

NEECA's EV Charging Infrastructure & BSS Web Portal and Mobile Application

Overview

To promote sustainable mobility and energy efficiency in Pakistan, the National Energy Efficiency and Conservation Authority (NEECA), under the Ministry of Energy (Power Division), is developing a comprehensive digital ecosystem comprising web portal and mobile application. The **EV Charging Infrastructure & Battery Swapping Station (EVCI&BSS) registration portal and mobile application** is designed for EV users and operators, enabling convenient access to charging and battery swapping services, real-time booking, payments, and energy conservation features. Complementing this, the EVCI & BSS Registration Portal serves regulatory stakeholders such as DISCOs, Land Authorities, EVCI Investors and NEECA administrators, streamlining registration, compliance, and approval processes for investors and operators. Together, these platforms create an integrated system that ensures transparency, efficiency, and data-driven decision-making to support the nationwide adoption of electric vehicles and the effective use of energy resources.

Terms of Reference (TOR)

The scope of work includes the design, development, integration, and operationalization of NEECA's EV Charging Infrastructure and Battery Swapping Stations (EVCI&BSS) digital platforms, comprising web portal (for regulatory and administrative functions) and mobile application (for consumer-facing and operator functionalities). These platforms will form a unified digital ecosystem to support the registration, approval, and monitoring of EV Charging and Battery Swapping Stations across Pakistan.

The system will also ensure seamless coordination with stakeholder departments, particularly DISCOs and Land Development Authorities, through secure data exchange, jurisdiction-based workflows, and integrated dashboards. Together, these platforms will enable transparency, traceability, and efficiency in promoting the nationwide adoption of electric vehicles and energy-efficient transport infrastructure.

1. Background

The National Energy Efficiency and Conservation Authority (NEECA), under the Ministry of Energy (Power Division), has developed the EVCI&BSS Registration Portal to streamline and digitize the registration of Electric Vehicle Charging Infrastructure and Battery Swapping Stations (EVCI&BSS) across Pakistan.

The EVCI&BSS Registration Portal is dedicated to manage investor/operator applications and facilitating coordination among regulatory stakeholders such as DISCOs and Land Authorities.

The registration and approval process involves multiple stakeholders particularly Electricity Distribution Companies (DISCOs) and Land Development Authorities, who are critical for verifying land approvals and issuing load feasibility or power connections. This TOR outlines the development, integration mechanism and required portal enhancements for seamless collaboration, faster decision-making, and transparent service delivery.

2. Purpose

To establish a coordinated digital mechanism between NEECA, EVCI investors/operators, and relevant stakeholder departments (DISCOs and Land Authorities) through shared access to the portal, efficient data exchange, and collaborative processing of EVCS&BSS applications in their

respective jurisdictions.

The portal will exclusively serve administrative and regulatory purposes and will not be used for end-user (EV consumer) interactions. All consumer-facing functionalities (e.g., charging station search, booking, payments) will be delivered via the NEECA mobile application.

3. Objectives

- Ensure jurisdiction-based access to applications by stakeholder departments.
- Enable automated alerts to relevant departments upon application submission.
- Streamline documentation, review, and feedback processes.
- Improve accountability, traceability, and processing timelines for EVCS registrations.

4. Scope of Integration and Features

4.1 Portal User Roles and Access

The portal shall be used only by:

- EVCI&BSS investors or operators submitting applications for registration and regulatory approvals
- EVCI&BSS investors or operators can track their application status.
- Electricity Distribution Companies (DISCOs) for reviewing and approving load feasibility
- Land Development Authorities for verifying land-use compliance

4.1.2 EVCI & BSS Operator Registration & Management

Charging Station Registration: Charging station operators will register through the app, providing details such as:

- Charging Type: AC, DC, or any hybrid system
- Connector Type: Type 1, Type 2, CHAdeMO, CCS, or any specific connectors supported
- Charging Speed: Fast, Rapid, Slow – This information will help users select stations based on their preference

Availability Status: Operators can update the real-time status of each charging point (e.g., available, in-use, under maintenance)

Geo-location Mapping: GPS integration will map all charging stations and battery swapping points in Pakistan. This data will be continuously updated to reflect the real-time status of stations

Wait Time Configuration: Charging station operators can configure default wait times or add custom parameters for maximum wait time before user gets alert for the next available slot.

