

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF MUNICIPAL, SERVICES & GOODS.

- | | |
|---|---|
| 1) NAME OF THE ORGANIZATION/DEPTT. | Karachi Metropolitan Corporation |
| 2) PROVINCIAL / LOCAL GOVT. / OTHERS | Local Government / KMC |
| 3) TITLE OF ACCOUNTS | <u>INDIVIDUAL CONSULTANT IN ECCS DEPARTMENT KMC</u> |
| 4) TENDER NUMBER | KMC/HRM/03/17-18 |
| 5) BRIEF DESCRIPTION OF CONTRACT | <u>INDIVIDUAL CONSULTANT IN ECCS DEPARTMENT KMC</u> |
| 6) FORUM THAT APPROVED THE SCHEME | Mayor, Karachi |
| 7) TENDER ESTIMATED VALUE | Offer Rate |
| 8) ENGINEER 'S ESTIMATE (FOR CIVIL WORKS ONLY) | N/A |
| 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) | 12 Months |
| 10) TENDER OPENED ON (DATE & TIME) | 29-06-2017 at (11:00 AM) Interview Call |
| 11) NUMBRE OF TENDER DOCUMENTS SOLD (ATTACH LIST OF BUYER) | } 04 Application received |
| 12) NUMBER OF BID RECEIVED | |
| 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS | 4 persons interviewed |
| 14) BID EVALUATION REPORT (ENCLOSE A COPY) | Copy Attached |
| 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER | Mr. Ahsan Ali
Individual Consultant (ECCS) Department,
House No.B-10/4, Malir Tosi Colony Karachi |
| 16) DATE OF CONTRACT SIGNING (Attach copy of Agreement) | 21-08-2017 |
| 17) CONTRACT AWARD PRICE | <u>Rs.75,000/- Per Month (including all taxes)</u> |
| 18) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1 st , 2 nd , 3 rd EVALUATION BID) | 1 st |
| 19) METHOD OF PROCUREMENT USED (TICK ONE) | |

- | | |
|---|---|
| a) SINGLE STAGE – ONE ENVELOPE PROCEDURE | X |
| b) SINGLE STAGE – TWO ENVELOPE PROCEDURE | X |
| c) TWO STAGE BIDDING PROCEDURE | X |
| d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE | X |
| e) IN CASE OF CONSULTANCY | ✓ |


Least Cost	Rs.75,000/- Per Month (including all taxes)
(i) QCBS	N/A
(ii) QBC	N/A
(iii) CQS	N/A

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED I.E. EMERGENCY, DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS.

- 20) APPROVING AUTHORITY FOR AWARD OF CONTRACT Mayor, KMC
- 21) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 22) ADVERTISEMENT:
- i) SPPRA WEBSITE (IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.)
- | | |
|-------|------------|
| YES ✓ | 33605/2017 |
| NO | |
- ii) NEWS PAPER (IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.)
- | | |
|-------|--|
| YES ✓ | Daily (Jung) Urdu Daily Dawn, English Daily Awami-e-Awaz Sindhi dated 18-05-2017 |
| NO | |
- 23) NATURE OF CONTRACT
- | | | | |
|----------------|---------|------|----|
| Domestic/Local | Local ✓ | Int. | No |
|----------------|---------|------|----|
- 24) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 25) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 26) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?
- | | | | |
|-----|--|----|-----|
| YES | | NO | N/A |
|-----|--|----|-----|
- 27) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?
- | | | | |
|-----|--|----|-----|
| YES | | NO | N/A |
|-----|--|----|-----|
- 28) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID(IN CASE OF CONSULTANCIES)
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 29) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLAINT?
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 30) WHETHER INTEGRITY PACT WAS SIGNED (If yes, enclose a copy)
- | | | | |
|-----|--|----|---|
| Yes | | No | ✓ |
|-----|--|----|---|

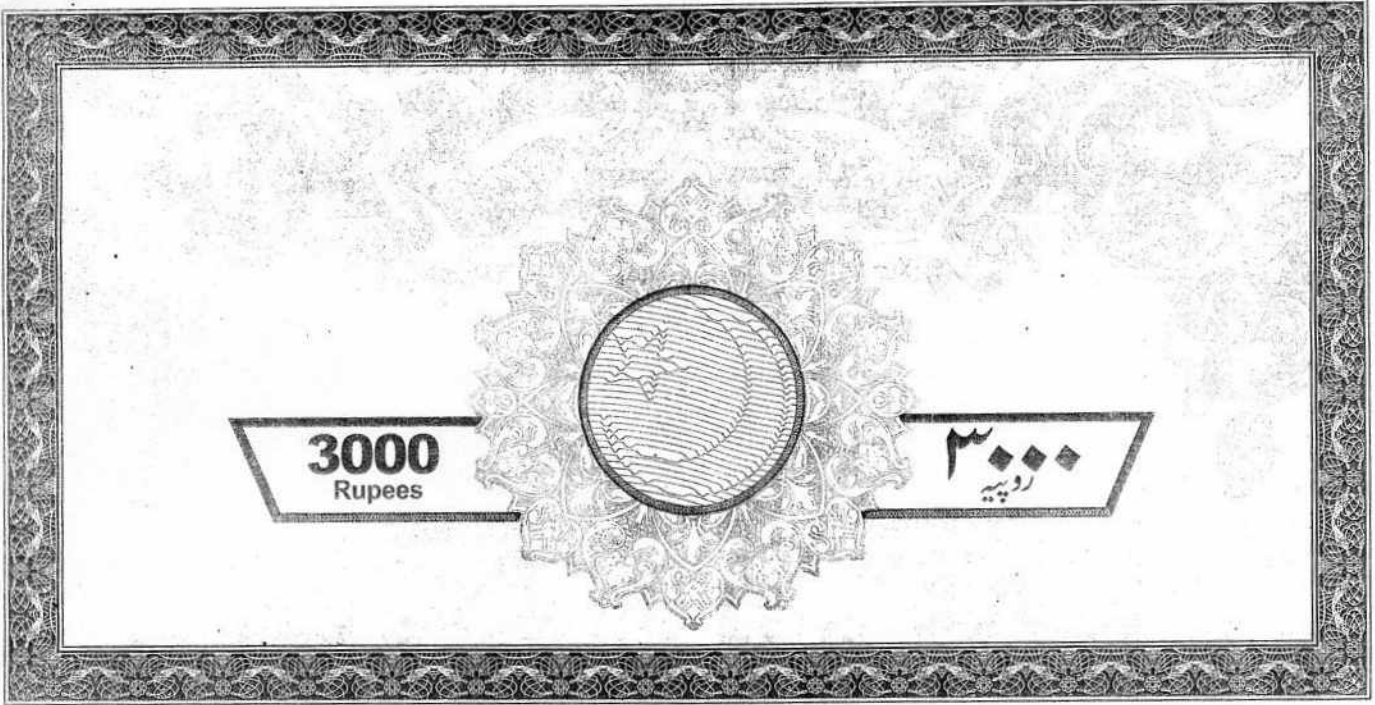
- 31) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?
- | | | | |
|-----|--|----|-------|
| YES | | NO | ✓ N/A |
|-----|--|----|-------|
- 32) WHETHER EVALUATED REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT? (ATTACH COPY OF THE BID EVALUATION REPORT)
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 33) ANY COMPLAINT RECEIVED IF YES, RESULT THEREOF)
- | | | | |
|-----|--|---|--|
| YES | | | |
| NO | | ✓ | |
- 34) ANY DEVIATION FROM SPECIFICATION GIVEN IN THE TENDER NOTICE / DOCUMENTS (IF YES, RESULT DETAILS)
- | | | | |
|-----|--|---|-----|
| YES | | | |
| NO | | ✓ | N/A |
- 35) WAS THE EXTENSION MADE IN RESPONSE TIME? (IF YES, GIVE REASONS)
- | | | | |
|-----|--|---|--|
| YES | | | |
| NO | | ✓ | |
- 36) DEVIATION FROM QUALIFICATION CRITERIA (F YES, GIVE DETAILED REASONS)
- | | | | |
|-----|--|---|--|
| YES | | | |
| NO | | ✓ | |
- 37) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?
- | | | | |
|-----|---|----|--|
| YES | ✓ | NO | |
|-----|---|----|--|
- 38) WAS A VISIT MADE BY ANY OFFICER / OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT. IF ABROAD: (IF YES, ENCLOSE A COPY)
- | | | | |
|-----|--|----|-----|
| YES | | NO | N/A |
|-----|--|----|-----|
- 39) WERE PROPER SAFEGAURDS PROVIDING ON MOOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARENTTEE ETC)?
- | | | | |
|-----|--|----|-----|
| YES | | NO | N/A |
|-----|--|----|-----|
- 40) SPECIAL CONDITIONS, IF ANY (IF YES, GIVE BRIEF DESCRIPTION)
- | | | | |
|-----|--|---|--|
| YES | | | |
| NO | | ✓ | |

Signature & Official Stamp of Authorized Officer


 Director (Admn)
 Human Resources Management
 K.M.C

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi.
 Tele: 021-9205356; 021-9205369 & Fax: 021-9206291



R. K. K. K.
2.6.17
16.0.17
16.0.17

Stamp value Rs.3,150/-

CONSULTANCY AGREEMENT

between

KARACHI METROPOLITAN CORPORATION AND MR. AHSAN ALI

For providing

INDIVIDUAL CONSULTANCY SERVICES IN ECCS DEPARTMENT.

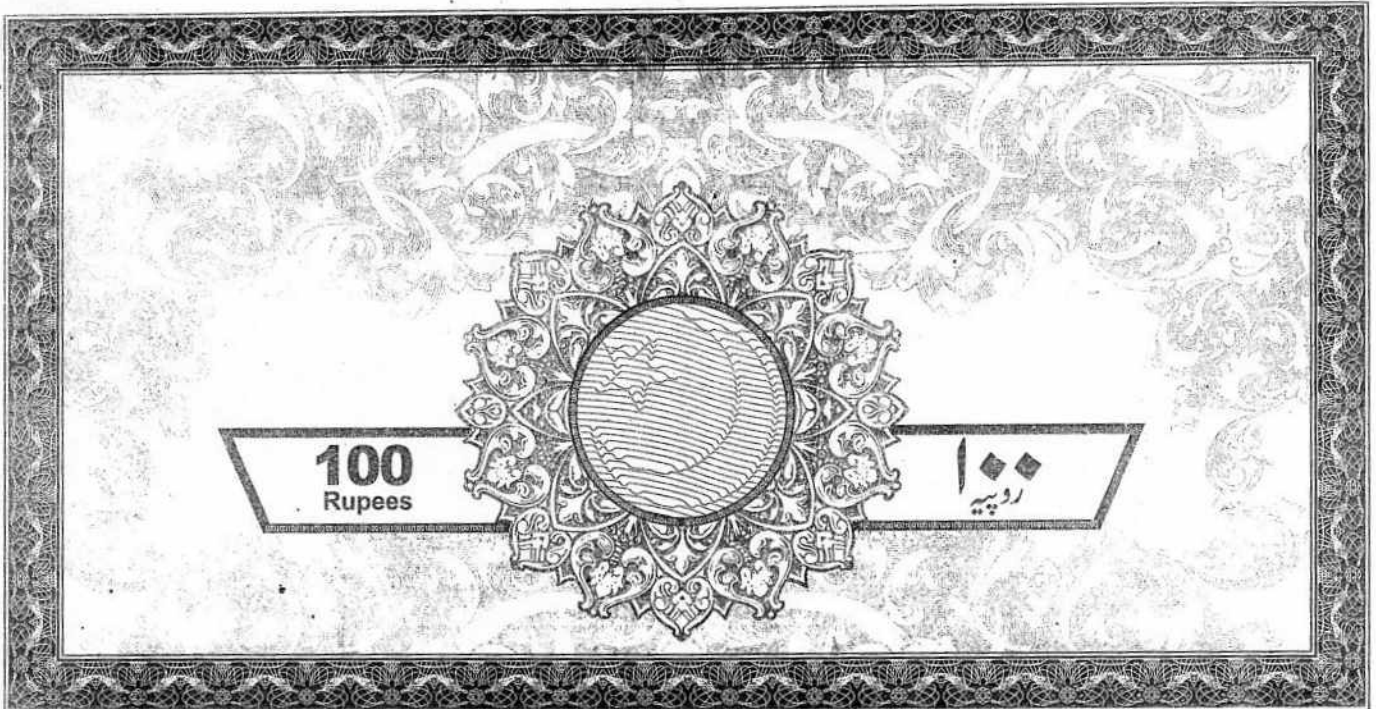
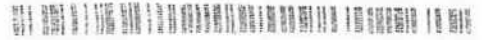
This agreement is made and entered into this 21st day of August-2017 between the Karachi Metropolitan Corporation (hereinafter referred to as "KMC" which expression shall mean and include their successors, legal representatives and permitted assignees) on one part and holding CNIC No.42201-1063729-1 resident of House No.B-10/4 Malir Tosi Colony, Karachi on the other part..

AND WHEREAS it has now been approved by the KMC after completing all codal formalities of SPPRA 2010 (Amended 2017) to assign the Individual Consultancy Services in ECCS Department, to the consultant.

