



Request for Expression of Interest for shortlisting of Consultants
FOR
FEASIBILITY STUDY & TRANSACTION ADVISORY SERVICES
DOMICILE & PRC AUTOMATION PROJECT

The Assignment

Reference to the advertisement published in the Daily Dawn of 4th January 2017, Jang (Urdu) of 4th January and Daily Kawish (Sindhi) of 7th January newspapers respectively on pertaining to the Expression of Interest for transaction advisory services for Domicile & PRC Automation Project. The Information, Science & Technology Department, Government of Sindh has cancelled the procurement process and now re-tendering the procurement for transaction advisory services for Domicile & PRC Automation Project.

The Information, Science & Technology Department, Government of Sindh, invites expression of interest ("EOI") applications from reputable and experienced firm(s)/consortia to prepare a Feasibility Report covering technical, financial, economic, legal and environmental aspects along-with Transaction Advisory Services for the Domicile & Permanent Resident Certificate (PRC) Automation project.

Interested firm(s)/consortia need to furnish relevant documents pursuant to the EOI Document to demonstrate experience and expertise to undertake the Transaction Advisory for Domicile & PRC Automation project.

Brief Scope of Work

The scope of work for the Transaction Advisor to develop the project is provided in the EOI document. However, briefly, the Transaction Advisor/Consulting Firm(s) shall be expected to perform following tasks:

- a) Conduct Technical Feasibility of the proposed Project.
 - b) Conduct Financial, Legal, Socio Economic viability, action plan and assessment of public private partnership (PPP) options.
 - c) Assist Information, Science & Technology Department in marketing the project and administering the bidding process for implementation of the project.
- Transaction negotiations and financial close.

Eligibility: Registration with Sindh Revenue Board (SRB) or relevant tax authorities. Further eligibility mentioned in the EOI document.

Response Time: From the issuance of EOI documents i.e. January 16, 2017 to February 14, 2017

EOI Application Deadline: February 15, 2017 at 02:00 p.m. Late proposals shall not be entertained and will be rejected.

EOI Application Opening: February 15, 2017 at 03:00 p.m.

EOI Application Submission and Opening Address: Committee Room, Information, Science & Technology Department, Building No. 6, 1st Floor, Sindh Secretariat, Kamal Ata-Turk Road, Karachi.

EOI Application shall be available to download (free of cost) from the below mentioned websites:

www.pppunitsindh.gov.pk www.pprasindh.gov.pk www.sindh.gov.pk

For Further Information

Mr. Mutiullah Shaikh

Focal Person

Information, Science & Technology Department

Phone: 021-99213407

Email: mutishaikh@live.com

ANNUAL PROCUREMENT PLAN (DOMICILE & PRC AUTOMATION)

(Information, Science & Technology Department)
Financial Year 2016-17

Sr. No	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Hiring The Consultant For Feasibility Study and Transaction Advisory Services	One time services	-	-	-	Project Development Facility (PDF)	NCB, Least Cost Selection Method			Jan - Mar 2017	Apr - June 2017	The process for procurement has been initiated.



GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT

Karachi, dated the 29th November, 2016

NOTIFICATION

NO.SO(T)/IS&TD/3-134/2016: In partial modification of this department's notification of even number dated 23-08-2016 and in compliance with Rule 67 of Sindh Public Procurement Rules, 2010 and with the approval of Competent Authority the Consultant Selection Committee (CSC) is hereby re-constituted for hiring Consultants for Domicile & PRC Automation Project. The CSC shall have the following composition and terms of reference:-

S.NO	DESIGNATION	STATUS
1.	Director, Information, Science & Technology Department, Government of Sindh	Chairman
2.	Deputy Director, Information, Science & Technology Department, Government of Sindh	Member / Secretary
3.	Representative of P&D Department, Government of Sindh (not below BS-18)	Member
4.	Director PPP Unit, Finance Department, Government of Sindh	Member
5.	Technical Member / Project Manager, Domicile & PRC Automation Project, to be nominated by Secretary, Information, Science & Technology Department, Karachi	Member

Terms of Reference:-

- 1) The Consultant Selection Committee (CSC) shall approve Request for Proposal (RFP) before issuance for the selection of consultant;
- 2) The committee shall shortlist of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- 3) The committee shall evaluate technical and financial proposals, according to selection method and evaluation criteria, mentioned in the Request for Proposal (RFP);
- 4) Finalization of recommendation based on evaluation as mentioned in (3) above.