Further refer to the details of the registration is mentioned in mobile application section.

4.2 Application Visibility Based on Jurisdiction

- Stakeholder users (DISCOs and Land Authorities) will have access only to applications within their designated geographic or administrative boundaries (e.g., district, tehsil, circle).
- Jurisdiction mapping will be linked to area tags selected by the applicant during submission.

4.3 Role-Based Access Control

- Users will be assigned specific roles:
 - DISCOs: Review power availability, approve load, provide technical comments, upload NOCs, or raise objections.
 - Land Authorities: Verify land-use compliance, upload NOCs, or raise objections.
- Users cannot modify applicant data, but can request clarifications or corrections through the portal.

4.4 Real-Time Alerts and Notifications

- Email and SMS alerts will be sent automatically to the relevant stakeholder department upon submission of an application in their area.
- SMS / Email to user about the missing documents on the provisional approval state. And add timer to email reminder.
- Alerts will include key application details (applicant name, location, type, ID).

4.5 Review, Comment & Approval Interface

- Stakeholders can upload approvals/NOCs, provide comments, or raise document requests.
- Status will be tracked per stakeholder input (e.g., Approved, Under Review, Returned).
- Relevant authorities can/may (if required) comment of their process on the application that comes under their jurisdiction.

4.6 Unified Dashboard and Performance Tracking

- **Department-Specific Dashboards:**
Each stakeholder (NEECA, DISCOs, Land Authorities, investors, applicant) shall have an independent dashboard displaying data within their jurisdiction and access rights.
- **Application Tracking and Status Visualization:**
 - Real-time status of applications (Pending, Under Review, Approved, Returned, Rejected).
 - Color-coded visual indicators for quick comprehension.
 - Drill-down capability to view individual application details, responsible officer, and action logs.
 - Ability to generate/reissue registration certificates as per the defined format
- **Performance Analytics & KPIs:**
 - Average processing time per application and per department.
 - Number of applications received, approved, or pending within specific timeframes (daily, weekly, monthly, quarterly).
 - Tracking of delayed cases and automatic flagging of pending applications
 - Comparison of department-wise or region-wise performance indicators.
- **Geospatial Insights (GIS Integration):**
 - Visualization of applications and approved stations on a map layer.
 - Regional or jurisdictional mapping to identify application concentration, approval hotspots, or bottlenecks
- **Data Visualization & Export:**
 - Graphical and tabular representation of trends (bar charts, heat maps, line graphs).
 - Export options (PDF, Excel, CSV) for reporting and presentations.
- **Administrative Dashboard (NEECA):**

- National-level overview of all EVCI & BSS applications.
 - Key performance summaries for each stakeholder organization.
 - Configurable widgets for KPIs such as average processing time, total approved capacity (kW/MW), and regional growth trends.
 - Alerts for inactivity or delayed approvals.
- **Audit and Monitoring Panel:**
 - Activity logs for each user role.
 - Filter and search capabilities to track individual application history, timeline, and inter-department correspondence.

4.7 Communication & Clarification Module

- The system will include an integrated communication panel (comment/chat feature) enabling stakeholders to interact directly with applicants for seeking clarifications, requesting additional information, or suggesting revisions.
- All messages and interactions will be automatically recorded and time-stamped to maintain a complete communication history for transparency and reference.

4.8 Escalation and Reminder Mechanism

- The system will automatically send reminders and alerts to relevant stakeholders if no action is taken within a predefined timeframe (e.g., seven working days).
- Escalation rules can be configured to notify supervisory authorities or designated Nodal Officers (focal persons) within each stakeholder organization to ensure timely resolution and accountability.

4.9 Activity Logs and Audit Trail

- The system will maintain a comprehensive activity log capturing all stakeholder actions and system events for each application.
- These logs will serve as the basis for auditing, ensuring transparency, and facilitating dispute resolution when required.