Now THEREFORE the parties hereto agree as follows:-

1. The Individual Consultancy Services Contract for ECCS Department, (hereinafter called the "The Consultant") shall be carried out by the consultant at a lump sum monthly remuneration of @ Rs.75,000/- Per Month (inclusive all applicable taxes), for a period of One Year from the day of joining which is within 7 working days after issuance of appointment on signing the agreement.
2. The consultant having professional skills and have agreed to provide the services on the terms and conditions set forth in this agreement as well as applicable in KMC.
3. The following documents attached hereto shall be deemed to form an integral part of this contract.
 - a) Job Description (Scope of Work)
 - b) Advertisement in Urdu, Sindhi & English Newspaper.
 - c) Application Form / CV
 - d) Consent Letter
 - e) Agreed Conditions of Contract
4. In consideration of consultancy services to be rendered by the consultant stipulated in Agreed Condition of Contract KMC hereby agrees to pay the amount of Rs.75,000/- Per Month (inclusive all applicable taxes), as a remuneration to the consultant as stipulated in the consent letter for services in relation to the project.

[Signature]
 1/6



6428

17 AUG 2007

RUPEES ONE HUNDRED ONLY

5. The mutual rights and obligations of KMC and the Consultant shall be as set forth in the contract, in particular.
- a) The Consultant shall carryout the services in accordance with the provision of contract.
 - b) KMC shall make payment to the consultant in accordance with the provision of the contract.
 - c) No amendment or waiver of any rights and obligations created under this contract shall be effective.
 - d) This agreement shall be effective from the date of signing by both the parties.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

Handwritten signature of Mr. Ahsan Ali

Consultant
(Mr. Ahsan Ali)

Handwritten signature of Sr. Director (ECCS)
For and on behalf of KMC
Sr. Director (ECCS)

Witness (For and on Behalf of Consultant)

Name Muhammad Mohsin

Signature

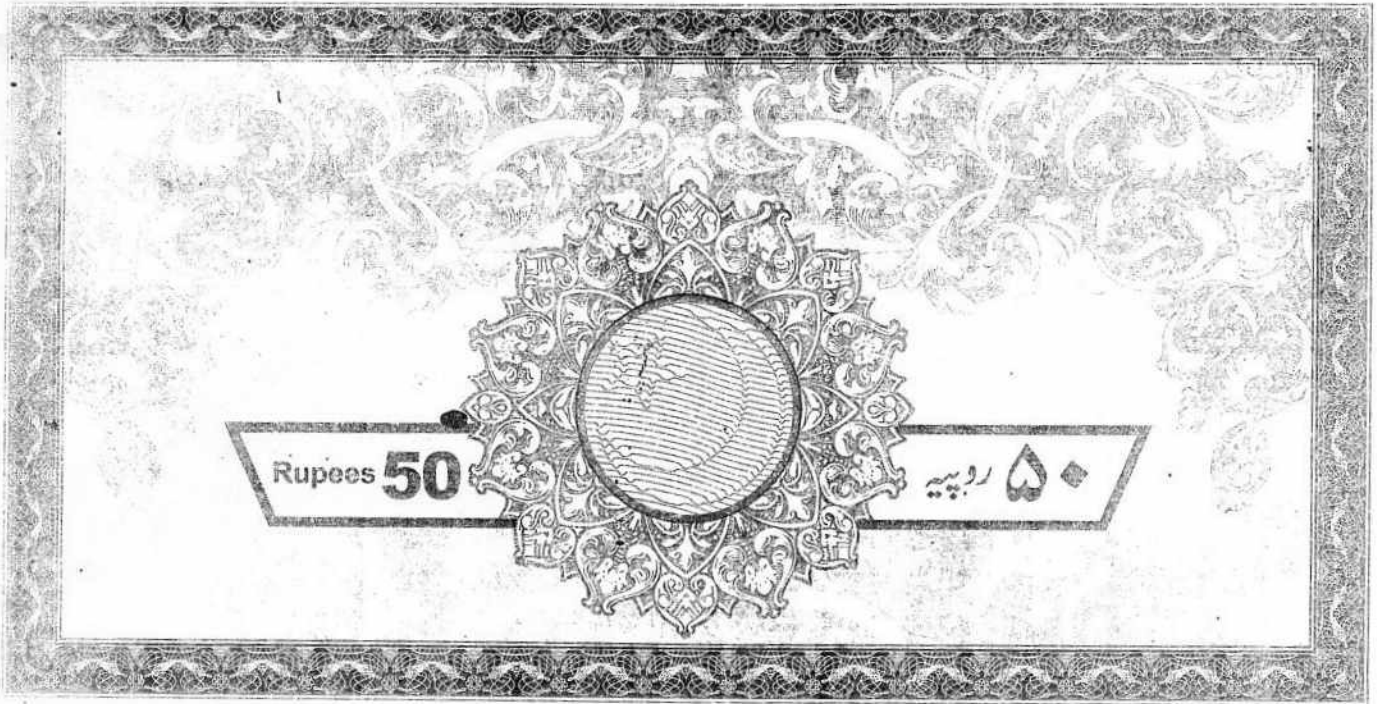
Handwritten signature of Muhammad Mohsin

Witness (For and on Behalf of KMC)

Name Kamal Ahmed

Signature

Handwritten signature of Kamal Ahmed



7592
21 AUG 2017

**CONSULTANT SCOPE OF SERVICES / TERMS OF REFERENCE
FOR
ECCS DEPARTMENT**

1. JOB DESCRIPTION

The Job description of the consultant shall include, but not, necessarily be limited to the following: -

- i. Design digital media campaigns aligned with professional goals
- ii. Coordinate the creation of digital content (e.g. Website, blogs, press releases and podcasts)
- iii. Manage end-to-end digital projects
- iv. Establish our web presence to boost brand awareness
- v. Maintain a strong online organization voice through social media
- vi. Liaise with electronic Media person and Product development teams to ensure creation consistency.
- vii. Monitor KPIs of all department by using Social Media, electronic media Stay up-to-date with digital media developments

2. TENURE OF SERVICES

The time of consultancy services for the job from the date of appointment letter will be one year.

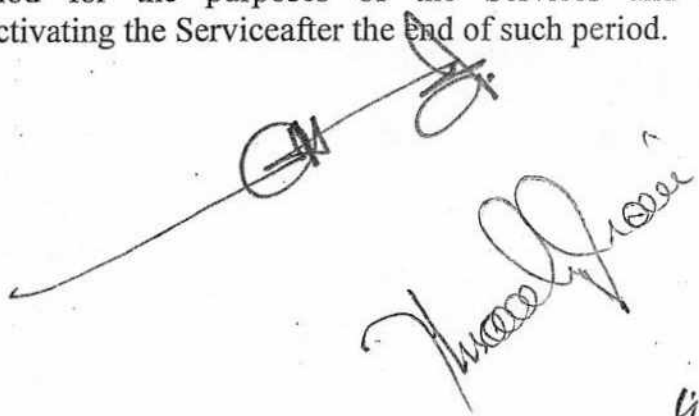
3. PAYMENT SCHEDULE

Mode of payment of the consultant monthly remuneration for the services shall be on monthly basis as detailed in consent letter.

Handwritten signature
3/6

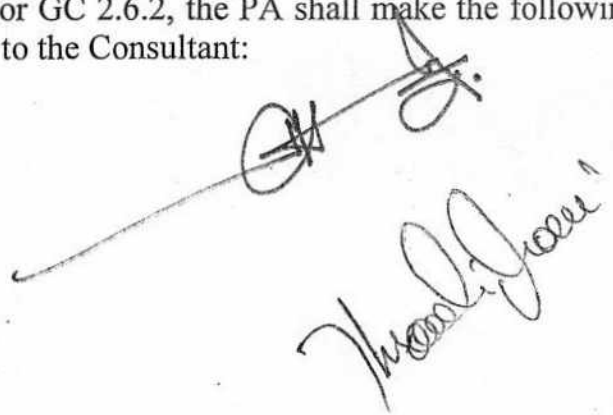
COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

1. (2.1) Effectiveness of Contract This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
2. (2.2) Commencement of Services The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
3. (2.3) Expiration of Contract Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
4. (2.4) Modifications or Variations Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
5. 2.5 Force Majeure The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
6. (2.5.2) No Breach of Contract The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
7. (2.5.3) Extension of Time Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
8. (2.5.4) Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.



Handwritten signature and initials, possibly 'M. J. ...', with a date '9/6' written below.

9. (2.6) Termination The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).
- 10 (2.6.1) By the PA
- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
 - (b) If the Consultant becomes insolvent or bankrupt.
 - (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
 - (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
 - (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
 - (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.
11. (2.6.2) By the Consultant
- The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:
- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
 - (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
 - (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
 - (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.
- 12 (2.6.3) Payment upon Termination
- Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

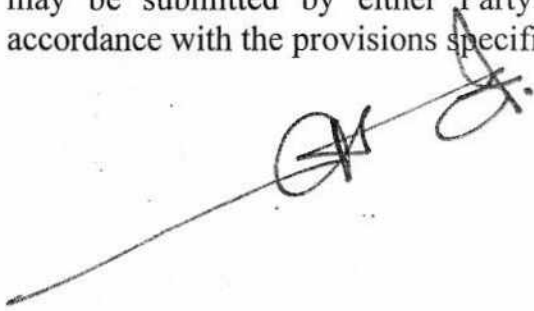
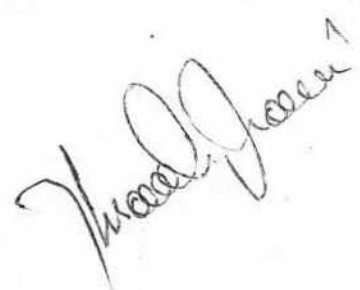


Handwritten signature and initials, possibly reading "M. J. Jones".

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

.8. SETTLEMENT OF DISPUTES

- 13. (8.1) Amicable Settlement
The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 14. (8.2) Dispute Resolution
Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

A handwritten signature, possibly "Thomas J. [unclear]", is written in black ink. The signature is somewhat stylized and includes a large circular scribble or flourish.A handwritten signature in black ink, appearing to read "Thomas J. [unclear]". The signature is written in a cursive style.



KARACHI METROPOLITAN CORPORATION

OFFICE OF THE SENIOR DIRECTOR (ECCS)

1st Floor, Main KMC Head Office, M.A. Jinnah Road, Karachi.

No. KMC/Sr. Dir/ECCS/016 /17

Dated:

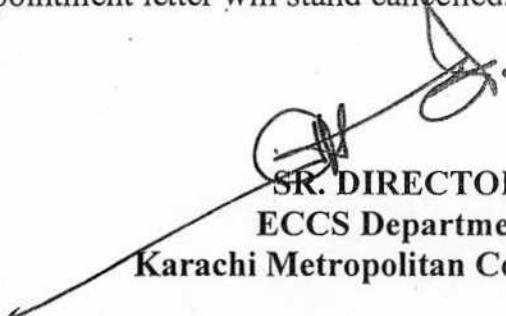
- READ:**
- 1 Call / interview dated 21-06-2017
 - 2 Consent Letter No.KMC/Sr.Dir/ECCS/29/17 dated 18-07-2017.
 - 3 Agreement dated: 21-08-2017

ORDER: -

Consequent upon your application / CV, subsequent interview held on 29-06-2017, consent letter No.KMC/Sr.Dir/ECCS/29/17 dated 18-07-2017 and entering into an agreement dated 21-08-2017, the competent authority of KMC is pleased to appoint Mr. Ahsan Ali S/o Riaz Hussain holding CNIC No.42201-1063729-1, as **Individual Consultant** for the project of ECCS Department KMC, for the period of one year with effect from the date of joining on lump sum remuneration of Rs.75,000/- Per Month (inclusive all applicable tax).

He is advised to submit his joining report within 7 working days in the office of Sr. Director, ECCS, KMC situated in 1st Floor, Main KMC Head Office, M.A. Jinnah Road, Karachi.

In case of failure, this appointment letter will stand cancelled.


SR. DIRECTOR
ECCS Department
Karachi Metropolitan Corporation

C.C to:-

1. The Worthy Mayor, KMC.
2. The Metropolitan Commissioner, KMC
3. Financial Advisor, KMC.
4. Sr. Director (HRM) KMC.
5. Director, ECCS, KMC
6. Mr. Ahsan Ali, Individual Consultant ECCS, KMC
7. Office File.

Candidate Evaluation Form

Name of Candidate: Ahsan Ali
 Position Title: Consultant
 Department: ECCS

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 Date of Interview: 29/6/17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)	As required for the job			✓	
Education/Training (relevant to position)	As required for the job			✓	
Communication Skills (written and verbal)	Exceptional Communication & Skills			✓	
Interest in and knowledge of the position	Sound knowledge & Interest in the position			✓	
Presentation (promptness, neatness of resume/application, appearance)	Satisfactory Presentation & Skills		✓		
Problem Solving Skills	Satisfactory Problem Solving Skills		✓		
Computer Skills (consistent with those required to perform the duties of the position)	Extraordinary computer & Skills			✓	
Job Stability	Satisfactory Job stability		✓		

The bottom of the page features several handwritten signatures and initials. On the left, there is a signature that appears to be 'Ahsan Ali'. In the center, there are large, stylized initials 'DN'. To the right, there is another signature that is partially legible as 'C. J. ...'.