PARVEZ AHMED SEEHAR
SECRETARY TO GOVT. OF SINDH


NO.SO(T)/IS&TD/3-134/2016:

Karachi, dated the 29th November, 2016

A copy is forwarded for information to:-

1. Chairman and Members (all) of the Committee.
2. The Additional Chief Secretary (Dev.), P&D, Government of Sindh is requested to nominate a member in the CSC (Consultant Selection Committee) as representative of P&D under rule-67.
3. P.S to Secretary, Finance Department, Govt. of Sindh, Karachi.
4. P.S to Secretary, IS&T Department, Govt. of Sindh, Karachi.




(SYED NADEEM AHMED JAFRI)
SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH



GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT

Karachi, dated the 6th May, 2016

NOTIFICATION

NO.SO(T)/IS&TD/3-134/2016 : In order to redress the complaints of firms / bidders during the proceedings to procure the services of Consultants for Domicile & PRC Automation Project, the Complaint Redressal Committee (CRC) is hereby constituted under Rule-31 of Sindh Public Procurement Rules, 2010 (Amended 2013):- The CRC shall have the following composition and terms of reference:-

S.NO	DESIGNATION	STATUS
1.	Secretary, Information, Science & Technology Department, Government of Sindh	Chairman
2.	Representative of the Accountant General Sindh	Member
3.	An Independent Professional from relevant field, to be nominated by Secretary, IS&T Department	Member

Terms of Reference:

- 1) To determine whether there exists any inconsistency in the procurement process with SPPRA Rules, 2010 (Amended 2013) and regulations;
- 2) To determine whether any unauthorized act or decision made by the Consultant Selection Committee;
- 3) To reverse any decision of the Consultant Selection Committee or substitute its own decision for such a decision;
- 4) The Complaint Redressal Committee shall announce its decision within seven (07) days w.e.f. date of reference to the committee.

ABDUL RAHIM SHAIKH
SECRETARY TO GOVT. OF SINDH

NO.SO(T)/IS&TD/3-134/2016:

Karachi, dated the 6th May, 2016

A copy is forwarded for information to:-

1. Chairman and Members (all) of the Committee.
2. Accountant General, Sindh is requested to nominate a member in the CRC (Complaint Redressal Committee) as representative of A.G. Sindh under Rule-31 SPPRA.
P.S to Secretary, Finance Department, Govt. of Sindh, Karachi.
P.S to Secretary, IS&T Department, Govt. of Sindh, Karachi.



o/c
06/05
(SYED NADEEM AHMED JAFRI)
SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH

EXPRESSION OF INTEREST (EOI) DOCUMENT

INSTRUCTIONS TO PROSPECTIVE CONSULTANTS FOR CONSULTANCY SERVICES



INFORMATION, SCIENCE & TECHNOLOGY DEPARTMENT

DOMICILE & PRC AUTOMATION PROJECT

**DOMICILE & PRC AUTOMATION PROJECT
EXPRESSION OF INTEREST (EOI)**

GLOSSARY

ARTICLES OF ASSOCIATION	The Articles of Association of the Prospective Consultant.
ANNEXURE	The term shall mean the annexure of this EOI Document.
BOARD OF DIRECTORS	The Board of Directors of the Prospective Consultants.
CONSORTIUM	The term shall bear the meaning as ascribed thereto in Section 3.1.1.
CONSULTANT SELECTION COMMITTEE	The Consultant Selection Committee notified by the Procuring Agency pursuant to SPPRA rules to undertake procurement process to hire Consultants for the Project.
DOMICILE & PRC AUTOMATION PROJECT / PROJECT	The 'Domicile & PRC Automation Project,' as described in Section 2.
ESTIMATED TIMETABLE	The term shall bear the meaning as ascribed thereto in Section 4.8.1.
EOI	Means expression of interest
EOI APPLICATIONS	The EOI application and documents required to be submitted by the Prospective Consultants in terms of and in accordance with this EOI Document.
EOI APPLICATION FORM	An application duly executed by the duly authorized representative of the Prospective Consultant (or if the Prospective Consultant is a Consortium, the duly authorized represented of the Lead Member) in the form attached hereto at ANNEXURE 2 (EOI APPLICATION FORM) .
EOI APPLICATION SUBMISSION DEADLINE	The term shall bear the meaning as ascribed thereto in Section 5.3.
EOI CRITERIA	The term shall bear the meaning as ascribed thereto in Section 4.3
EOI DOCUMENT	This 'EOI Document, Instruction to Prospective Consultants', including all annexures attached hereto.
GOS	Government of Sindh
INVITATION FOR EOI	The term shall bear the meaning as ascribed thereto in Section 3.
LEAD MEMBER	The term shall bear the meaning as ascribed thereto in Section 3.1.2
MEMORANDUM OF ASSOCIATION	The Memorandum of Association of the Prospective Consultant.
NON-SHORTLISTED CONSULTANT	The term shall bear the meaning as ascribed thereto in Section 6.2.3.

