terms: Draft Terms & Conditions for the proposed engagement/contract.

INSTRUCTIONS /FOCUS:

1. Responsiveness & Evaluation: Only bids that fully comply with the specifications and requirements of this tender document will be considered. The contract shall be awarded to the lowest evaluated responsive bidder in accordance with the stated evaluation criteria.
2. Bidder's Costs: The bidder shall bear all costs and expenses incurred in the preparation and submission of the bid and in the performance of the contract.
3. Rejection of Non-Responsive Bids: Any bid that does not meet the mandatory requirements of this tender document shall be treated as non-responsive and may be rejected.
4. Arithmetic Corrections: In case of any discrepancy between the unit price and the total price (unit price × quantity), CWP shall re-compute and correct the total price.



COMMITTEE FOR THE WELFARE OF PRISONERS

5. Unit Price Prevails: The unit price shall prevail, and the total price shall be corrected accordingly.
6. Refusal of Correction: If a bidder does not accept the corrected price determined by CWP, the bid shall be rejected.
7. Price-Based Award: After identification of the lowest evaluated responsive bid, CWP reserves the right to award the contract based on price in accordance with the evaluation method stated in the tender document.
8. No Price Variation: During the bid validity period and after submission, no price adjustment/variation due to escalation, inflation, exchange-rate fluctuation, or any other market factors shall be admissible.
9. Variation in Quantity: At the time of award/work order, CWP may increase or decrease quantities up to 25% of the total offer without any change in unit rates and other terms and conditions.
10. Conflict of Interest Disclosure: Bidders are encouraged to avoid conflicts of interest and must disclose to CWP if the bidder (or its affiliates/personnel) was involved in the preparation of requirements, design, specifications, cost estimates, or other information used for this procurement..

*“CWP shall award the contract to the **lowest evaluated responsive bidder** in accordance with the evaluation criteria and method stated in this bidding document. No preference shall be given to a higher-priced bid on the basis of features exceeding the minimum specifications unless such features have been explicitly included in the evaluation criteria and scoring methodology in this bidding document.”*

SUBMISSION OF BIDS:

- i. Sealed Bid (Single Envelope): The bid, complete in all respects, including the technical specifications/compliance, item list, and price schedule, shall be submitted in one sealed envelope along with the bidding/tender document (duly signed and stamped).
- ii. Company Profile: The bid shall include the bidder’s company profile and relevant credentials.
- iii. Taxes: Quoted prices shall be inclusive of all applicable Government taxes, duties, and levies.
- iv. Document Arrangement: All bid documents shall be properly indexed, page-numbered, signed/stamped, and submitted in a bound file/folder to avoid loose pages and to facilitate scrutiny.
- v. No E-Submission: Electronic bids/proposals will not be accepted.
- vi. Late Bids: Bids received after the deadline date and time shall be treated as non-responsive and shall not be considered. The envelope shall be clearly marked on the right side with the tender title: “IT Supplies – CWP” and the Tender No..
- vii. Address for Submission: Sealed bids shall be addressed/delivered to:



COMMITTEE FOR THE WELFARE OF PRISONERS

Procurement Department

Committee for the Welfare of Prisoners (CWP)

1st Floor, Block C, FTC Building, Shahra-e-Faisal, Karachi – 75350

PABX: 021-35634112-5 | Website: www.lao.org.pk

- viii. Firm Prices / No Negotiation: Bidders shall quote their best and final prices. No price negotiation shall be undertaken after bid opening (subject to arithmetical corrections as per tender provisions).
- ix. Bid Validity: The bid shall remain valid for sixty (60) days from the bid submission closing date. Any bid with a shorter validity period may be rejected. (If bid security is required), the bid security validity shall be extended accordingly in case the bid validity is extended.
- x. Alternative Offers (If Any): Any alternative/optional offer, if permitted, shall be submitted separately and clearly marked. CWP may accept or reject alternatives as per the evaluation method stated in the tender.
- xi. Dispatch & Tracking (Post-Award): The successful bidder shall provide CWP the consignment note / tracking number(s) for dispatched items and shall ensure online/web-based tracking access for consignments sent through courier.
- xii. Withdrawal of Bid: A bidder may withdraw its bid after submission only if a written notice of withdrawal is received by CWP before the bid submission deadline. No bid may be withdrawn after the closing date and time for submission..

ELIGIBILITY OF THE BIDDER

Bids will be accepted from bidders who meet the following minimum eligibility requirements:

- i. Legal Status: The bidder must be a firm/company/organization legally registered/incorporated in Pakistan.
- ii. Tax Registration: The bidder must have a valid NTN and GST/Sales Tax registration (where applicable).
- iii. Bank Account: The bidder must maintain an active bank account in the name of the firm/company/organization.
- iv. Bid Authentication: The bid must be submitted on the bidder's official letterhead, duly signed and stamped, along with a company profile.
- v. Non-Blacklisting: The bidder must not be blacklisted or debarred by any procuring agency/government department (as applicable under the Sindh Public Procurement Rules).