Please circle your responses to the following questions:

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree

Agree

Disagree

Could not determine

2. The applicant views this position with excitement and enthusiasm:

Strongly Agree

Agree

Disagree

Could not determine

3. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree

Agree

Disagree

Could not determine

4. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):

Strongly Agree

Agree

Disagree

Could not determine

5. The applicant displayed ability to communicate well with all constituents.

Strongly Agree

Agree

Disagree

Could not determine

6. The applicant should be included in the final list of recommended applicants:

Strongly Agree

Agree

Disagree

Could not determine

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 ⑤

Comments: As required for the job

Prior Work Experience - Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 ⑤

Comments: As required for this job

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 ⑤

Comments: As required for this job

Administrative and budgetary experience: financial planning, staff supervision, management of resources - Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 ③ 4 5

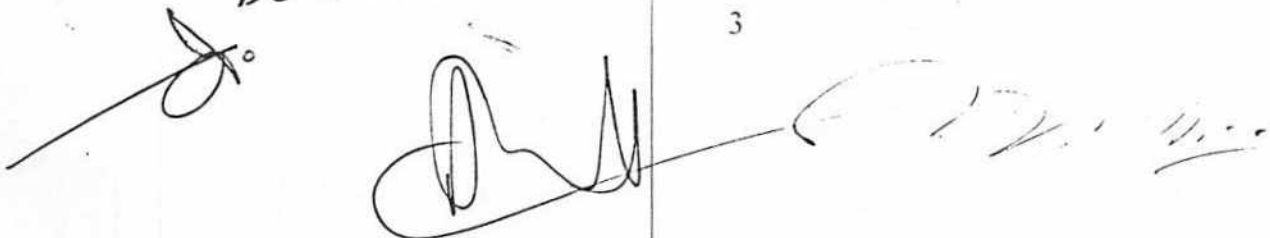
Comments: Good

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 ④ 5

Comments:

Excellent Leadership Ability can be seen in the interview



Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 (5)

Comments: Exceptional customer service & skills can be seen in the interview

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 (5)

Comments: Extraordinary communication skills

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 (4) 5

Comments: very enthusiastic for the job

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 (3) 4 5

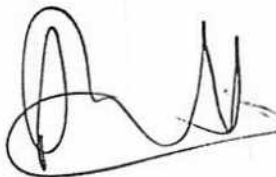
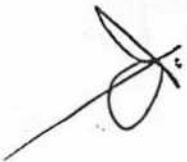
Comments: Good and neat documents

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 (5)

Comments: Recommended for further proceedings

Total Score Secured: 44 out of 50



Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (ECCS) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Naeemuddin Syed (Director, GEO Television)

(Co-opted Member):

5. Haider Imam Rizvi (Ex- Director/Producer, PTV)

(Co-opted Member):

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF MUNICIPAL, SERVICES & GOODS.

- | | |
|---|--|
| 1) NAME OF THE ORGANIZATION/DEPTT. | Karachi Metropolitan Corporation |
| 2) PROVINCIAL / LOCAL GOVT. / OTHERS | Local Government / KMC |
| 3) TITLE OF ACCOUNTS | <u>INDIVIDUAL CONSULTANCY SERVICES IN E&IP DEPARTMENT</u> |
| 4) TENDER NUMBER | KMC/HRM/01/17-18 |
| 5) BRIEF DESCRIPTION OF CONTRACT | <u>INDIVIDUAL CONSULTANCY SERVICES IN E&IP DEPARTMENT</u> |
| 6) FORUM THAT APPROVED THE SCHEME | Mayor, Karachi |
| 7) TENDER ESTIMATED VALUE | Offer Rate |
| 8) ENGINEER 'S ESTIMATE (FOR CIVIL WORKS ONLY) | N/A |
| 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) | 12 Months |
| 10) TENDER OPENED ON (DATE & TIME) | 29-06-2017 at (11:00 AM) Interview Call |
| 11) NUMBRE OF TENDER DOCUMENTS SOLD (ATTACH LIST OF BUYER) | } 04 Application received |
| 12) NUMBER OF BID RECEIVED | |
| 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS | 4 persons interviewed |
| 14) BID EVALUATION REPORT (ENCLOSE A COPY) | Copy Attached |
| 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER | Taha Ahmed Khan
Individual Consultant (E&IP) Department,
House No.90-/1 20 th Street Khayaban-e-Rahat Phase -
6, DHA Karachi |
| 16) DATE OF CONTRACT SIGNING (Attach copy of Agreement) | 18-08-2017 |
| 17) CONTRACT AWARD PRICE | <u>Rs.1,00,000/- Per Month (including all taxes)</u> |
| 18) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1 st , 2 nd , 3 rd EVALUATION BID) | 1 st |

19) METHOD OF PROCUREMENT USED (TICK ONE)

- | | |
|---|---|
| a) SINGLE STAGE – ONE ENVELOPE PROCEDURE | X |
| b) SINGLE STAGE – TWO ENVELOPE PROCEDURE | X |
| c) TWO STAGE BIDDING PROCEDURE | X |
| d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE | X |
| e) IN CASE OF CONSULTANCY | ✓ |

Least Cost	Rs. 1,00,000/- Per Month (including all taxes)
(i) QCBS	N/A
(ii) QBC	N/A
(iii) CQS	N/A

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED I.E. EMERGENCY, DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS.

20) APPROVING AUTHORITY FOR AWARD OF CONTRACT Mayor, KMC

21) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

YES	✓	NO	
-----	---	----	--

22) ADVERTISEMENT:

- | | | |
|--|-------|--|
| i) SPPRA WEBSITE
(IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.) | YES ✓ | 33605/2017 |
| | NO | |
| ii) NEWS PAPER
(IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.) | YES ✓ | Daily (Jung) Urdu Daily Dawn, English Daily Awami-e-Awaz Sindhi dated 18-05-2017 |
| | NO | |

23) NATURE OF CONTRACT

Domestic/Local	Local ✓	Int.	No
----------------	---------	------	----

24) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)

YES	✓	NO	
-----	---	----	--

25) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)

YES	✓	NO	
-----	---	----	--

26) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

YES		NO	N/A
-----	--	----	-----

27) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

YES		NO	N/A
-----	--	----	-----

28) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID(IN CASE OF CONSULTANCIES)

YES	✓	NO	
-----	---	----	--

29) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLAINT?


YES	✓	NO	
-----	---	----	--

30) WHETHER INTEGRITY PACT WAS SIGNED (If yes, enclose a copy)

Yes		No	✓
-----	--	----	---

- | | | | | |
|--|-----|---|----|-------|
| 31) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS? | YES | | NO | ✓ N/A |
| 32) WHETHER EVALUATED REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT? (ATTACH COPY OF THE BID EVALUATION REPORT) | YES | ✓ | NO | |
| 33) ANY COMPLAINT RECEIVED IF YES, RESULT THEREOF) | YES | | | |
| | NO | | ✓ | |
| 34) ANY DEVIATION FROM SPECIFICATION GIVEN IN THE TENDER NOTICE / DOCUMENTS (IF YES, RESULT DETAILS) | YES | | | |
| | NO | | ✓ | N/A |
| 35) WAS THE EXTENSION MADE IN RESPONSE TIME? (IF YES, GIVE REASONS) | YES | | | |
| | NO | | ✓ | |
| 36) DEVIATION FROM QUALIFICATION CRITERIA (F YES, GIVE DETAILED REASONS) | YES | | | |
| | NO | | ✓ | |
| 37) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED? | YES | ✓ | NO | |
| 38) WAS A VISIT MADE BY ANY OFFICER / OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD: (IF YES, ENCLOSE A COPY) | YES | | NO | N/A |
| | | | | |
| 39) WERE PROPER SAFEGAURDS PROVIDING ON MOOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARENTTEE ETC)? | YES | | NO | N/A |
| | | | | |
| 40) SPECIAL CONDITIONS, IF ANY (IF YES, GIVE BRIEF DESCRIPTION) | YES | | | |
| | NO | | ✓ | |

Signature & Official Stamp of
Authorized Officer


Director (Admin)
Human Resources Management

FOR OFFICE USE ONLY

K.M.C

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi.

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291



KARACHI METROPOLITAN CORPORATION

OFFICE OF THE SENIOR DIRECTOR (E&IP)

3rd Floor, Super Market, Liaqutabad. S.M. Taufiq Road, District Central, KMC

No. KMC/Sr. Dir/E&IP/ 015 /17

Dated: 11-09-2017

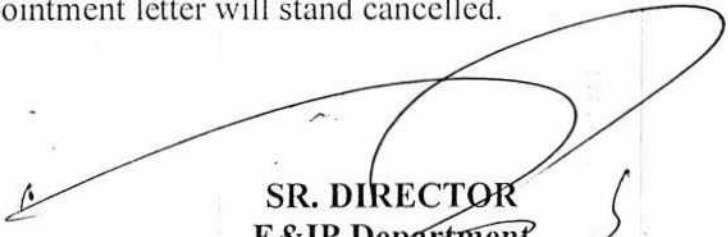
- READ:**
- 1 Call / interview dated 21-06-2017
 - 2 Consent Letter No. KMC/Sr.Dir/E&IP/132/17 dated 17-07-2017.
 - 3 Agreement dated: 18-08-2017

ORDER: -

Consequent upon your application / CV, subsequent interview held on 29-06-2017, consent letter No. KMC/Sr.Dir/E&IP/132/17 dated 17-07-2017 and entering into an agreement dated 18-08-2017, the competent authority of KMC is pleased to appoint Mr. Taha Ahmed Khan S/o Mr. Muhammad Tahsin Khan holding CNIC No.42201-4657682-7, as **Individual Consultant** for the project of E&IP Department KMC, for the period of one year with effect from the date of joining on lump sum remuneration of Rs.1,00,000/- Per Month (inclusive all applicable tax).

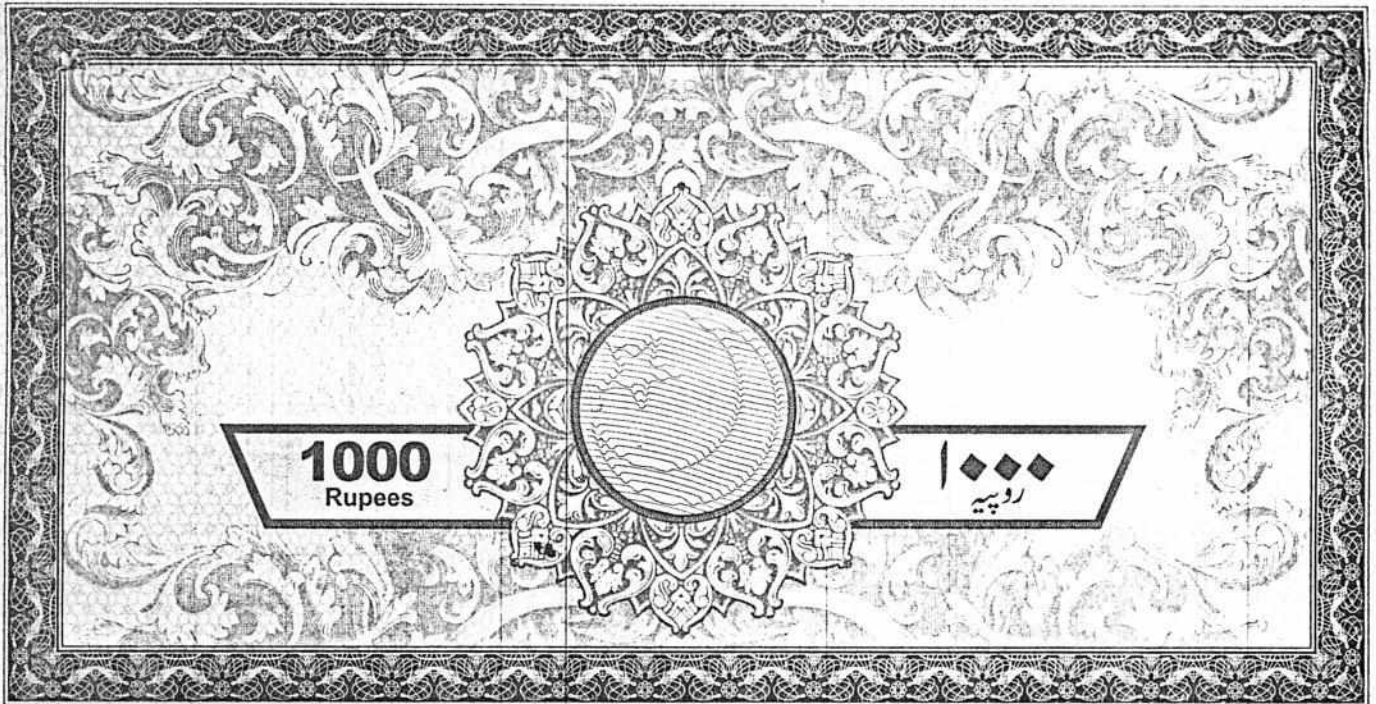
He is advised to submit his joining report within 7 working days in the office of Sr. Director, E&IP, KMC situated in 3rd Floor, Super Market, Liaqutabad. S.M. Taufiq Road, District Central, KMC.

In case of failure, this appointment letter will stand cancelled.


SR. DIRECTOR
E&IP Department
Karachi Metropolitan Corporation

C.C to:-

1. The Worthy Mayor, KMC.
2. The Metropolitan Commissioner, KMC
3. Financial Advisor, KMC.
4. Sr. Director (HRM) KMC.
5. Director, E&IP, KMC
6. Mr. Taha Ahmed Khan, Individual Consultant E&IP, KMC
7. Office File.