POWER OF ATTORNEY	The Power of Attorney to be provided by the Prospective Consultant in the form prescribed in ANNEXURE 4 (<i>POWER OF ATTORNEY</i>).
PROCURING AGENCY	The 'Information, Science & Technology Department', Government of Sindh.
PROSPECTIVE CONSULTANT	An enterprise or consortium that submits the EOI Applications in response to this EOI Document.
RESPONSE TO QUESTIONS DOCUMENT	The term shall bear the meaning as ascribed thereto in Section 4.7(Clarification).
SECTION	The term shall mean any section of this EOI Document.
SHORTLISTED CONSULTANT	The term shall bear the meaning as ascribed thereto in Section 6.2.2.
TECHNICAL CRITERION	The term shall mean the Technical Criterion prescribed in Section 4.3.

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1. INTRODUCTION & SCOPE

1.1 INTRODUCTION

The Information, Science & Technology Department, Government of Sindh invites EOI Applications from Prospective Consultants for feasibility study (technical, financial, legal & environmental) and transaction advisory services for Domicile & PRC Automation Project.

2. PROJECT DESCRIPTION

2.1 GENERAL

2.1.1 The Domicile & PRC Automation Project will help share the Government of Sindh's IT vision with the IT industry and the general public. The existing process of Domicile and PRC is paper-based and ipso facto lengthy, time consuming and cumbersome. Further, documents are usually archived in un-indexed files rendering them susceptible to loss and damage due to natural hazards and human negligence.

2.1.2 The existing procedure is leading to unnecessary delays and inconvenience for the people. The Domicile & PRC Automation Project shall have centralized database which will reside at central server system. The front-end software application with features of biometric system would be connected indefinitely with central database system.

2.1.3 It is in this background that the Domicile & PRC Automation Project is being proposed for conducting a feasibility that should include all ancillary matters pertaining to the project.

2.2 SCOPE OF CONSULTANTS

The detailed scope of work for Consultant will be provided in detail later at request for proposal (RFP) stage, however, broadly below is in summarized form as follows:

2.2.1 Technical Feasibility

a). The physical surveys and investigation of all 27 district offices, be a task of a team of experts rather than any one individual. The surveys will determine the present infrastructure condition from civil engineering point of view and cost estimates for necessary renovation;

b). IT technology solution proposal for centralized data center and front-end application at district level

2.2.2 Legal Viability Assessment

Legal assessment for project

2.2.3 Financial Feasibility

Develop financial model of the project covering the projected revenues, construction/development and Operations & Maintenance cost estimates over the life of the Project;

2.2.4 PPP Options Analysis

Prepare viable transaction structure for implementation of the project;

2.2.5 Bid Management

Prepare bidding documents, assist Procuring Agency throughout tender process till execution of concession agreement.

2.2.6 Transaction negotiations and financial close

3. PROSPECTIVE CONSULTANTS

3.1 CONSORTIUM-LEAD MEMBERS

3.1.1 A Prospective Consultant for the Project may be a single entity or may take the form of a consortium (a “**Consortium**”) comprising of companies, firms, corporate bodies or other legal entities as defined in Companies Ordinance 1984.

3.1.2 Each Consortium shall appoint and authorize one (1) lead member (the “**Lead Member**”) to represent and irrevocably bind all members of the Consortium in all matters connected with the EOI and tendering process including but not limited to the submission of the EOI Application on behalf of the Consortium.