5. Technical Enhancements and Portal Accessibility Features

To ensure operational efficiency and inclusivity, the following features and activities will be implemented:

5.1 Stakeholder Onboarding and Training

- Conduct orientation and hands-on training for DISCOs and Land Authority users.
- Provide video tutorials, manuals, and helpdesk.

5.2 Feedback and Grievance Module

- Enable users to submit feedback or complaints regarding delays or unresolved issues
- Grievances will be routed to NEECA focal persons.

5.3 Data Migration from existing system

- Migrating the data from existing database, which hold the data of the all the applications for EVCI&BSS. It is required to migrate existing data into the new portal without any data loss.

5.4 Administrative & Data Analytics Features

Admin Portal (NEECA):

- Station Registration Monitoring: Track and approve the registration of new charging stations and BSS operators
- Compliance Reports: Ensure all charging stations and operators meet regulatory and operational standards
- Data Analytics:
 - Generate insights on EV adoption rates, energy consumption patterns, and seasonal demand fluctuations.
 - Provide detailed reports on energy savings, demand forecasting, and infrastructure performance
- Integrate data from national energy platforms or third-party APIs to analyze energy consumption trends on a national scale.
- Allow authorized users to export filtered datasets for internal reporting and analysis.
- Build visual analytics dashboards for NEECA and stakeholders.

6. Responsibilities of Stakeholders

Following are the responsibilities of stakeholders but not limited to:

NEECA

- Administer portal and manage user roles.
- Conduct training and provide helpdesk support
- Ensure data security and continuous platform improvement.

DISCOs

- Assign focal persons for portal use.
- Assess power availability and feasibility.
- Upload load approval or rejection letters in defined timeframe.

Land Authorities

- Assess land ownership and zoning compliance.
- Upload land-use NOCs or objections.
- Coordinate with applicants via the portal if clarifications are needed.

7. Data Security and Confidentiality

- All user activity will be role-based and monitored through access logs.
- Data protection guidelines will be enforced in line with NEECA's internal policy.

NEECA's EV Charging & Battery Swapping Mobile App

Brief Functional Requirements & Features

NEECA is developing a mobile application focused on EV Charging Infrastructure (EVCI) & Battery Swapping System (BSS), along with energy efficiency awareness features. The app will streamline EVCI & BSS operator registration, EV user access to charging facilities, and data-driven insights for better energy management.

8. EVCI & BSS Operator Registration & Management

Charging Station Registration: Charging station operators will register through the app, providing details such as:

- Charging Type: AC, DC, or any hybrid system
- Connector Type: Type 1, Type 2, CHAdeMO, CCS, or any specific connectors supported
- Charging Speed: Fast, Rapid, Slow – This information will help users select stations based on their preference

Availability Status: Operators can update the real-time status of each charging point (e.g., available, in-use, under maintenance)

Geo-location Mapping: GPS integration will map all charging stations and battery swapping points in Pakistan. This data will be continuously updated to reflect the real-time status of stations

Wait Time Configuration: Charging station operators can configure default wait times or add custom parameters for maximum wait time before a user gets an alert for the next available slot

Energy Analytics Dashboard will display real-time and historical data, which may include:

- Total energy consumption
- Charging duration per vehicle
- Peak hours for charging activity
- Forecast of demand for future periods (daily, weekly, monthly)

Each operator will have a dedicated dashboard to:

- View upcoming bookings and reservations.
- Access registered vehicle details for scheduled charging.
- Accept or decline slot requests based on station capacity.
- Monitor overall station performance in real-time.

8.1 EVCI Investor Registration & Application Tracking

Investors/Operators can register their EVCI or BSS setup via the mobile app by submitting:

- Business details, Proposed site location, Charging type and connector specifications, load requirements, and as per information required in the EVCI&BSS regulations.

Upon submission, the unique Application ID is generated for tracking.

“My Applications” dashboard will be available to view real-time status updates such as:

- Under Review, Approved, Returned for Clarification or Rejected

Each status will be accompanied by timestamps and department remarks for transparency.