Ineligible: Unregistered individuals/sole persons and any entity that does not meet the above minimum eligibility requirements shall not be eligible to participate in this tender.

SUBMISSION OF BID AND REQUIRED DOCUMENTS:

- i. Complete Bid: The bid shall be complete in all respects and shall contain all information and documents required under this tender document.
- ii. Financial Offer + Technical Details (Single Package as applicable): The bidder shall submit the price/financial offer along with the technical specifications/compliance details and bidder's



COMMITTEE FOR THE WELFARE OF PRISONERS

terms and conditions, on the bidder's official letterhead, duly signed and stamped. (Where a single-stage one-envelope method is adopted, the bid shall be submitted accordingly.)

- iii. NTN Certificate: Copy of valid NTN certificate shall be attached.
- iv. Tax Exemption (If Applicable): Where the bidder claims exemption, a copy of valid tax exemption certificate shall be provided.
- v. Draft Agreement/Contract: A draft agreement/contract (terms and conditions) shall be provided.
- vi. Mandatory Documents / Responsiveness: Failure to submit the required documents and information in the manner prescribed in this tender document may render the bid non-responsive and liable to rejection during evaluation.
- vii. No Post-Deadline Changes; Clarifications Allowed: No bidder shall be permitted to alter or modify the bid after the submission deadline. CWP may, however, seek written clarifications necessary to evaluate the bid, provided that such clarifications shall not change the substance or price of the bid; requests and responses shall be in writing.
- viii. Incorrect / Misleading Information: Any bid found to contain false, misleading, or incorrect information may be rejected. Where applicable, CWP may initiate action under the Rules relating to debarment/blacklisting, strictly in accordance with the prescribed procedure.

Note (Late Bids): Any bid submitted late shall not be considered by the procurement committee.

EVALUATION CRITERIA FOR SEALED BIDS:

- i. Preliminary Examination & Responsiveness: CWP shall examine bids to determine whether they are complete, properly signed and stamped, accompanied by all mandatory documents, and compliant with the requirements of this tender document. Bids found materially non-responsive (including submission of false/misleading information or failure to submit mandatory documentary evidence) shall be rejected. Any waiver, if applied, shall be limited to minor, non-material deviations that do not affect the relative ranking of bidders and do not prejudice any bidder.
- ii. Award Method (Item-wise / Lot-wise, if applicable): Where the Schedule of Requirements comprises multiple items/lots, CWP may award the contract item-wise/lot-wise to one or more lowest evaluated responsive bidder(s) in accordance with the evaluation method and criteria stated in this tender document.
- iii. Clarification of Bids (In Writing Only): For the purpose of evaluation and comparison of bids, CWP may seek written clarifications from any or all bidders. The request for clarification and the bidder's response shall be in writing. Such clarifications shall not change the substance, scope, or price of the bid.
- iv. Financial Offer, Taxes & Corrections: The financial offer shall be quoted in Pak Rupees (PKR) in figures and words, and shall clearly state whether prices are inclusive of all applicable taxes, duties, and levies. Any overwriting/erasing in the quoted prices shall be valid only if initialed by the authorized signatory. In case of discrepancy between unit price and total price, the unit price shall prevail and CWP shall correct the total accordingly. If there is a discrepancy between figures and words, the amount in words shall prevail. Applicable taxes shall be borne/paid as per law and shall be reflected in the quoted prices.



COMMITTEE FOR THE WELFARE OF PRISONERS

FOLLOWING DOCUMENTS ARE TO BE SUBMITTED WITH QUOTATIONS:

- i. Signed Quotation: Quotation on the bidder's official letterhead, duly signed and stamped.
- ii. Authorized Signatory Proof: Copy of CNIC of the authorized signatory/owner (as applicable), along with an authorization/board resolution/power of attorney where the signatory is not the owner/proprietor.
- iii. Legal Status Evidence: Copy of Company/Firm/Agency registration/incorporation certificate (as applicable).

BIDDING DOCUMENT:

The bidder is expected to carefully examine all instructions, forms, terms and conditions, and specifications contained in this bidding document. Failure to provide the required information and documentation, or submission of a bid that is materially non-responsive to the requirements of this bidding document, shall be at the bidder's risk and may result in rejection of the bid in accordance with applicable procurement rules and the evaluation criteria stated herein.