3.2 CONSORTIUM PARTICIPATION RESTRICTIONS

3.2.1 No Prospective Consultant or Consortium member may prequalify if it owns more than five per cent (5%) of the shares (directly or indirectly, in terms of voting rights and/or rights to dividends) of another Prospective Consultant or member of another Consortium.

3.2.2 No Prospective Consultant or Consortium member may prequalify if it has any representative on the Board of Directors of another Prospective Consultant or member of another Consortium.

3.2.3 No Prospective Consultant or Consortium member may prequalify if it does not possess any experience in relevant field.

3.2.4 No Prospective Consultant or Consortium member may prequalify if it is constituted in the last two years.

3.3 INELIGIBILITY OF A PROSPECTIVE CONSULTANT

3.3.1 If the Prospective Consultant or a Consortium member has been barred by any central, state or local government or government instrumentality in Pakistan or in any other jurisdiction to which the Prospective Consultant or a Consortium member belongs or in which the Prospective Consultant or a Consortium member conducts its business, from participating in any project on a private participation basis and the bar subsists as on the EOI Application Submission Deadline, such entity shall not be eligible to submit a EOI Application, either individually or as a Consortium member.

3.3.2 A Prospective Consultant (and in the case of a Consortium, any member) should not have, in the 5 (five) years preceding the EOI Application Submission Deadline:

a. failed to perform any contract with the Government, federal government, or local or provincial governments, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Prospective Consultant or Consortium member as the case may be; or

b. been expelled from any project or contract by any public entity or authority; or

c. had any contract terminated by any government or government instrumentality for breach by such Prospective Consultant or Consortium member.

3.4 COSTS

3.4.1 The Prospective Consultant shall bear all costs, fees and expenses associated with the preparation and submission of its EOI Application, including, without limitation, all costs and

expenses related to the Prospective Consultant's preparation of responses to questions or requests for clarification.

3.5 NO CONTRACT

- 3.5.1 No contract whatsoever is created by or arises from this EOI Document, which, under no circumstances, constitutes an offer to enter into any contract or arrangement of any nature whatsoever with any party whatsoever.
- 3.5.2 The Government, the Procuring Agency and any of their departments, employees and/or personnel shall not have any obligation, responsibility, commitment, or legal liability of any nature whatsoever towards any Prospective Consultant arising from this EOI Document or any EOI Applications submitted in response to it.

4 EOI: PREPARATION

4.1 LANGUAGE OF EOI APPLICATION

- 4.1.1 The EOI Applications prepared by the Prospective Consultant, and all correspondence and documents related to the EOI Applications shall be submitted in English, as specified in ANNEXURE 1 (*DATA SHEET*).

4.2 DOCUMENTS COMPRISING THE EOI APPLICATION

- 4.2.1 The EOI Applications submitted by the Prospective Consultant shall comprise the following documents:
 - a) Part I – the information required by Section 4.3;
 - b) Part II – the documents or information required by Section 4.4;
 - c) Part III – where the Prospective Consultant is a Consortium, the documents required by Section 4.5; and
 - d) Part IV – the power of attorney required by Section 4.6.

EOI Applications shall contain no fees or fees schedules or other reference to rates and fees for undertaking the Project. EOI Applications containing such fee related information will be rejected.

4.3 PART I – EOI CRITERIA

In Part I of the EOI Application, the EOI criteria set out below (the “EOI Criteria”).

Qualification Criteria	Required Documents/Forms
<p>QC1: Technical Criterion 1</p> <p>The Prospective Consultant, or if the Prospective Consultant is a Consortium, shall have experience in Information Technology related projects in the last 15 years.</p>	<p>DQC1: Experience</p> <p>The Prospective Consultant, or if the Prospective Consultant is a Consortium, the relevant Consortium members, shall provide its list of relevant projects/sites in the form presented in ANNEXURE 5 (<i>EXPERIENCE FORM</i>).</p>

Qualification Criteria	Required Documents/Forms
<p>QC2: Financial Criterion 1</p> <p>The Prospective Consultant, or if the Prospective Consultant is a Consortium, the Lead Member, shall have average turn-over of at least PKR 10 million of the last three (3) full financial years.</p>	<p>DQC2: Audited Financial Statements</p> <p>The Prospective Consultant, or if the Prospective Consultant is a Consortium, the relevant Consortium member, shall provide the required financial data in the forms presented in ANNEXURE 6 (FINANCIAL DATA FORM), along with (i) audited financial statements, duly certified by a certified chartered accountant, for the most recent three (3) full financial years for which such statements are available, including the consolidated balance sheet, income statement, statement of cash flows and the accompanying notes.</p>