Push notifications and SMS/Email alerts will inform applicants of any status change or required action. The process will enable efficient communication between NEECA, DISCOs, Land Authorities, and private investors. Moreover, it will help promote transparency and timely resolution for all registered applications

9. Consumer Features & EV Charging Booking

Charging Station Search:

- Users can filter charging stations based on location, speed (Fast, Rapid, Slow), connector types, and pricing
- Real-time availability will be shown, so users can choose stations with no waiting time

Route Planning:

- Users can input their destination, and the app will suggest optimal charging stops along the route. The suggestion will consider:
 - Battery levels and charging needs
 - Availability of stations along the route
 - Estimated charging times and station downtime.
 - Charging stop preferences (e.g., nearby restaurants or amenities).

Pre-booking Options:

- Users can reserve a charging slot at a preferred time and location.
- Be cancelable within a defined grace period (e.g., 15 minutes)
- Alert users of upcoming reservations and penalties for no-show or late cancellation

Live Status Updates: Users can monitor real-time updates

- Slot availability (free/occupied)
- Estimated waiting time (e.g., 5 min, 20 min)
- Station downtime or any maintenance alerts

Charging Cost Transparency:

- Display detailed price breakdowns for each station
- Per minute, per kWh, or time-based pricing models
- Cost differences between stations (e.g., premium pricing during peak hours)
- Discounts or promotions available for EV users

10. EV Charging & Payment Management

User Profile & Registration:

- Users will register their EV details such as model, registration number, battery type, and preferred connector type
- The app will customize recommendations based on the user's vehicle specifications

Payment Integration:

- Initially, payments will be processed directly with EVCI operator, but in future, the app may provision for in-app payments with digital wallets or payment providers

Charging History:

- The system will log all past charging sessions, allowing users to: track energy usage, monitor costs, and view charging session history (including times, locations, costs, etc.)

11. Battery Swapping System (BSS) Features

- Battery Swapping Station Locator: users can view the nearest battery swapping stations on a map and check real-time availability

- Reservation System: users can reserve a fully charged battery in advance to ensure no wait times upon arrival
- Compatibility Information: based on the user's registered EV model, the app will suggest compatible batteries and ensure that users receive the correct type for their vehicle

12. Notifications, Alerts & User Engagement

- Push notifications for:
 - Charging Slot Reminders: Alerts users when their reserved time slot is approaching
 - New Station Alerts: Notifications about newly opened charging stations or BSS points
 - Promotional Offers: Alerts on government incentives, discounts, or partner offers related to EVs
 - User-Generated Content: Users can share content on the app, such as success stories, energy-saving tips, or even EV-related artwork
 - Energy Conservation Quotes: Daily or weekly push notifications with inspiring quotes on sustainability and energy conservation

13. Ratings, Reviews & Feedback Mechanism

- Users can rate charging stations and BSS points based on their experience (e.g., service quality, cleanliness, staff helpfulness, etc.)
- Only registered users who have used the station's services will be allowed to provide feedback, ensuring credibility
- Incentives: Introduce a rewards system that encourages users to engage in energy-efficient behavior. For example, users could earn points for charging during off-peak hours or using clean energy sources. These points can be redeemed for discounts, rewards, or eco-friendly products

14. Future Suggestions for Improvement:

- Enhanced Route Planning: If a user's preferred charging station becomes unavailable due to unforeseen circumstances, the app should automatically suggest alternative routes or charging stops
- GIS-Based Jurisdiction Mapping Integrate a GIS backend to automate jurisdiction tagging of applications, facilitating more accurate and efficient routing of applications
- Dynamic Pricing Awareness: The app should reflect pricing fluctuations based on demand (e.g., peak hours or seasonal pricing) and alert users to any changes before they commit to a booking
- Idle Time Tracking & Penalties: Introduce a feature that tracks how long a vehicle remains plugged in after charging is completed. Users will receive notifications if they exceed the recommended time, with potential penalties for overstaying (e.g., fines, warnings)
- AI-based Smart Recommendations: Use machine learning algorithms to analyze historical data (e.g., past trips, usage patterns, and charging times) and recommend optimal charging times and locations to users.

Preferred Technology Stack

- Frontend (Mobile App) – Flutter or React Native
- Backend (API & Business Logic) – Node.js or Laravel
- Database – MySQL or PostgreSQL or Mongo DB

The bidders may propose an alternative technology stack that leverages current technologies and ensures scalability for future needs.