GENERAL TERMS & CONDITIONS:

- i. Right to Accept/Reject: CWP is not bound to accept the lowest or any bid and may reject any or all bids at any time prior to issuance of the Purchase Order/Contract Award, in accordance with applicable procurement rules.
- ii. Re-Tendering: CWP may, where necessary, cancel the procurement process and proceed with re-tendering in accordance with applicable procurement rules.
- iii. No Liability: CWP shall not incur any liability to bidders as a result of rejection of bids or cancellation of the procurement process, subject to applicable law and procurement rules.
- iv. Amendment of Bidding Document: CWP may amend/modify the bidding document (including terms, conditions, or specifications) prior to the bid submission deadline. Where such amendment materially affects the bid, CWP may issue an addendum and, where appropriate, extend the submission deadline and/or invite revised bids, in accordance with applicable procurement rules.
- v. Canvassing / Undue Influence: Any form of canvassing, attempt to influence the procurement process, or conflict of interest may result in disqualification of the bidder. Where applicable, CWP may initiate action under the procurement rules relating to debarment/blacklisting, as per the prescribed procedure.

REJECTION OF THE BID:

A bid may be rejected and treated as non-responsive if:

- i. Mode of Submission: It is submitted through e-mail, fax, telegram or any mode other than the required sealed hard copy submission.



COMMITTEE FOR THE WELFARE OF PRISONERS

- ii. Signed Tender Document: It is submitted without the tender/bidding document duly signed and stamped (where required in this tender).
- iii. Eligibility Declaration: It is submitted without the Declaration of Eligibility (Annex-A) duly completed, signed, and stamped.
- iv. Late Submission: It is received after the deadline date and time stipulated for bid submission.
- v. Material Non-Responsiveness / Incomplete or Conditional Bid: It is incomplete, including non-submission/non-furnishing of mandatory documents, or it is a conditional bid, or it materially deviates from the terms and conditions/specifications stated in this tender document.

Note: Minor, non-material irregularities may be waived only where such waiver does not affect the relative ranking of bidders and does not prejudice any bidder.

MODIFICATIONS AND WITHDRAWAL OF BIDS:

- i. Bid Finality: After submission, bids shall be treated as final. CWP may seek written clarifications where required for evaluation; however, such clarifications shall not change the substance or price of the bid.
- ii. No Modification After Deadline: No bid shall be modified or revised after the deadline for submission of bids.
- iii. Withdrawal: A bidder may withdraw its bid only if CWP receives a written notice of withdrawal before the bid submission deadline. No bid shall be withdrawn after the submission deadline. If bid security/performance security is applicable, the consequences of withdrawal shall be as stated in the bidding document and applicable procurement rules.

BID OPENING AND EVALUATION:

- i. Bid Opening: CWP shall open the bids at the date, time, and venue specified in the bidding document, in the presence of bidders or their authorised representatives who choose to attend.
- ii. Attendance Record and Opening Formalities: Representatives present shall sign an attendance sheet. At the time of opening, CWP shall announce and record, as appropriate, the bidder's name, bid prices, presence/absence of required documents (where applicable), and any other particulars stated in the bidding document.
- iii. Evaluation Method: Bids shall be evaluated strictly in accordance with the evaluation method and criteria stated in this bidding document. CWP shall first determine responsiveness (completeness, mandatory requirements, and compliance with specifications/terms). Only responsive bids shall be considered for further evaluation.
- iv. Clarification of Bids: CWP may seek written clarifications from any bidder where necessary for evaluation. Requests and responses shall be in writing. Clarifications shall not be used to change the substance, scope, or price of the bid.
- v. Award of Contract: The contract shall be awarded to the lowest evaluated responsive bidder (or



COMMITTEE FOR THE WELFARE OF PRISONERS

- item-wise/lot-wise to one or more lowest evaluated responsive bidder(s), where such award method is stated in the bidding document).
- vi. Failure of Successful Bidder: If the successful bidder fails to sign the contract/work order, fails to provide required securities (if applicable), or otherwise fails to perform as required under the bidding document, CWP may proceed in accordance with the bidding document and applicable procurement rules, including forfeiture of bid security (if applicable) and award to the next lowest evaluated responsive bidder, or cancellation/re-tendering, as appropriate.
 - vii. No Post-Opening Negotiation: No price negotiation shall be conducted after bid opening, except for arithmetical corrections and clarifications permitted under this bidding document and applicable procurement rules, without any change in the substance or price of the bid.

CLARIFICATIONS OF BIDS:

To assist in the examination, evaluation, and comparison of bids the CWP may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered, or permitted.

GOVERNING LAWS AND DISPUTES:

- This bidding process, the resulting contract/work order, and all matters arising therefrom shall be governed by and construed in accordance with the laws of Pakistan, and, where applicable, the Sindh Public Procurement Regulatory Authority (SPPRA) Rules.
- Any dispute, controversy, or difference arising out of or in connection with this tender document and/or the resulting contract (including its interpretation, performance, breach, or termination) shall, in the first instance, be resolved amicably through mutual consultations.
- If the dispute is not resolved amicably within thirty (30) days of written notice by either party, it shall be referred to arbitration in accordance with the Arbitration Act, 1940 (as applicable) and other relevant laws of Pakistan. The arbitration shall be conducted by a sole arbitrator mutually appointed by the parties; failing mutual agreement within fifteen (15) days, the arbitrator shall be appointed in accordance with applicable law. The arbitration proceedings shall be held in Karachi, the language shall be English, and the arbitrator shall issue a reasoned award, which shall be final and binding upon the parties.