4.4 PART II – EOI FORM AND OTHER DOCUMENTS

In Part II of the EOI Application, each Prospective Consultant shall provide the following:

- a) A EOI Application signed by the Prospective Consultant (or if the Prospective Consultant is a Consortium, the Lead Member) in the form of **ANNEXURE 2 (EOI APPLICATION FORM)**.
- b) The following legal documents and background information:
 - i. basic information on the Prospective Consultant (or if the Prospective Consultant is a Consortium, each member of a Consortium), as detailed in **ANNEXURE 3 (BASIC INFORMATION FORM)**, including an up-to-date list of shareholders of the Prospective Consultant (or one list for each Consortium member);
 - ii. a certified copy of Memorandum of Association and Articles of Association of the Prospective Consultant (or if the Prospective Consultant is a Consortium, the Memorandum of Association and Articles of Association of each member of a Consortium) and any amendments;
 - iii. a certified copy of the Prospective Consultant's certificate of incorporation (or, if the Prospective Consultant is a Consortium, each of its members); and
- c) An Affidavit, in the form of **ANNEXURE 7 (AFFIDAVIT)**, confirming that the Prospective Consultant (or, if the Prospective Consultant is a Consortium, each member of the Consortium):
 - (i) is not in bankruptcy or liquidation proceedings;
 - (ii) has not been convicted of fraud, corruption, collusion or money laundering;
 - (iii) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Concession Agreement; and

- (iv) does not fall within any of the circumstances for ineligibility listed in Section 3.3 (Ineligibility of a Prospective Consultant).

4.5 PART III – CONSORTIA DOCUMENTS AND REQUIREMENTS

If the Prospective Consultant is a Consortium, there must be a Lead Member who is duly authorized (through a power of attorney signed in front of a notary, as described in Section 4.6) by all other Consortium members to act on their behalf and provide an undertaking that there will be no change in the constitution of the Consortium without the prior written consent of the Procuring Agency.

4.6 PART IV – POWER OF ATTORNEY

Each Prospective Consultant (or if the Prospective Consultant is a Consortium, each Consortium member) shall provide, as Part IV of the EOI Application, a written power of attorney in the form attached hereto as ANNEXURE 4 (**POWER OF ATTORNEY**), duly notarized, indicating that the person(s) signing the EOI Application has(ve) the authority to sign.

4.7 CLARIFICATIONS

A Prospective Consultant requiring any clarification on the EOI Document, EOI Applications, EOI Criteria or any of the requirements set out herein, may send an electronic request for clarification to the Procuring Agency at the e-mail addresses indicated in ANNEXURE 1 (**DATA SHEET**). Any such request for clarification shall be addressed before 2:00 P.M. (Pakistan time) on January 23, 2017.

Electronic copies of the response, including an explanation of the query without identification of its source (the “**Response to Questions Document**”), will be sent to all Prospective Consultants who have requested for clarifications and the same shall be uploaded on Procuring Agency’s website. If similar or repeated queries are made by Prospective Consultants, those queries may be listed as one query and responded to only once.

4.8 TIMETABLE

4.8.1 The estimated timetable is as follows (the “**Estimated Timetable**”):

Indicative Transaction Timetable*

Activity	Target Date
Invitation for EOI	Jan 13, 2017
Clarification Requests Submission Deadline	Jan 23, 2017
EOI Applications Submission Deadline	Feb 15, 2017
Announcement of Shortlisted Consultants	Feb 22, 2017
Issuance of RFP to Shortlisted Bidders	Feb 28, 2017

* *The timetable is presented for indicative purposes only.*

The Procuring Agency may, in its sole discretion and without prior notice to the Prospective Consultants, amend the Estimated Timetable. Prospective Consultants shall not rely in any way whatsoever on the Estimated Timetable and the Procuring Agency shall not incur any liability whatsoever arising out of amendments to the Estimated Timetable. The Procuring

Agency shall notify the Prospective Consultants of changes to the Estimated Timetable.