15. Eligibility Criteria

1. The bidder must be a registered firm with:
 - Valid NTN and GST registration
 - Active Taxpayer status on ATL (FBR)
2. Minimum **5 years of experience** in similar ICT/software development projects.
3. Proven portfolio of at least **3 similar digital portal or mobile app projects**, preferably for government or energy-related sectors.
4. The firm must have a **dedicated technical team** including project manager, backend/frontend developers, and UI/UX designers.
5. Must not have been **blacklisted** by any public sector entity (an affidavit to this effect is required).

16. Joint Venture (JV) Clause

Joint ventures or consortiums are **not allowed** for this procurement. Proposals must be submitted by a single, legally registered entity, which will be solely responsible for the execution of all deliverables and contractual obligations.

17. Arbitration

- i. In case of any difference or dispute arising between the parties during the contract period, the matter shall initially be referred to the Managing Director, NEECA, or its designated representative/team for amicable resolution through mutual discussion.
- ii. If the dispute remains unresolved, it shall be referred to **arbitration in accordance with the Arbitration Act, 1940**, and the rules made thereunder. The decision of the arbitrator(s) shall be final and binding on both parties.

18. Service Level Agreement

Upon successful completion and deployment of the EVCI & BSS Web Portal and Mobile Application, NEECA and the selected bidder shall enter into formal Service Level Agreement (SLA) defining the post-deployment support, maintenance, and performance standards. The SLA will specify service uptime, response and resolution times, reporting requirements, and mechanisms for monitoring performance. It will also outline penalties for non-compliance and the process for escalation, ensuring the continued reliability, security, and optimal functioning of the deployed systems during the agreed support period.

19. Bid Security

- The Bid Security equivalent to 2% of the total quoted bid value shall be submitted in the form of Bank Draft, or Pay Order in favor of NEECA.
- Bids without Bid Security shall be **rejected** as per **Rule 25 of PPRA Rules, 2004**.
- Bid Security of unsuccessful bidders will be returned upon finalization of the tender; the successful bidder's Bid Security will be retained until submission of the Performance Guarantee.
- The bid shall remain valid for **90 days** after the deadline for submission of bids.

20. Performance Guarantee

- The successful bidder shall submit a Performance Guarantee of 8% of the contract value within 7 working days of the award notification, in the form of a Bank Guarantee from a scheduled bank in Pakistan.
- The Performance Guarantee will remain valid throughout the contract period and for an additional 180 days after completion, as per Rule 39 of PPRA Rules, 2004.

21. Payment Terms:

- No advance payment shall be made as per Rule 38(1) of PPRA Rules, 2004, unless specifically approved by the competent authority.
- Payment shall be made upon successful completion, testing, and acceptance of deliverables.

22. Termination and Penalty

NEECA reserves the right to terminate the contract or apply penalties in case of unsatisfactory performance, delay, or breach of any terms and conditions, as defined in the final agreement. The nature and extent of such shall be determined in accordance with the provisions of the contract and applicable rules.

23. Milestones and Payment Deliverables

Milestone	Description / Deliverables	Payment (%)	Payment Condition
1. Project Inception & Design Approval	<ul style="list-style-type: none">• Project inception report (including detailed work plan, sprint schedule, communication plan)• Submission & approval of system design, UI/UX wireframes, database schema, and architecture (for both portal and mobile app)	10%	After approval of inception report and design mockups by NEECA's technical committee
2. Frontend & Backend Architecture with API Development	<ul style="list-style-type: none">• Development of frontend interface architecture for both web portal and mobile application, including:<ul style="list-style-type: none">– Figma based detailed UI/UX designs, navigation flows, and interaction workflows– Conversion of approved designs into responsive frontend components.– Integration of visual design system (typography, color palette, icons and reusable elements)• Development of backend services, database schema and core API framework• Deployment of initial version on test server for functionality and connectivity validation	20%	Upon successful demonstration of backend functionalities and API readiness on test environment
3. Portal Development (Admin + Stakeholder Modules)	<ul style="list-style-type: none">• Development of full web portal (Admin, DISCOs, Land Authorities, and Investor modules)• Includes dashboards, application processing workflow, document management, notifications and audit trail	20%	After functional demo, successful UAT (User Acceptance Testing), and NEECA approval