MUHAMMAD SHOAIB ARRAJY Stamp Vendor

F. No. 111-E, Flat No. 103 Zubair Nadeem Plaza
 10th Floor, Nadeem Plaza Opp. City Courts Karachi

S. No. 5678 Date: 18 AUG 2017

Given To With Address: Muhammad Wazir Khan Ajmeri

Through With Address: Advocate Ledger No. 3530 KBA

For use Rs. Attached: City Courts Karachi

Stamp Vendor's Signature

NO REFUND (NON-REFUNDABLE)

Stamp value Rs.4,200/-

CONSULTANCY AGREEMENT

between

KARACHI METROPOLITAN CORPORATION AND MR. TAHA AHMED KHAN

For providing

INDIVIDUAL CONSULTANCY SERVICES IN E&IP DEPARTMENT.

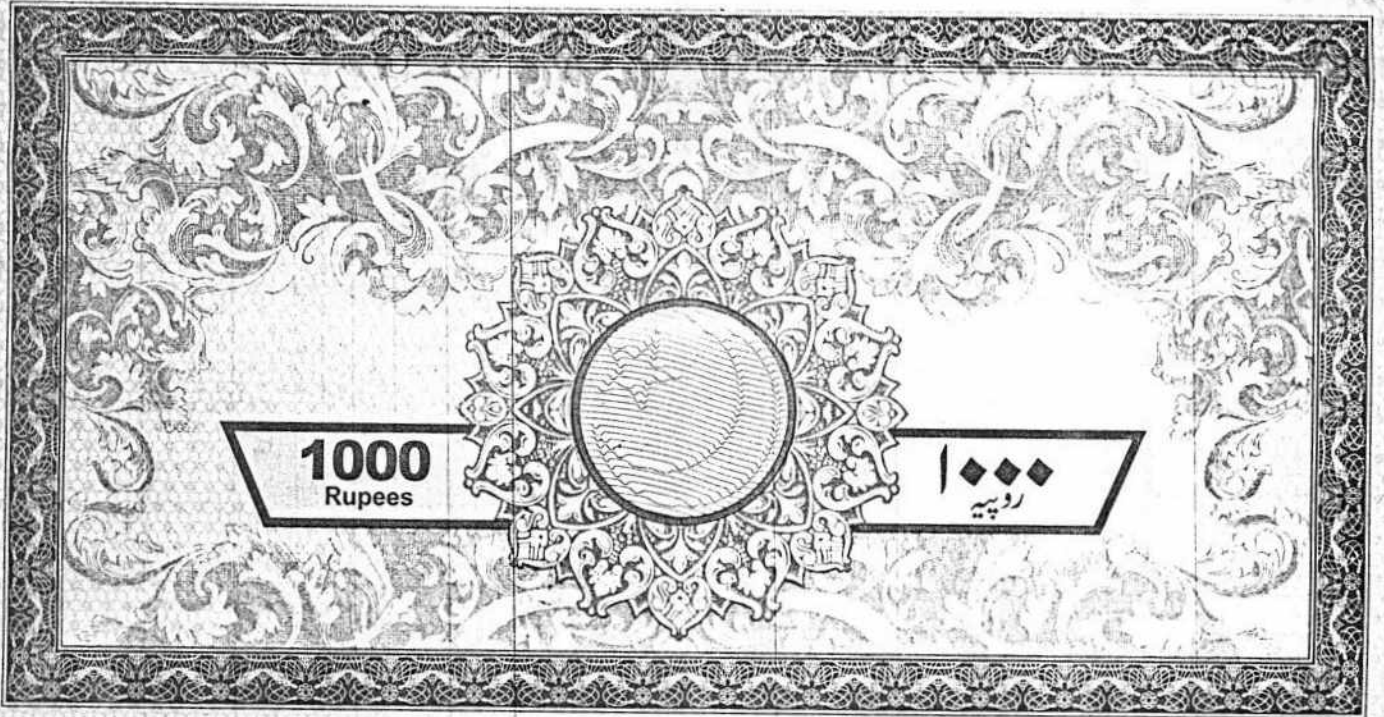
This agreement is made and entered into this 18th day of August-2017 between the Karachi Metropolitan Corporation (hereinafter referred to as "KMC" which expression shall mean and include their successors, legal representatives and permitted assignees) on one part and holding CNIC No.42201-4657682-7 House 90/1 20th Street Khayban-e-Rahat Phase-6, DHA, Karachi on the other part.

AND WHEREAS it has now been approved by the KMC after completing all codal formalities of SPPRA 2010 (Amended 2017) to assign the Individual Consultancy Services in E&IP Department, to the consultant.

Now THEREFORE the parties hereto agree as follows:-

1. The Individual Consultancy Services Contract for E&IP Department, (hereinafter called the "The Consultant") shall be carried out by the consultant at a lump sum monthly remuneration of @ Rs.1,00,000/- Per Month (inclusive all applicable taxes), for a period of One Year from the day of joining which is within 7 working days after issuance of appointment on signing the agreement.
2. The consultant having professional skills and have agreed to provide the services on the terms and conditions set forth in this agreement as well as applicable in KMC.
3. The following documents attached hereto shall be deemed to form an integral part of this contract.

Taha



MUHAMMAD SHOAB ARATY Stamp Vendor

E.No. 11-3, Flat No. 103 Zubair Nadeem Plaza

Grand Bldg Road, Bank Wala Opp. City Courts Karachi

S. No. 5679 Date: 18 AUG 2017

Issued To With Address:

Through With Address:

For: 1000 TAHA SIDDIQUE

Value Rs. 1000/- Attached: Advocate

Stamp Vendor's Signature: 280 X BA

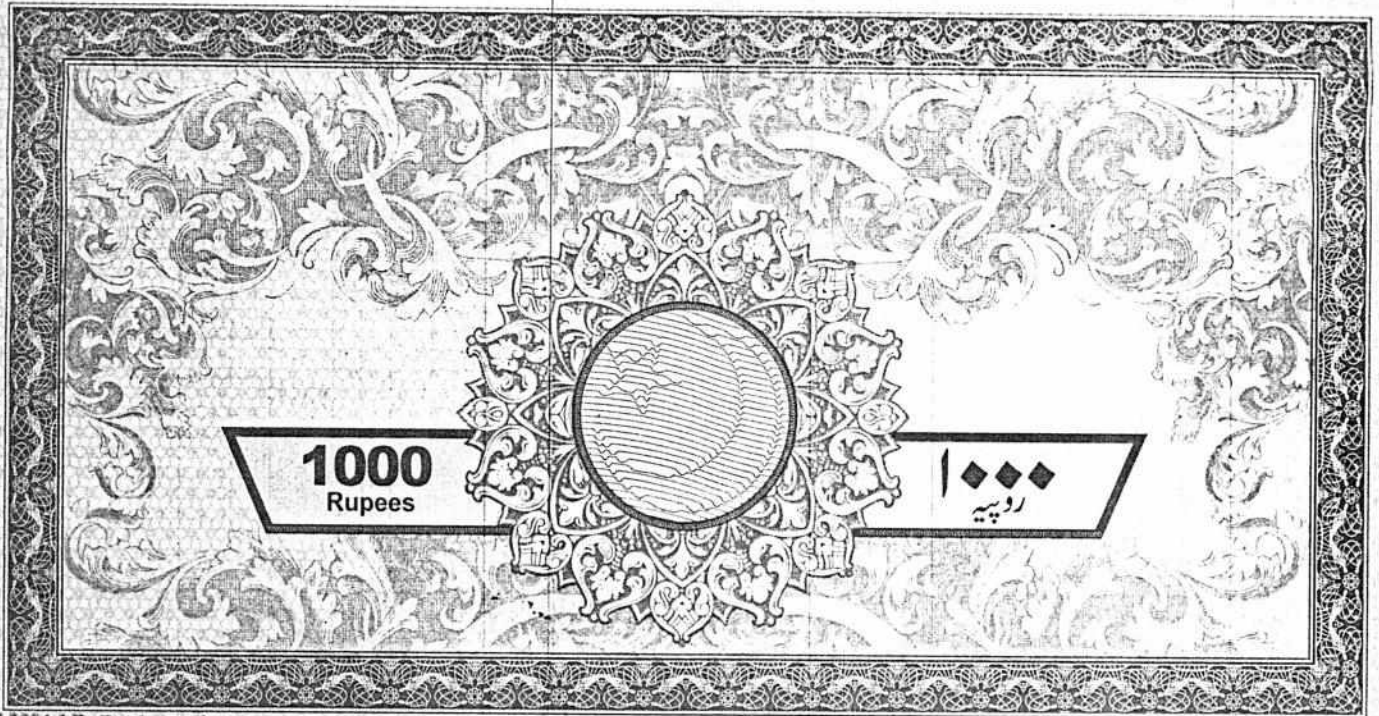
STAMP IS ONE THOUSAND ONLY

- Job Description (Scope of Work)
- Advertisement in Urdu, Sindhi & English Newspaper.
- Application Form / CV
- Consent Letter
- Agreed Conditions of Contract

4. In consideration of consultancy services to be rendered by the consultant stipulated in Agreed Condition of Contract KMC hereby agrees to pay the amount of Rs.1,00,000/- Per Month (inclusive all applicable taxes), as a remuneration to the consultant as stipulated in the consent letter for services in relation to the project.

5. The mutual rights and obligations of KMC and the Consultant shall be as set forth in the contract, in particular.

- The Consultant shall carryout the services in accordance with the provision of contract.
- KMC shall make payment to the consultant in accordance with the provision of the contract.
- No amendment or waiver of any rights and obligations created under this contract shall be effective.
- This agreement shall be effective from the date of signing by both the parties.



MUHAMMAD SHOAB KHAN Stamp Vendor
Plot No. 5-4, Eid No. 101, Zuhair Park Plaza
Chandhari Road, North Wazir Khan, City Centre Karachi

18 AUG 2017

RUPEES ONE THOUSAND ONLY

S. No. 5680 Date _____
Issued To With Address _____
Through With Address TAHA SIDDIQUE
Purpose Advocate
Value Rs. _____ Attached Ledger No. 280 KRB
Stamp Vendor's Signature _____

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

Consultant
(Mr. Taha Ahmed Khan)

For and on behalf of KMC

Taha

[Signature]
Sr. Director
E&IP, KMC

Witness (For and on Behalf of Consultant)

Witness (For and on Behalf of KMC)

Name Khawaja Naveen Shoop.