5 EOI APPLICATION: SUBMISSION

5.1 FORMAT AND SIGNING OF THE EOI APPLICATION

5.1.1 Each Prospective Consultant shall prepare and submit one (1) printed original, two (2) printed copies and (1) electronic copy (on DVD or USB drive) of its relevant EOI Application, as specified in **ANNEXURE 1 (DATA SHEET)**, clearly marking each one as “**ORIGINAL**”, “**COPY NO. 1**”, “**COPY NO. 2**”, etc., as appropriate. In the event of any discrepancy between the copies and the original, the original shall prevail.

5.1.2 The original and all printed copies of the EOI Application, each consisting of the documents listed in Section 4.2, shall be typed or written in indelible ink. The person or persons duly authorized to bind the Prospective Consultant shall sign the EOI Application by:

- i. signing the original of the relevant EOI Application; and
- ii. initialling all of the pages of the original of the relevant EOI Application.

5.1.3 The relevant EOI Application shall contain no alterations, omissions or additions, unless such corrections are signed by the person or persons signing the EOI Applications.

5.1.4 The DVD or USB drive requested shall include a table of contents, shall be free of any virus and shall contain non compressed and non protected files in printable and reproducible formats.

5.2 SEALING AND MARKING OF EOI APPLICATIONS

5.2.1 The Prospective Consultant shall seal the original EOI Application and each copy in separate envelopes, each containing the documents specified in Section 4.2, and shall mark the envelopes as “**EOI APPLICATION – ORIGINAL**” and “**EOI APPLICATION – COPIES**” (all duly marked as required herein). The envelopes shall be sealed in an outer envelope. The inner and outer envelopes shall:

- (i) be addressed to the Procuring Agency at the following address:

INFORMATION, SCIENCE & TECHNOLOGY DEPARTMENT

Name: Mutiullah

Designation: Focal Person, Domicile & PRC Automation Project

Address: 1st Floor, Building No. 6, Sindh Secretariat, Kamal Ata-Turk Road, Karachi.

Tel: +92-21-99213407

And

- (ii) bear the words: “**DOMICILE & PRC AUTOMATION PROJECT. DO NOT OPEN BEFORE 3:00 P.M. PAKISTAN TIME, FEBRUARY 15, 2017**”.

The inner envelopes shall each indicate the name and address of the Prospective Consultant (in case of a Consortium, the name and address of the Lead Member) to enable the relevant EOI Application to be returned unopened in the event that it is declared "late".

If the outer envelope is not sealed and marked as required in this Section 5.2, the Procuring Agency will assume no responsibility for any EOI Application's misplacement or premature opening. If the outer envelope discloses the Prospective Consultant's identity, the Procuring Agency will not guarantee the anonymity of the submission, but this disclosure will not constitute grounds for rejection.

- 5.2.2 The DVD or USB drive requested shall be submitted together with the printed EOI Application as provided in **ANNEXURE 1 (DATA SHEET)**. For the avoidance of doubt, it is expressly specified that the Prospective Consultants shall not be allowed to submit their EOI Applications by e-mail.

5.3 DEADLINE FOR SUBMISSION OF EOI APPLICATIONS

EOI Applications shall be submitted to the Procuring Agency at the address specified above no later than **2:00 P.M. PAKISTAN TIME, FEBRUARY 15, 2017** (the "**EOI Application Submission Deadline**").

Any EOI Application submitted after the EOI Application Submission Deadline shall be rejected and shall be returned unopened to the Prospective Consultant (or in case of a Consortium, to the Lead Member) who sent it.

6 EOI APPLICATION: OPENING AND EVALUATION

6.1 PRELIMINARY EXAMINATION OF EOI APPLICATIONS

The Consultant Selection Committee will carry out a preliminary examination of each EOI Application to determine whether it is complete, whether the documents have been properly signed, and whether it is generally in order.

Where the Procuring Agency deems it convenient or necessary, it may request supplementary information or documentation from a Prospective Consultant (including each member of a Consortium) for determining its eligibility for EOI by such date as may be specified by the Procuring Agency.

Any EOI Application found to be non-responsive will be rejected by the Consultant Selection Committee and not included for further consideration of the substance of the application.