	<ul style="list-style-type: none"> • Internal testing & user acceptance by NEECA team 		
4. Mobile Application Development (Android & iOS)	<ul style="list-style-type: none"> • Development of mobile app (user and operator functionalities, charging station search, booking and status updates) • Integration with backend APIs, maps, and analytics dashboards • Test build submitted on Android & iOS stores (for internal testing) • Portal & Mobile Applications' code handover to NEECA 	15%	Upon demonstration of functional app prototype and successful testing on both platforms
5. System Integration, Data Migration & Pilot Deployment	<ul style="list-style-type: none"> • Integration between portal and mobile app • Migration of existing EVCI&BSS data to new portal • Pilot testing with selected stakeholders (DISCOs & Land Authorities) 	15%	After successful pilot testing, validation of data migration, and NEECA confirmation of readiness for go-live
6. Final Deployment, Training & Post-Go-Live Support	<ul style="list-style-type: none"> • Final live deployment on NEECA's hosting/server environment • Stakeholder training sessions, helpdesk setup and manuals delivered • Complete Code handover to NEECA containing the final stable version of Database, web portal & mobile application • 3-month post-launch support (bug fixing, minor improvements). 	20%	After successful live deployment and completion of post-deployment support period

23.1 Retention Money

- **10% of each milestone payment** shall be retained as **retention money** to ensure performance during the warranty and maintenance period.
- The retention money shall be released after successful completion of the **three (03) months post-deployment support period**, subject to satisfactory performance and no outstanding issues.

24. Deliverables & Timeline

- Detailed project plan to be submitted within **5 working days** of contract signing.
- Designing, development, integration, testing, and deployment to be completed within **16 – 20 weeks**.
- Post-deployment support and maintenance for **3 months** after successful handover.

25. Proposal Evaluation Criteria & Scoring System

All submitted proposals will be evaluated by a designated evaluation committee based on a weighted scoring system. The objective is to ensure a transparent, merit-based selection of the most suitable vendor who demonstrates both technical expertise and value for money. The technical evaluation's will carry a total weight of 80%, distributed across the following evaluation criteria listed below, and Firms must obtain a minimum 75 marks out of 100 to qualify for financial evaluation.

Evaluation Criteria	Description	Total Marks
Firm's Relevant Experience	<ul style="list-style-type: none"> - Experience in developing web and mobile applications for government/energy/EV-related projects (10 marks) - Experience in integrating GIS and real-time data processing, and payment processing (5 marks) - Portfolio of at least 3 mobile projects (5 marks) 	20 marks
Technical Solution & Approach	<ul style="list-style-type: none"> - Understanding of web portal and mobile application requirements and compliance with preferred technology stack (5 marks) - Detailed technical proposal outlining integrated web portal and mobile app architecture, security protocols (secure user authentication & encryption mechanisms), scalability, and API integrations (10 marks) - Use of AI/ML for recommendations & analytics and user-friendly, intuitive web and mobile app interface (5 marks) 	20 marks
Presentation / Demonstration	<ul style="list-style-type: none"> - Clarity and comprehensiveness of proposed solution during presentation – 15 marks - Responsiveness to committee queries and demonstration of working prototypes (if any) – 5 marks 	20 marks
Team Composition & Expertise	<ul style="list-style-type: none"> - Dedicated project manager/lead with at least 5 years of relevant experience (3 marks) Technical Expertise (12 marks), availability of <ul style="list-style-type: none"> • Qualified UI/UX designers experienced in designing web and mobile app interfaces. • Frontend or full-stack developers with proven experience in web and mobile app development • Mobile app developers proficient in Flutter, React Native, or equivalent cross-platform frameworks. • Availability of backend developers with demonstrated expertise in database design, development, and management • Quality Assurance (QA) professionals to ensure comprehensive testing & validation of deliverables 	15 marks
Project Management & Timeline	<ul style="list-style-type: none"> - Realistic and detailed project implementation plan with clear milestones (10 marks) - Agile development methodology & risk mitigation strategy (5 marks) 	15 marks
Value-Added Features & Innovations	<ul style="list-style-type: none"> - Any additional suggestions, features, or technological innovations that enhance the app beyond baseline expectations and accessibility features for inclusivity (e.g., support for visually impaired users) 	5 marks
Compliance fulfilment with RFP/Bidding Requirements	<ul style="list-style-type: none"> - Degree to which the proposal/presentation meets the functional and technical specifications outlined in this document adherence to completeness of proposal, responsiveness to all TORs, and submission format 	5 marks

Whereas Financial Evaluation will carry a weight of 20%. Only technically qualified firm will go to next round of financial evaluation.