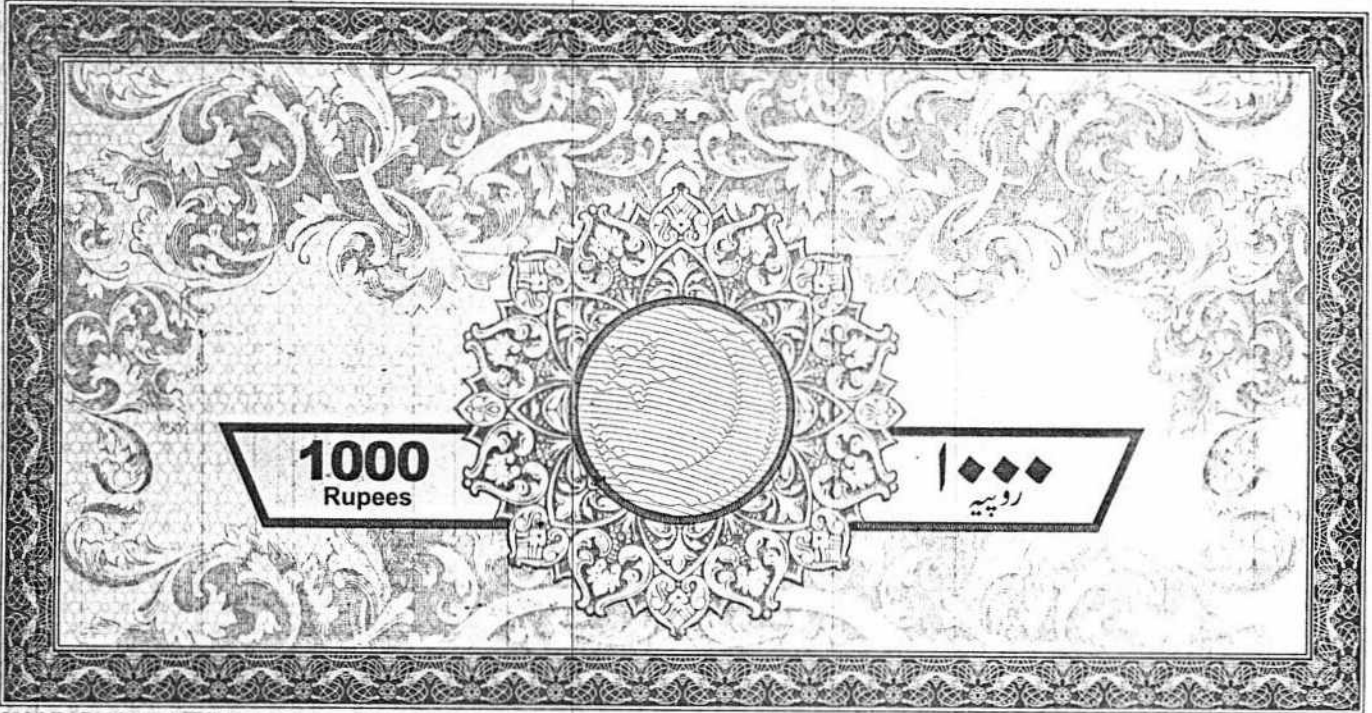
Name MAREMI SAMAL

Signature *[Signature]*

Signature *[Signature]*

CNIC# 42201-4541424-1

CNIC #: 42101-0889137-1



MUHAMMAD SHOAB ARACHI Stamp Vendor

F/No. 1-1-4, Flat No. 103 Zohair Nadeem Plaza

Chand Loh Road, Sonak Wala Opp. City Courts Karachi

18 AUG 2017

NOPEES ONE THOUSAND ONLY

S No. 5681 Date

Issued To With Address

Through With Address

For Purpose

Value Rs. Attached

Stamp Vendor's Signature

S.A.J. HUSSAIN
Advocate

C. No. 9901KBA

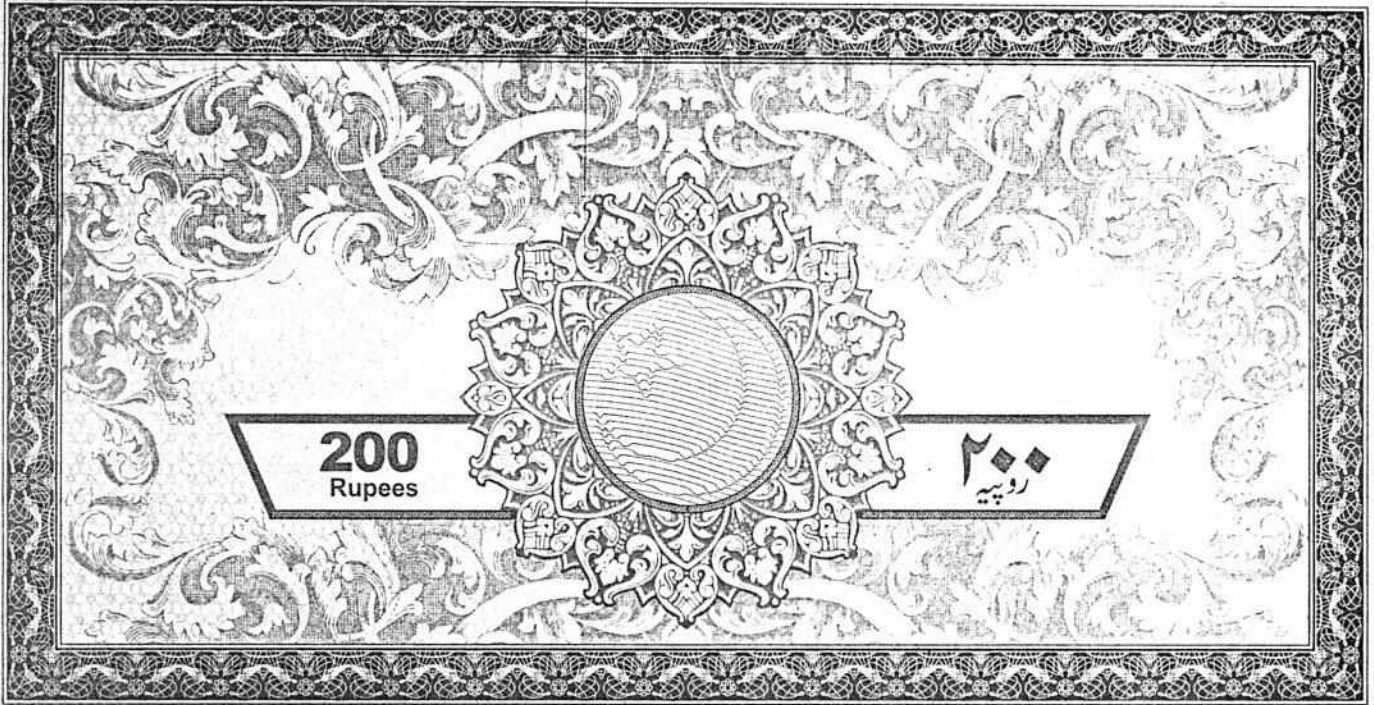
**CONSULTANT SCOPE OF SERVICES / TERMS OF REFERENCE
FOR
E&IP DEPARTMENT**

1. JOB DESCRIPTION

The Job description of the consultant shall include, but not, necessarily be limited to the following: -

- i. The post involves organizing promotional events as well as other marketing activity.
- ii. The post holder will also be involved, as part of a team, in providing support to local individuals, businesses and potential inward investors in meeting their development needs
- iii. supports the increase in the level of foreign direct investment from the target countries, develops a network of current and potential contacts that would facilitate introduction to potential foreign investors,
- iv. targets potential foreign investors with a view to attract them to set-up manufacturing and/or service operations in Karachi,
- v. Liaises with the relevant Pakistani and target countries' constituted bodies and government agencies, as and when required.
- vi. Supports overseas offices in the business development aspect and the support required for client applications.

Lahabi



MUHAMMAD SHOAB ARKIN Stamp Vendor

F No. P E 4, Flat No. 103 Zohar Nadeem Plaza

Clund Bilt Road, Near Wapda Office, City Courts Karachi

S. No. 5689 Date: 18 AUG 2017

Issued to With Address

Through With Address: Muhammad Waris Khan Ajmeri

Purpose: Advocate Ledger No. 3539 KBA

Value Rs. Attached: City Courts Karachi

Stamp Vendor's Signature

- vii. Works with the Research & Policy Review department to:
Undertake research initiatives to identify and develop investment opportunities.
- viii. Interacts with foreign diplomats and consulates to enhance and investment and trade

2. TENURE OF SERVICES

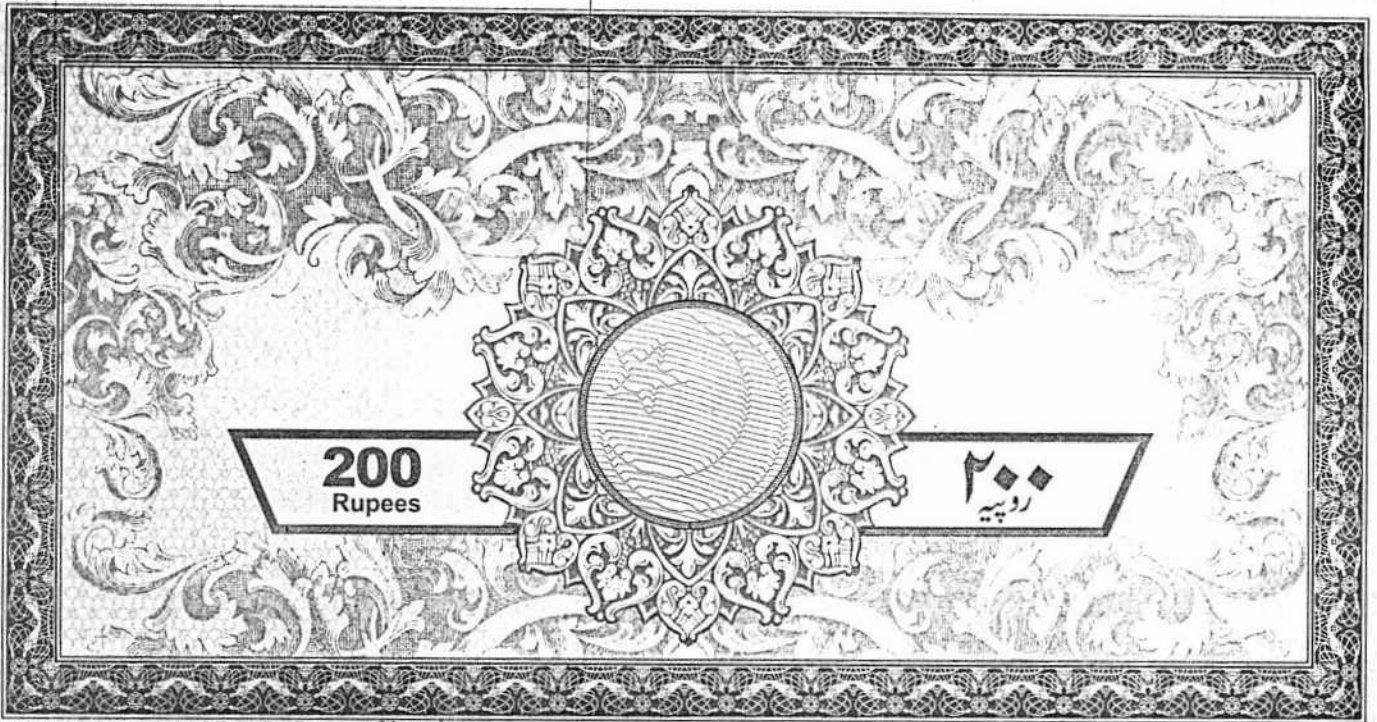
The time of consultancy services for the job from the date of appointment letter will be one year.

3. PAYMENT SCHEDULE

Mode of payment of the consultant monthly remuneration for the services shall be on monthly basis as detailed in consent letter.

[Handwritten signature]
Lahari

[Large handwritten mark, possibly a signature or initials]



MUHAMMAD SHOAB ARAIN Stamp Vendor

F/No. 1-B-4, Flat No. 105 Zubair Nadeem Plaza

Grand Hill Road, Nazim Warsa Opp. City Courts Karachi

S. No. 5690 Date: 18 AUG 2017

Issued To With Address:

Through With Address:

For: Muhammad Waris Khan Ajmeri

Advocate Ledger No. 3539 KBA.

Stamp Vendor's Signature

CONSULTANCY AGREEMENT

between

KARACHI METROPOLITAN CORPORATION AND MR. TAHA AHMED KHAN

For providing

INDIVIDUAL CONSULTANCY SERVICES IN E&IP DEPARTMENT.

INTEGRAL PART OF AGREEMENT

Taha

[Handwritten signature]

**COMMENCEMENT, COMPLETION, MODIFICATION AND
TERMINATION OF CONTRACT**

1. (2.1) Effectiveness of Contract
This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
2. (2.2) Commencement of Services
The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
3. (2.3) Expiration of Contract
Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
4. (2.4) Modifications or Variations
Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
5. 2.5 Force Majeure
The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
6. (2.5.2) No Breach of Contract
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
7. (2.5.3) Extension of Time
Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
8. (2.5.4) Payments
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

Kanah



9. (2.6) Termination The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- 10 (2.6.1) By the PA
- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
 - (b) If the Consultant becomes insolvent or bankrupt.
 - (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
 - (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
 - (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
 - (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

11. (2.6.2) By the Consultant
The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

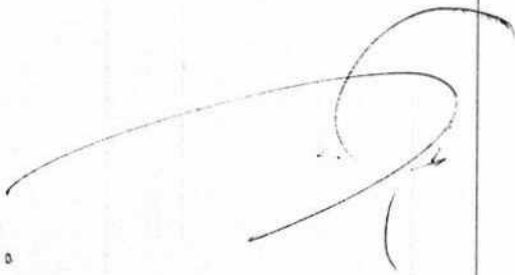
12 (2.6.3) Payment upon Termination
Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:



- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

.8. SETTLEMENT OF DISPUTES

- | | | | |
|----|-------|---------------------|---|
| 13 | (8.1) | Amicable Settlement | The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. |
| 14 | (8.2) | Dispute Resolution | Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC. |



Laheer

Candidate Evaluation Form

Name of Candidate: Taha Ahmed Khan

Completed By: Consultant Selection Committee

Position Title: Consultant

Interviewer(s): Consultant Selection Committee

Department: E & T.P

Date of Interview: 29-06-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)	The candidate has the most relevant experience required for this job			✓	
Education/Training (relevant to position)	Education is as per the requirement of this job			✓	
Communication Skills (written and verbal)	Candidate demonstrates excellent communication skills			✓	
Interest in and knowledge of the position	Candidate has excellent knowledge & interest in the position			✓	
Presentation (promptness, neatness of resume/application, appearance)	Extraordinary Presentation Skills			✓	
Problem Solving Skills	The candidate demonstrates exceptional problem solving skills			✓	
Computer Skills (consistent with those required to perform the duties of the position)	Satisfactory computer skills		✓		
Job Stability	The candidate has good job stability Currently working in same job description in a private organisation			✓	

Please circle your responses to the following questions:

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree Agree Disagree Could not determine

2. The applicant views this position with excitement and enthusiasm:

Strongly Agree Agree Disagree Could not determine

3. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree Agree Disagree Could not determine

4. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):

Strongly Agree Agree Disagree Could not determine

5. The applicant displayed ability to communicate well with all constituents.

Strongly Agree Agree Disagree Could not determine

6. The applicant should be included in the final list of recommended applicants:

Strongly Agree Agree Disagree Could not determine



Handwritten signatures and initials are present below the survey questions. There are two distinct signatures in the middle section and a large, stylized signature in the bottom section.

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 (5)

Comments: Candidate has the most appropriate education required for this job

Prior Work Experience - Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 (3)

Comments: Candidate has the most appropriate work experience required for this job

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 (5)

Comments: Candidate has all the technical skills required for this job

Administrative and budgetary experience: financial planning, staff supervision, management of resources - Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 (5)

Comments: Candidate has exceptional skills

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 (4) 5

Comments: Candidate demonstrates good leadership skills.

Handwritten signatures and initials at the bottom of the page, including a large signature on the left and another signature on the right with the number '3' written above it.