6.2 EVALUATION OF THE EOI APPLICATION

- 6.2.1 The Consultant Selection Committee will carry out a detailed evaluation of the EOI Applications that have not been rejected after the preliminary examination in order to determine whether they are substantively responsive to the EOI Criteria. In order to reach such a determination, the Consultant Selection Committee will examine the information supplied by the Prospective Consultants, pursuant to this Section 6.2, and other requirements, taking into account the following factor:

EOI Criteria specified in Section 4.3 Part I are based on "pass"/"fail" for each such criteria.

- 6.2.2 A Prospective Consultant whose EOI Application is determined by the Consultant Selection Committee to be substantively responsive and as meeting the EOI Criteria specified in Section

4.3 Part I and the other requirements in Section 4 shall be designated as a “**Shortlisted Consultant**”.

6.2.3 A Prospective Consultant whose EOI Application is determined by the Consultant Selection Committee to be substantively non-responsive or as not meeting the EOI Criteria specified in Section 4.3 Part I and the other requirements in Section 4 shall be designated as a “**Non-Shortlisted Consultant**”.

7 **INVITATION FOR BIDS**

At the end of the EOI Applications evaluation, the Procuring Agency will either:

- (a) notify a Prospective Consultant that it has been designated as being a Non-Shortlisted Consultant as its EOI Application has been rejected on the grounds of being substantively non-responsive, or that it does not meet the EOI Criteria and other requirements set forth in Section 4; or
- (b) notify a Prospective Consultant that it has been designated as being a Shortlisted Consultant and will receive an invitation for bids.

If the Shortlisted Consultant is a Consortium, it shall not change the structure of the Consortium without the prior written consent of the Procuring Agency.

The specific details of the tendering process, including the deadline and content for submission of bids, will be specified in the tender documents to be issued by the Procuring Agency shortly after the announcement of Shortlisted Consultants.

ANNEXURE I - DATA SHEET

The following specific data shall supplement the provisions in the EOI Document.

1	Project Name	Domicile & PRC Automation Project
2	Address and Contact Person of Procuring Agency	Information, Science & Technology Department, Name: Mutiullah Designation: Focal Person Address: 1 st Floor, Building No. 6, Sindh Secretariat, Kamal Ata-Turk Road, Karachi Tel: +92 21 99213407 Email: mutishaikh@live.com
3	Address for Submission of EOI Applications	Name: Mutiullah Designation: Focal Person Address: 1st Floor, Building No. 6, Sindh Secretariat, Kamal Ata-Turk Road, Karachi
6	EOI Application Submission Deadline	2:00 P.M. Pakistan time on February 15, 2017
7	Language of EOI Application	English
8	Number of Copies of EOI Application	- one (1) printed original together with one (1) electronic copy (DVD or USB drive); and - Two (2) printed copies.

ANNEXURE 2 - EOI APPLICATION FORM

To: Information, Science & Technology Department
Address:

Re: Consultancy Services of Domicile & PRC Automation Project (the “**Project**”)

[Date]

Dear [Sir/Madam],

Pursuant to the Invitation for EOI dated [*Please insert the relevant date*] , [*Name of Prospective Consultant*] hereby submits its EOI Application in conformity with the EOI Document, Instruction to Prospective Consultants dated [●] (as amended and/or supplemented from time to time) (the **EOI Document**) and requests to be considered for EOI for the Project.

All capitalized terms unless defined herein shall bear the meaning as ascribed thereto in the EOI Document.

[*Name of Prospective Consultant*] hereby applies to become a Shortlisted Consultant in the invitation for bids for the Project.

[*Name of Prospective Consultant*] hereby confirms that it:

- (a) agrees to comply with all the tender rules, laws and regulations governing the tender as issued by the relevant authorities from time to time.
- (b) accepts the right of the Information, Science & Technology Department to (i) request additional information reasonably required to assess the application, (ii) amend the procedures and rules or make clarifications thereof, and (iii) extend or amend the schedule of the EOI and the tender;
- (c) accepts the exclusive application of the provincial laws of Sindh with respect to these EOI procedures; and
- (d) fully and completely understands and accepts the terms of the EOI Document and hereby undertakes to comply with the same.