PLACEMENT OF ORDER AND ACCEPTANCE:

The successful bidder shall acknowledge and accept the Purchase Order/Work Order in writing within five (05) working days of issuance. Failure to confirm acceptance within the stipulated time may result in cancellation of the order and CWP may proceed in accordance with the bidding document and applicable procurement rules.



COMMITTEE FOR THE WELFARE OF PRISONERS

AUTHORIZED SIGNATORY:

The bidder shall designate the authorized official(s) empowered to discuss and correspond with CWP, sign the bid and any agreement/contract, issue invoices, receive payments, and carry out all related communications on behalf of the bidder.

The bidder shall provide documentary evidence of such authorization, including CNIC copy of the authorized signatory, and where applicable, a Power of Attorney/Authorization Letter/Board Resolution bearing the specimen signature(s) of the authorized signatory(ies).

APPEALS:

Any bidder aggrieved by an act, omission, error, or irregularity during the procurement process may submit a written complaint to CWP's Complaint Redressal Committee within the time allowed under the SPPRA framework. CWP shall process and decide the complaint in accordance with applicable SPPRA Rules. An aggrieved bidder may file an appeal before the competent forum as provided under the SPPRA framework.

Complaint Email: hr@lao.org.pk - (Subject line: Complaint – Tender No. CWP/KHI/01/01/26/003)



COMMITTEE FOR THE WELFARE OF PRISONERS

ANNEX A:

Date:

Declaration of Eligibility

To whom it may concern

(To be submitted to companies letterhead)

I, the undersigned representative of M/s..... having its office at..... Do hereby affirms that our company/firm/organization is eligible because we;

- i. Are registered company/firm/organization.
- ii. Are registered with NTN.
- iii. Are not bankrupt or in the process of going bankrupt.
- iv. Have not been convicted for an offense concerning professional conduct.
- v. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- vi. Have fulfilled obligations related to payment of taxes.
- vii. Are not guilty of serious misinterpretation in supplying information.
- viii. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in CWP)
- ix. are not declared at the serious fault of implementation owing to a breach of their contractual obligations
- x. Have no relation, direct or indirect, with any terrorist or banned organizations.
- xi. Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union, and others.
- xii. Are not blacklisted by any Local/International organization, Government/semi Government department, NGO, or any other company/organization.
- xiii. Have not been reported for/under litigation for child abuse.
- xiv. Have read the tender documents Tender of Committee for the Welfare Prisoners-CWP **Reference # CWP/KHI/01/01/26/002**, and fully understand and agree with the terms and conditions.

Declared By:

(Signature):

(Name & Designation)

(Name & Address of Company/firm)

Witness by: -----

Signature: -----

Name: -----



COMMITTEE FOR THE WELFARE OF PRISONERS

ANNEX B:

CONFLICT OF INTEREST - TENDERING ORGANISATION

| Please indicate whether any of your Officers or officers of proposed partners or relatives. | | | |
|---|--|-----|----|
| Sr. | Question for Declaration | YES | NO |
| 01 | Is or has ever been an employee of CWP? | | |
| 02 | Has a relative who is, or has ever been, an employee of CWP | | |
| 03 | Has any involvement as an Officer or has a relative who is an Officer in any Organizations that currently provide Services to CWP? | | |
| 04 | Has any involvement as an Officer or has a relative who is an Officer, in any other Organizations that are responding to this Tender? | | |
| 05 | Has any financial, political, personal, or other interest that is or may be perceived to be a conflict of interest? | | |
| If you have answered yes to any of '1' to '5' above, please give detail. | | | |
| 06 | Are there any issues (in addition to those addressed in '1 to 5' above), current or likely; about your Organization or proposed partners that may give rise to any conflict of interest? | | |
| If you have answered yes to '2.6.' above, please provide details: | | | |
| <p>Declaration to be completed by the Tenderer's Authorized Representative:</p> <p>I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true and that should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete and true I will immediately inform the person nominated as Senior Responsible Officer.</p> <p>Full Name: _____ Position _____</p> <p>Company Name: _____</p> | | | |



COMMITTEE FOR THE WELFARE OF PRISONERS

Signature: _____ Date: _____

Declaration to be completed by the Tenderer's Authorized Representative:

I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true and that should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete and true I will immediately inform the person nominated as Senior responsible Officer.

Full Name: _____ Position _____

Company Name: _____

Signature: _____ Date: _____