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 5

Comments: The candidate was very interactive & has vast experience of customer service

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments: The candidate demonstrated good communication skills.

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments: Candidate was very enthusiastic for the job with proper understanding of his job description

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 4 5

Comments: All the documents were proper and organised

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments: The candidate is recommended for further proceedings

Total Score Secured: 46 out of 50

The bottom of the page features several handwritten signatures and initials. On the left, there is a signature that appears to be 'AN'. To its right, there are some initials that look like 'D. V. 11'. Below these, there is a large, stylized signature that spans across the width of the page. A small number '4' is written below the large signature.

Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (E & I.P) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Areena Rizvi (Deputy Director, State Bank of Pakistan)

(Co-opted Member):

5. Frawah Haider Rizvi (Assistant Vice President Research & Insights-Marketing, United Refrigeration Industries {Dawlance Pvt. Ltd.})

(Co-opted Member):

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF MUNICIPAL, SERVICES & GOODS.

- | | |
|---|--|
| 1) NAME OF THE ORGANIZATION/DEPTT. | Karachi Metropolitan Corporation |
| 2) PROVINCIAL / LOCAL GOVT. / OTHERS | Local Government / KMC |
| 3) TITLE OF ACCOUNTS | <u>INDIVIDUAL CONSULTANT IN CITIZEN
COMPLAIN INFORMATION SYSTEM (CCIS)
1339.</u> |
| 4) TENDER NUMBER | KMC/HRM/02/17-18 |
| 5) BRIEF DESCRIPTION OF CONTRACT | <u>INDIVIDUAL CONSULTANT IN CITIZEN
COMPLAIN INFORMATION SYSTEM (CCIS)
1339.</u> |
| 6) FORUM THAT APPROVED THE SCHEME | Mayor, Karachi |
| 7) TENDER ESTIMATED VALUE | Offer Rate |
| 8) ENGINEER 'S ESTIMATE
(FOR CIVIL WORKS ONLY) | N/A |
| 9) ESTIMATED COMPLETION PERIOD (AS PER
CONTRACT) | 12 Months |
| 10) TENDER OPENED ON (DATE & TIME) | 29-06-2017 at (11:00 AM) Interview Call |
| 11) NUMBRE OF TENDER DOCUMENTS SOLD
(ATTACH LIST OF BUYER) | } 04 Application received |
| 12) NUMBER OF BID RECEIVED | |
| 13) NUMBER OF BIDDERS PRESENT AT THE TIME
OF OPENING OF BIDS | 4 persons interviewed |
| 14) BID EVALUATION REPORT
(ENCLOSE A COPY) | Copy Attached |
| 15) NAME AND ADDRESS OF THE SUCCESSFUL
BIDDER | Mr. Danial Ahmed Khan
Individual Consultant (CCIS) 1339 Department,
House No.D-4, Hiltan Apartment Clifton Block-9,
Karachi |
| 16) DATE OF CONTRACT SIGNING
(Attach copy of Agreement) | 18-08-2017 |
| 17) CONTRACT AWARD PRICE | <u>Rs.1,50,000/- Per Month (including all taxes)</u> |
| 18) RANKING OF SUCCESSFUL BIDDER IN
EVALUATION REPORT
(i.e. 1 st , 2 nd , 3 rd EVALUATION BID) | 1 st |

19) METHOD OF PROCUREMENT USED (TICK ONE)

a) SINGLE STAGE – ONE ENVELOPE PROCEDURE	X
b) SINGLE STAGE – TWO ENVELOPE PROCEDURE	X
c) TWO STAGE BIDDING PROCEDURE	X
d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE	X
e) IN CASE OF CONSULTANCY	✓

Least Cost	Rs.1,50,000/- Per Month (including all taxes)
(i) QCBS	N/A
(ii) QBC	N/A
(iii) CQS	N/A

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED I.E. EMERGENCY, DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS.

20) APPROVING AUTHORITY FOR AWARD OF CONTRACT Mayor, KMC

21) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

YES	✓	NO	
-----	---	----	--

22) ADVERTISEMENT:

i) SPPRA WEBSITE (IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.)	YES ✓	33605/2017
	NO	
ii) NEWS PAPER (IF YES, GIVE DATE & SPPRA IDENTIFICATION NO.)	YES ✓	Daily (Jung) Urdu Daily Dawn, English Daily Awami-e-Awaz Sindhi dated 18-05-2017
	NO	

23) NATURE OF CONTRACT

Domestic/Local	Local ✓	Int.	No
----------------	---------	------	----

24) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)

YES	✓	NO	
-----	---	----	--

25) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS? (IF YES, ENCLOSE A COPY)

YES	✓	NO	
-----	---	----	--

26) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

YES		NO	N/A
-----	--	----	-----

27) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

YES		NO	N/A
-----	--	----	-----

28) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID(IN CASE OF CONSULTANCIES)

YES	✓	NO	
-----	---	----	--

29) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLAINT?

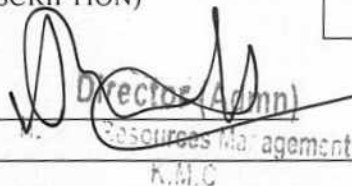
YES	✓	NO	
-----	---	----	--

30) WHETHER INTEGRITY PACT WAS SIGNED (If yes, enclose a copy)

Yes		No	✓
-----	--	----	---

- | | | | | |
|--|-----|---|----|-------|
| 31) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS? | YES | | NO | ✓ N/A |
| 32) WHETHER EVALUATED REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT? (ATTACH COPY OF THE BID EVALUATION REPORT) | YES | ✓ | NO | |
| 33) ANY COMPLAINT RECEIVED IF YES, RESULT THEREOF) | YES | | | |
| | NO | | ✓ | |
| 34) ANY DEVIATION FROM SPECIFICATION GIVEN IN THE TENDER NOTICE / DOCUMENTS (IF YES, RESULT DETAILS) | YES | | | |
| | NO | | ✓ | N/A |
| 35) WAS THE EXTENSION MADE IN RESPONSE TIME? (IF YES, GIVE REASONS) | YES | | | |
| | NO | | ✓ | |
| 36) DEVIATION FROM QUALIFICATION CRITERIA (F YES, GIVE DETAILED REASONS) | YES | | | |
| | NO | | ✓ | |
| 37) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED? | YES | ✓ | NO | |
| 38) WAS A VISIT MADE BY ANY OFFICER / OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD: (IF YES, ENCLOSE A COPY) | YES | | NO | N/A |
| | | | | |
| 39) WERE PROPER SAFEGAURDS PROVIDING ON MOOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARENTTEE ETC)? | YES | | NO | N/A |
| | | | | |
| 40) SPECIAL CONDITIONS, IF ANY (IF YES, GIVE BRIEF DESCRIPTION) | YES | | | |
| | NO | | ✓ | |

Signature & Official Stamp of Authorized Officer _____


Director (Admin)
Resources Management
R.M.C

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi.

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE SENIOR DIRECTOR
MUNICIPAL SERVICES DEPARTMENT

Room No. 4, Ground Floor, KMC Head Office, M.A. Jinnah Road, Karachi
Ph:021-99215127 Fax: 021-99216336

No. KMC/Sr. Dir/MS/ 014/17

Dated: 11-09-2017

- READ:**
- 1 Call / interview dated 21-06-2017
 - 2 Consent Letter No. KMC/Sr.Dir/MS/288/17 dated 18-07-2017
 - 3 Agreement dated: 18-08-2017

ORDER: -

Consequent upon your application / CV, subsequent interview held on 29-06-2017, consent letter No. KMC/Sr.Dir/MS/288/17 dated 18-07-2017 and entering into an agreement dated 18-08-2017, the competent authority of KMC is pleased to appoint Mr. Danial Ahmed Khan S/o Mr. Tufail Ahmed Khan holding CNIC No.42301-9680468-7, as **Individual Consultant** for the project of Citizen Complain Information System (CCIS) 1339, for the period of one year with effect from the date of joining on lump sum remuneration of Rs.1,50,000/- Per Month (inclusive all applicable tax).

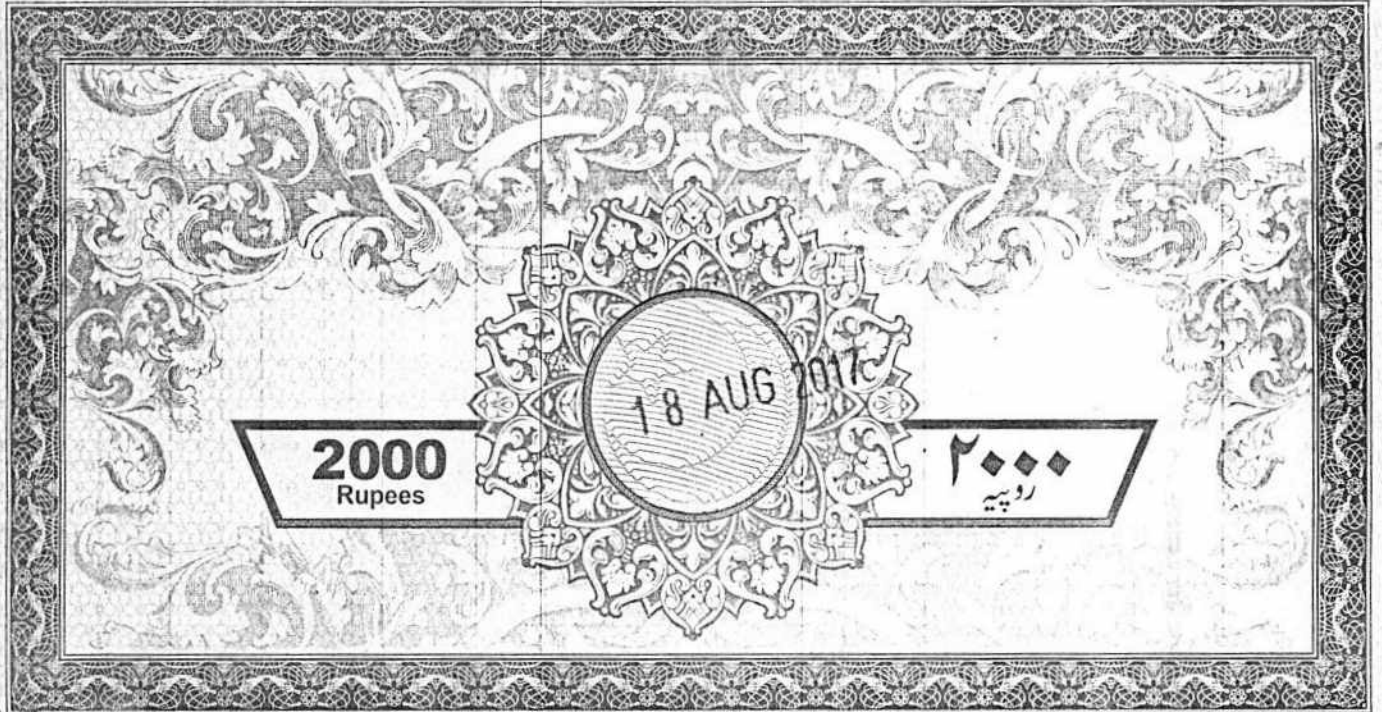
He is advised to submit his joining report within 7 working days in the office of Sr. Director, Municipal Services, KMC situated in KMC Head Office, Main Building M.A. Jinnah Road Karachi.

In case of failure, this appointment letter will stand cancelled.

SR. DIRECTOR
Municipal Service Department
Karachi Metropolitan Corporation

C.C to:-

1. The Worthy Mayor, KMC.
2. The Metropolitan Commissioner, KMC
3. Financial Advisor, KMC.
4. Sr. Director (HRM) KMC.
5. Director, CCIS(1339), KMC
6. Mr. Danial Ahmed Khan, Individual Consultant CCIS (1339)
7. Office File.



ABDUL RAHIM SHAIKH
Licence No.03 Seat No. 72-B City Court Karachi

18 AUG 2017

(RUPEES TWO THOUSAND ONLY)

1201 DATE
ISSUE WITH ADDRESS..... Mr. Muhammad Farooq
THROUGH WITH ADDRESS.....
PURPOSE.....
VALUE..... Attached
STAMP VENSORS SIGNATURE.....

Advocate

Stamp value Rs.6,300/-

CONSULTANCY AGREEMENT

between

KARACHI METROPOLITAN CORPORATION AND MR. DANIAL AHMED KHAN

For providing

CONSULTANCY SERVICES TO CITIZEN COMPLAIN INFORMATION SYSTEM (CCIS) 1339.