Note:

- i. All documentary evidence must be attached; unverifiable claims will not be scored.

- ii. NEECA reserves the right to inspect bidder's facilities and conduct reference checks during evaluation.
- iii. Only technically qualified firms (≥ 75 marks) will be considered for financial evaluation under the Quality and Cost Based Selection (QCBS) method (80% technical, 20% financial weightage).

A. Financial Evaluation

- The lowest quoted bid will receive the full 20 marks.
- Financial score for each firm will be calculated using:

$$\text{Financial Score} = 20 \times \frac{\text{Lowest Bid}}{\text{Bid of the Firm Being Evaluated}}$$

$$\text{Final Score} = (\text{St} \times 0.80) + (\text{Sf} \times 0.20)$$

Annexure-B

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To (Name and address of Client / Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in of the Proposal Data Sheet.

We also declare that the Government of Pakistan has not declared us or any Sub- Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant. Date:

Annexure-D

Format for Covering Letter

To
(Name and address of Purchaser)

Sub: .
Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all the pre-F criteria indicated on your tender document. The details are as under:

Authorized Signatures with Official Seal

Annexure-E

POWER OF ATTORNEY

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this day of 20

For

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney) Date:

Annexure-F

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this day of 20 __

Signature

(Company Seal) In the capacity of

Duly authorized to sign bids for and on behalf of:

Annexure-G

AFFIDAVIT

Integrity Pact

We (Name of the bidder / supplier) being the first duly sworn on oath submit, that Mr. / Ms. (if participating through agent / representative) is the agent / representative duly authorized by (Name of the bidder company) hereinafter called the Contractor to submit the attached bid to the (Name of the Purchaser). Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

Signature & Stamp

Subscribed and sworn to me thisday of 20 _____

Notary Public

27. Bid Submission Checklist

Mandatory Documents

Sr. No.	Document / Form	Attached (☑/☐)	Remarks
1	Covering Letter (Annexure-D)	<input type="checkbox"/>	
2	Technical Proposal Submission Form (Annexure-A)	<input type="checkbox"/>	
3	Financial Proposal Submission Form (Annexure-B)	<input type="checkbox"/>	
4	Power of Attorney (Annexure-E)	<input type="checkbox"/>	
5	Undertaking (Annexure-F)	<input type="checkbox"/>	
6	Affidavit (Integrity Pact) (Annexure-G)	<input type="checkbox"/>	
7	Bid Security @ 2% of total quoted bid value	<input type="checkbox"/>	
8	NTN & GST certificates	<input type="checkbox"/>	
9	ATL proof from FBR	<input type="checkbox"/>	
10	Affidavit of not being blacklisted	<input type="checkbox"/>	
11	Company Profile	<input type="checkbox"/>	
12	Itemized breakdown of costs — development, integration, testing, deployment, training, and post-deployment support	<input type="checkbox"/>	
13	Total quoted price inclusive of all taxes (in PKR)	<input type="checkbox"/>	
14	Bid Security Copy attached in Technical Proposal envelope (for reference)	<input type="checkbox"/>	

Bidder's Certification

I/we have read and understood all **Terms of Reference, Scope, and Technical Requirements. Therefore, I/We** hereby certify that all documents required as per this checklist are attached and properly indexed. Any omission or misrepresentation may result in rejection of our bid as per PPRA Rules.

Authorized Signatory: _____

Name & Designation: _____

Company Name: _____

Date: _____

Official Seal: _____

28. For Queries and Clarifications:

For any queries or clarifications, please contact NEECA at tenders@neeca.gov.pk or call 051-9218822.