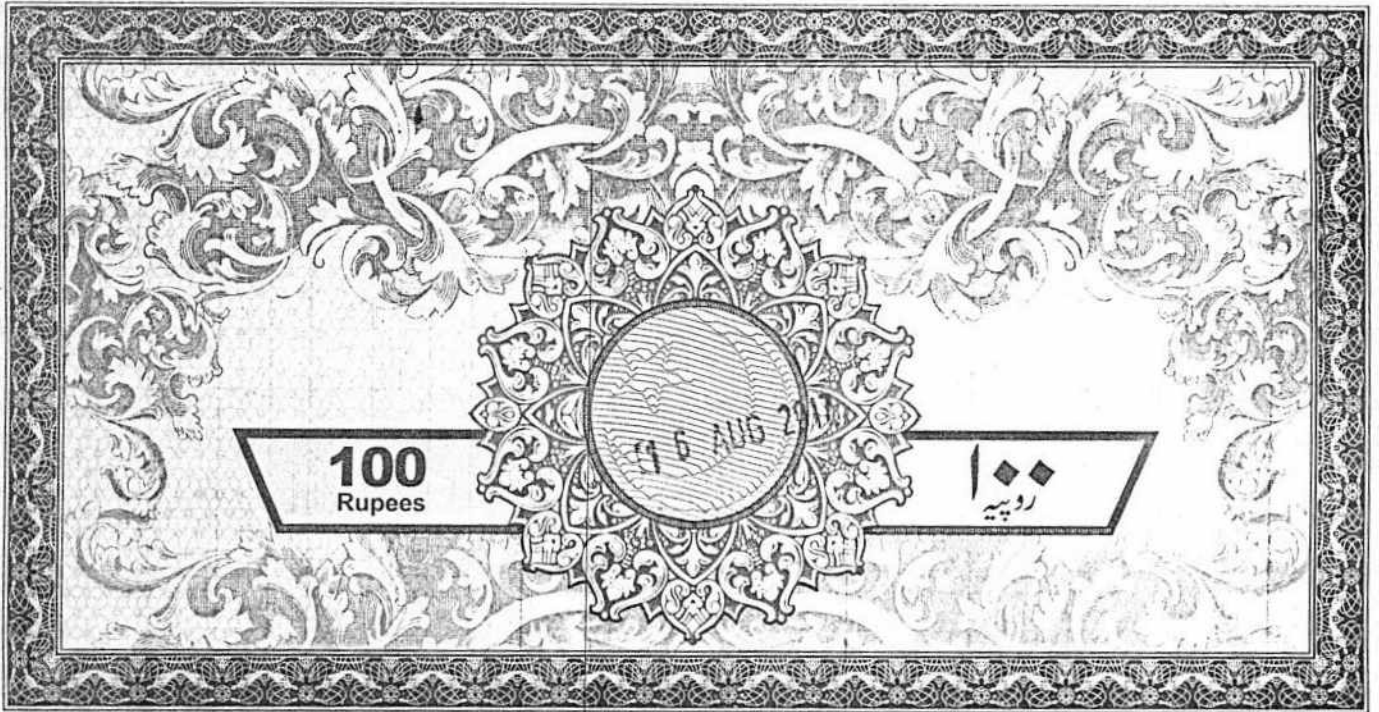
This agreement is made and entered into this 18th day of August-2017 between the Karachi Metropolitan Corporation (hereinafter referred to as "KMC" which expression shall mean and include their successors, legal representatives and permitted assignees) on one part and holding CNIC No. 42301-9680468-7 resident of House No.D-4, Hiltan Apartment Clifton Block-9, Karachi on the other part.

AND WHEREAS it has now been approved by the KMC after completing all codal formalities of SPPRA 2010 (Amended 2017) to assign the Individual Consultancy Contract for Citizen Complain Information System (CCIS) 1339, to the consultant.

Now THEREFORE the parties hereto agree as follows:-

1. The Individual Consultancy Services Contract for Citizen Complain Information System (CCIS) 1339, (hereinafter called the "The Consultant") shall be carried out by the consultant at a lump sum monthly remuneration of @ Rs.1,50,000/- Per Month (inclusive all applicable taxes), for a period of One Year from the day of joining which is within 7 working days after issuance of appointment on signing the agreement.
2. The consultant having professional skills and have agreed to provide the services on the terms and conditions set forth in this agreement as well as applicable in KMC.

1/9
Danial



MUHAMMAD BAQAULLAH SIDDIQUI

LIC. NO: 58,

11 6 AUG 2017.

Seal No. 10 City Court Karachi
 S.NO. _____ DATE _____
 ISSUED TO WITH ADDRESS MR. _____
 THROUGH WITH ADDRESS MR. _____
 PURPOSE _____
 VALUE RS. _____
 STAMP VENDOR'S SIGNATURE _____

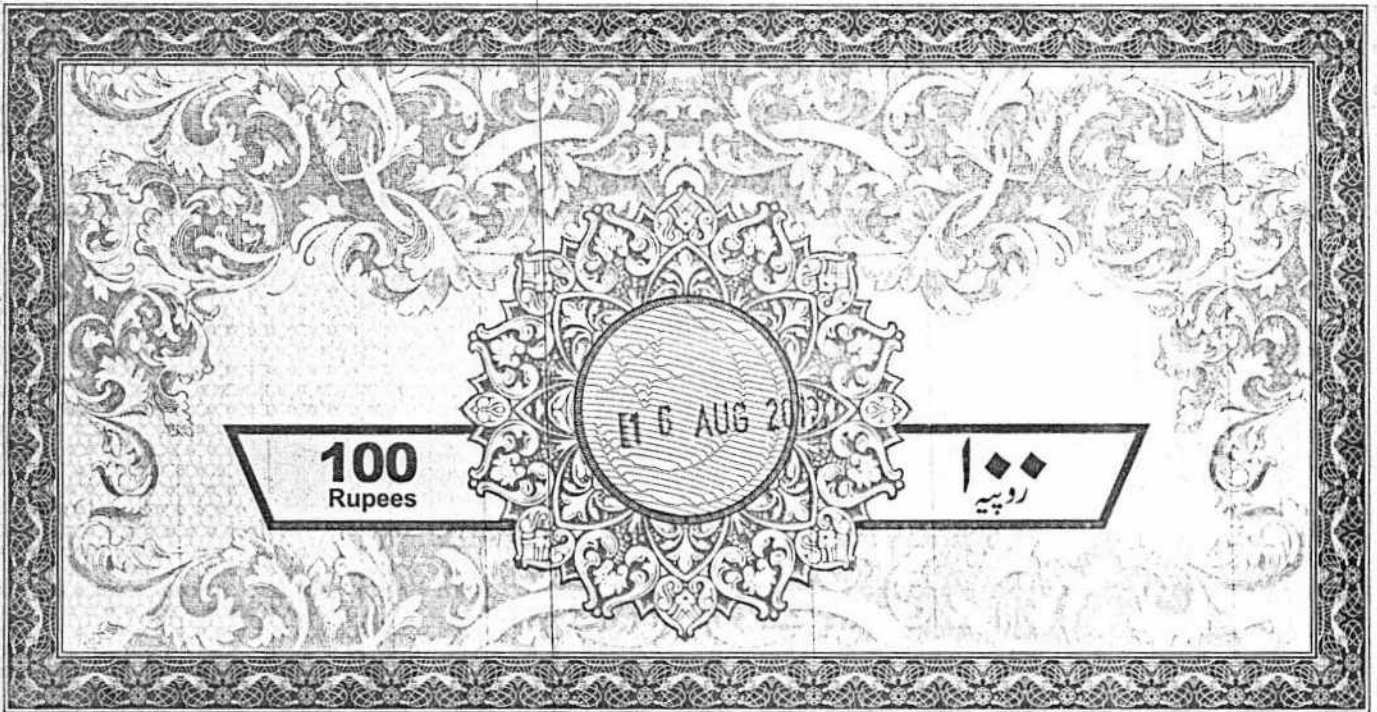
WAKIL HANDEH
 Advocate

(RECEIVED BY THE COURT)

3. The following documents attached hereto shall be deemed to form an integral part of this contract.

- a) Job Description (Scope of Work)
 - b) Advertisement in Urdu, Sindhi & English Newspaper.
 - c) Application Form / CV
 - d) Consent Letter
 - e) Agreed Conditions of Contract
4. In consideration of consultancy services to be rendered by the consultant stipulated in Agreed Condition of Contract KMC hereby agrees to pay the amount of Rs.1,50,000/- Per Month (inclusive all applicable taxes), as a remuneration to the consultant as stipulated in the consent letter for services in relation to the project.
5. The mutual rights and obligations of KMC and the Consultant shall be as set forth in the contract, in particular.
- a) The Consultant shall carryout the services in accordance with the provision of contract.
 - b) KMC shall make payment to the consultant in accordance with the provision of the contract.
 - c) No amendment or waiver of any rights and obligations created under this contract shall be effective.
 - d) This agreement shall be effective from the date of signing by both the parties.

2/9
 D. S. S.



16 AUG 2017

100
Rupees

روپے

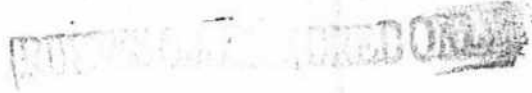
MUHAMMAD BAQAULLAH SIDDIQUI

LIC. NO: 58,

16 AUG 2017.

Seat No: 49, City Court Karachi

S.NO. _____ DATE _____
 ISSUED TO WITH ADDRESS MR. MUKHTAR HAIDER
 THROUGH WITH ADDRESS MR. Advocate
 PURPOSE _____
 VALUE RS _____



IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

Consultant
(Mr. Daniyal Ahmed Khan)

For and on behalf of KMC

SENIOR DIRECTOR
MUNICIPAL SERVICES DEPARTMENT
KMC

Witness (For and on Behalf of Consultant)

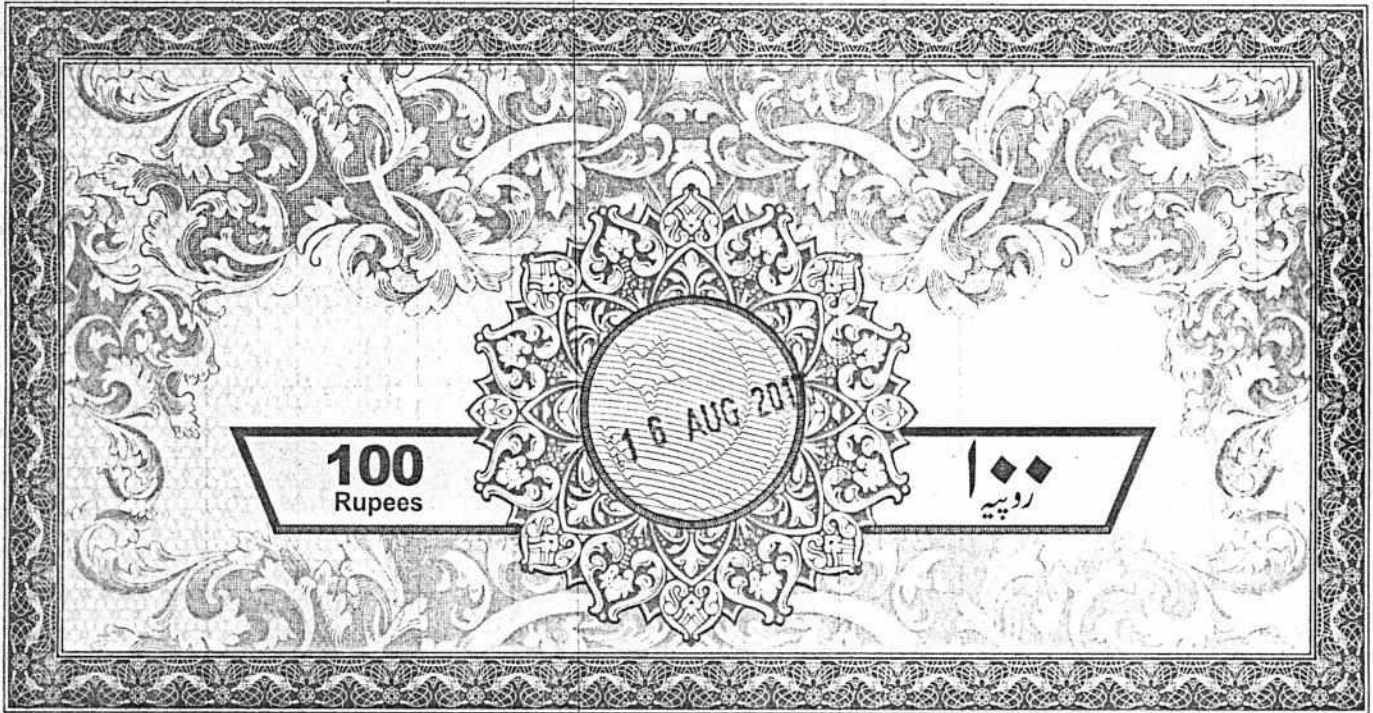
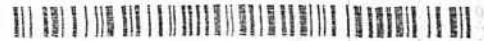
Name Saeed Ulmer

Signature _____

Witness (For and on Behalf of KMC)

Name Amir Ali

Signature _____



MUHAMMAD BAQAULLAH SIDDIQUI

16 AUG 2017

LIC. NO: 58,

Seat No. 19, City Court Karachi

FUTURE SUPPLEMENTED ONE

S. NO. 1037 DATE 16 AUG 2017
 ISSUED TO WITH ADDRESS MR. MUKHTAR HAIDER
 THROUGH WITH ADDRESS MR. Advocate.
 PURPOSE _____
 VALUE RS _____
 STAMP VENDOR'S SIGNATURE _____

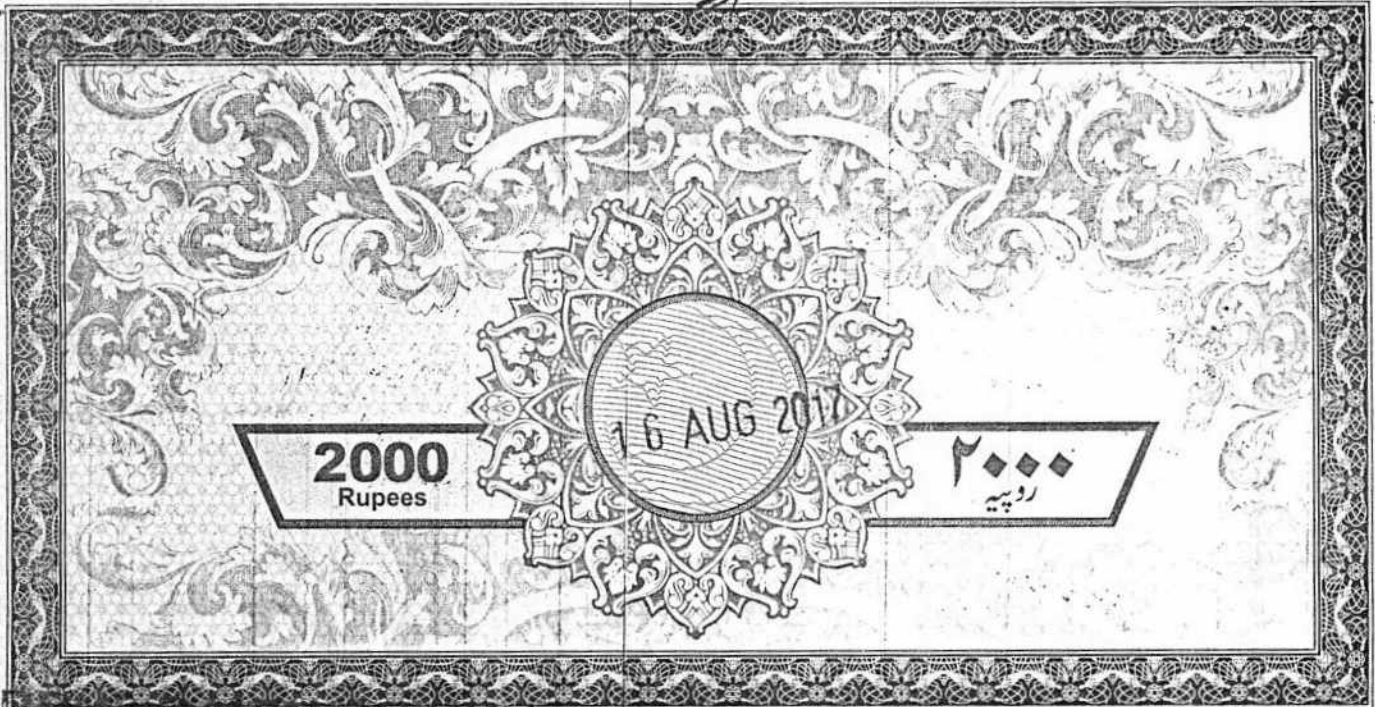
CONSULTANT SCOPE OF SERVICES / TERMS OF REFERENCE
FOR
COMPLAINT INFORMATION SYSTEM (CCIS) 1339 MUNICIPAL
SERVICES DEPARTMENT

1. JOB DESCRIPTION

The Job description of the consultant shall include, but not, necessarily be limited to the following: -

- i. The Technology and Information System administrator manage the Call center technical deployment and operation.
- ii. Provides IT operations functions to offices for the organization's standard hardware, software and voice/data network solutions.
- iii. Responsible for the purchase, installation, and life-cycle maintenance of PCs, servers and LAN, WAN network connectivity equipment.
- iv. As appropriate, provides escalated on-site support of hardware, software and network connectivity issues.
- v. Performs local administration and operations functions as appropriate in accordance with standards, policies and procedures. .
- vi. Technical Management for Data Center and Call Center.
- vii. Social Networking and develop the social Relation management department with integral part of Call center.
- viii. GIS system implementation in organization.

D. Sid 4/9



ABDUL RAHIM SHAIKH

Licence No. 03 Seat No. 72-B City Court Karachi

16 AUG 2017

1199 DATE

ISSUE WITH ADDRESS Mr. Muhammad Yaqoob

THROUGH WITH ADDRESS

PURPOSE

VALUE *As per ATTACHED*

STAMP VENDOR'S SIGNATURE

ix. In cooperation with TIS, local operations staff and key users, provides strategic, budgeting and disaster recovery/business continuity planning to offices and staff in multiple operating, business and functional units.

x. Responsible for local inventory maintenance and software license management.

xi. Responsible for procurement, installation and life-cycle maintenance of IT hardware and software (includes PCs, peripherals, servers, networking equipment, operating systems and other software).

xii. Provides consulting/training/education services such as data management and staff training/orientation for standard systems.

xiii. Responsible for local IT vendor, contract and outsourcing management.

xiv. Responsible for monitoring data backups in offices to ensure that they are completed on a regular basis.

2. TENURE OF SERVICES

The time of consultancy services for the job from the date of joining will be one year.

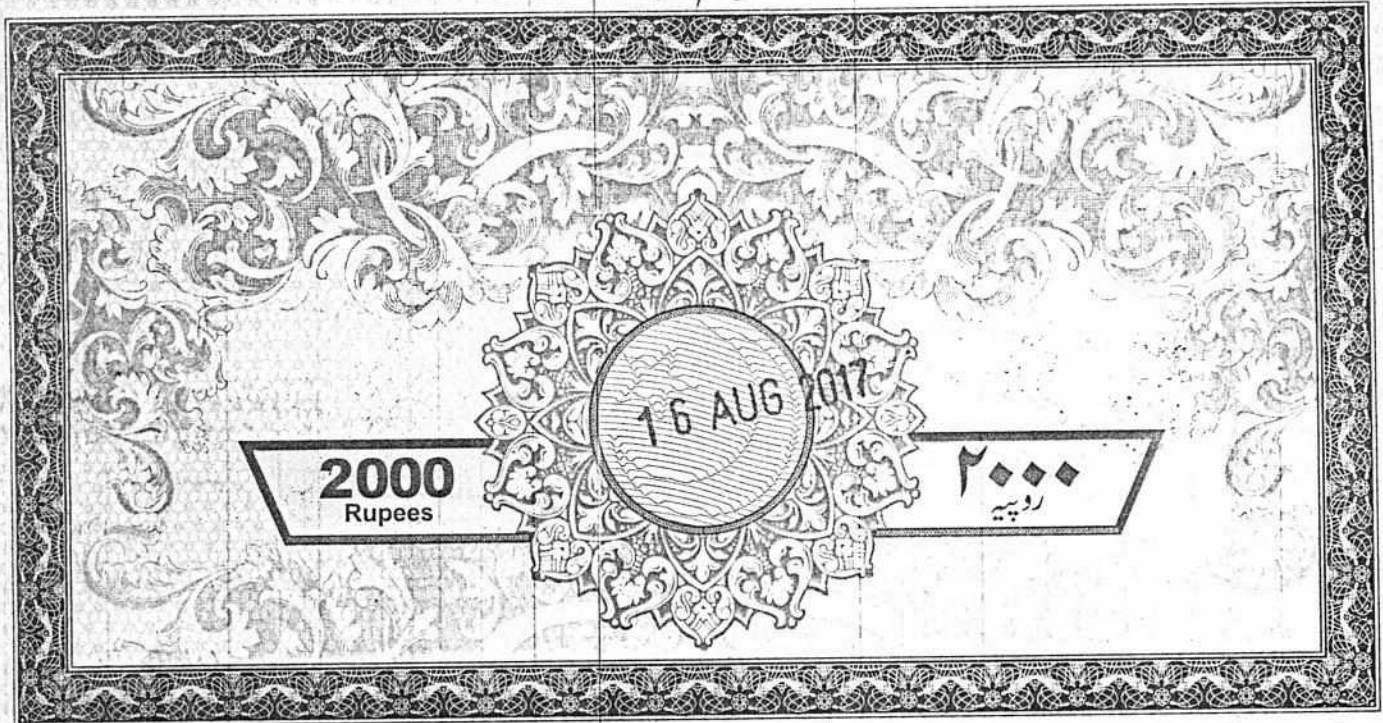
3. PAYMENT SCHEDULE

Mode of payment of the consultant remuneration for the services shall be on monthly basis as detailed in consent letter.

Done 5/9

334455

2000



ABDUL RAHIM SHAIKH

Licence No.03 Seat No. 72-B City Court Karachi

16 AUG 2017

(ATM ONLY)

..... DATE 11/9/2017
 ISSUE WITH ADDRESS Abdul Latif Shaikh
 THROUGH WITH ADDRESS Advocate High Court
 PURPOSE.....
 VALUE.....2000 ATTACHED 8271/HCI/KH
 STAMP VENSORS SIGNATURE.....

CONSULTANCY AGREEMENT

between

KARACHI METROPOLITAN CORPORATION AND MR. DANIAL AHMED KHAN

For providing

CONSULTANCY SERVICES TO CITIZEN COMPLAIN INFORMATION

SYSTEM (CCIS) 1339.

INTEGRAL PART OF AGREEMENT

Danial 6/9

**COMMENCEMENT, COMPLETION, MODIFICATION AND
TERMINATION OF CONTRACT**

- | | | | |
|----|---------|-----------------------------|---|
| 1. | (2.1) | Effectiveness of Contract | This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date. |
| 2. | (2.2) | Commencement of Services | The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC. |
| 3. | (2.3) | Expiration of Contract | Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC. |
| 4. | (2.4) | Modifications or Variations | Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party. |
| 5. | 2.5 | Force Majeure | The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties. |
| 6. | (2.5.2) | No Breach of Contract | The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event. |
| 7. | (2.5.3) | Extension of Time | Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. |
| 8. | (2.5.4) | Payments | During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period. |

Shul 7/9

9. (2.6) Termination

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

10 (2.6.1) By the PA

(a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.

(b) If the Consultant becomes insolvent or bankrupt.

(c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

(d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

(f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

11. (2.6.2) By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

(a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.

(b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.

(c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

12 (2.6.3) Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

 8/9

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

.8. SETTLEMENT OF DISPUTES

13 (8.1) Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

14 (8.2) Dispute Resolution

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

Done 9/9

Candidate Evaluation Form

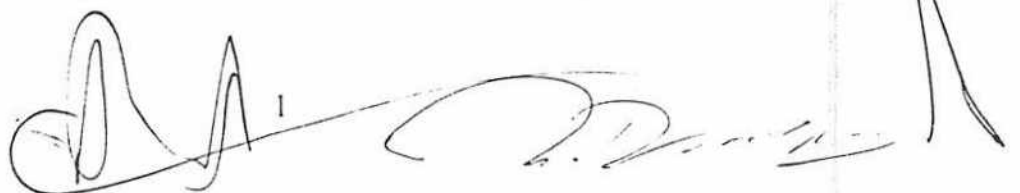
Name of Candidate: Danial Ahmed Khan
 Position Title: Consultant
 Department: M.S

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 Date of Interview: 29-06-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)	As required for the job			✓	
Education/Training (relevant to position)	As required for the job			✓	
Communication Skills (written and verbal)	Satisfactory communication skills		✓		
Interest in and knowledge of the position	Extraordinary interest and knowledge.			✓	
Presentation (promptness, neatness of resume/application, appearance)	Exceptional presentation skills			✓	
Problem Solving Skills	Satisfactory problem solving skills		✓		
Computer Skills (consistent with those required to perform the duties of the position)	Exceptional computer skills			✓	
Job Stability	Has not been changing jobs			✓	



lease circle your responses to the following questions:

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:

Strongly Agree

Agree

Disagree

Could not determine

2. The applicant views this position with excitement and enthusiasm:

Strongly Agree

Agree

Disagree

Could not determine

3. The applicant has the appropriate level of experience necessary for this position:

Strongly Agree

Agree

Disagree

Could not determine

4. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):

Strongly Agree

Agree

Disagree

Could not determine

5. The applicant displayed ability to communicate well with all constituents.

Strongly Agree

Agree

Disagree

Could not determine

6. The applicant should be included in the final list of recommended applicants:

Strongly Agree

Agree

Disagree

Could not determine

A large, stylized handwritten signature in black ink, followed by several horizontal and diagonal scribbles and a vertical line extending downwards.

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 (5)

Comments: *As required for the job.*

Prior Work Experience - Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 (5)

Comments: *As required for the job.*

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 (5)

Comments: *As required for the job*

Administrative and budgetary experience: financial planning, staff supervision, management of resources - Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 (3) 4 5

Comments: *Good administrative & budgetary experience.*

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 (4) 5

Comments: *Above average leadership ability.*

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 **4** 5

Comments: *Good customer service skills*

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 **3** 4 5

Comments: *Average communication skills.*

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 **4** 5

Comments: *Candidate enthusiasm is good.*

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 **4** 5

Comments: *Documentation was neat & proper.*

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 **5**

Comments: *Should be recommended for further proceedings.*

Total Score Secured: 42 out of 50

[Handwritten signatures]

Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (Municipal Services) (Chairman):



2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):



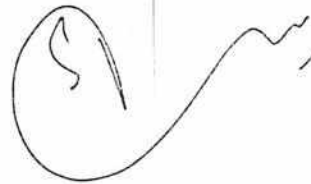
3. Director A & R (HRM)

(Secretary/Member):



4. Prof. Dr. Haroon Rasheed (Head of Electrical/Electronics/Telecommunication Department, Bahria University Karachi)

(Co-opted Member):



5. Syed Adnan Ali Zaidi (Director Technical, Media Info Systems Pvt. Ltd.)

(Co-opted Member):