[*Name of Prospective Consultant*] hereby represents and warrants that as of the date of this letter:

- (a) all of the information submitted in this EOI Application, including the enclosed forms and documents, is accurate in all respects;
- (b) [*Name of Prospective Consultant*], [including any of our Consortium members], has(ve) not been subject to any voluntary or involuntary bankruptcy or insolvency or similar proceeding during the last five (5) years; and
- (c) [*Name of Prospective Consultant*], [including any of our Consortium members], has(ve) paid all taxes due, except those which are being contested in good faith by appropriate proceedings and for which adequate reserves have been established.

Attached herewith to this EOI Application are the following documents, as appropriate:

- (a) Basic Information Form (Annexure 3)
- (b) Power of Attorney (Annexure 4);
- (c) Experience Form (Annexure 5);
- (d) Financial Data Form (Annexure 6); and
- (e) Affidavit (Annexure 7);
- (g) Other documents required in Section 4 of the EOI Document.

[*Name of Prospective Consultant*] hereby designates [●] as its representative to receive notices in respect of the EOI and the tender at the following address, telephone and facsimile numbers:

[*Representative's address, telephone and facsimile numbers.*]

[*signature*]

In the capacity of [*position*]

Authorized to sign this EOI Application for [*Name of Prospective Consultant*]

ANNEXURE 3 - BASIC INFORMATION FORM

PROSPECTIVE CONSULTANT INFORMATION:

Name:

Type: (Company, Partnership, etc.)

Company incorporation n°:

Domicile:

Address of principal office:

Telephone number:

Fax number:

E-mail address:

Primary areas of business:

Shareholder certificate (attach separately)

Consortium members information: (if applicable, fill in details for all members, identifying the Lead Member and/or the member(s) to be evaluated for each of the EOI Criteria set forth in Section 4.3 Part I)

Name:

Type: (Company, Partnership, etc.)

Company incorporation n°:

Domicile:

Address of principal office:

Telephone number:

Fax number:

E-mail address:

Primary areas of business:

Shareholder certificate (attach separately)

ANNEXURE 4 - POWER OF ATTORNEY

On this day of

Before me

The Notary in this office

The undersigned

Mr./Ms. _____

In his capacity as _____

Nationality _____

Holder of Passport or ID no. _____

Issued from _____

Dated _____

Residing at _____

Hereby appoints Mr./Ms. _____ in his capacity as _____, to:

- (a) Execute under hand, or under seal, and deliver to the competent authorities all the documents listed in Schedule 1 attached hereto;
- (b) Deliver and receive any document or instrument in relation to the documents listed in Schedule 1 attached hereto; and
- (c) Do all things necessary and incidental in respect of the matters set out herein including to do, execute and perform any other deed or act ought to be done executed or performed to perfect or otherwise give effect to the documents listed in Schedule 1.

And is hereby authorized to appoint others for all or part of the powers delegated by the present Power of Attorney.

SCHEDULE 1

- A. DATED: **[INSERT DATE OF EXECUTION]**

- B. THE GRANTOR: **[INSERT NAME OF PROSPECTIVE CONSULTANT/CONSORTIUM MEMBER]**

- C. THE ATTORNEY: **[INSERT NAME OF REPRESENTATIVE LEAD MEMBER]**

- D. PLACE IN WHICH DOCUMENTS ARE TO BE EXECUTED AND DELIVERED: **INFORMATION, SCIENCE & TECHNOLOGY DEPARTMENT**
NAME:
Address:

- E. DOCUMENTS: ALL DOCUMENTS IN RESPECT OF THE PROCURING AGENCY'S EOI APPLICATION IN RELATION TO THE PROJECT.

IN WITNESS WHEREOF the Grantor has executed this Power of Attorney **[under seal]** on the date set out above.

[SEAL])
)
)
)

[Name / Title of Grantor representative]

**DOMICILE & PRC AUTOMATION PROJECT
EXPRESSION OF INTEREST (EOI)**

ANNEXURE 5 – EXPERIENCE FORM (DQC1)

The Prospective Consultant, or if the Prospective Consultant is a Consortium, at least one of the Consortium members, should provide sufficient detail of its experience in the IT related projects to enable the Procuring Agency to evaluate fulfillment of Technical Criterion as described in Section 4.3 of this EOI Document.

Company Name ¹	Location / Site	Assignment Description & Capacity	Your Company's Role		
[add rows if necessary]					

¹ If Company Name is different from your name, please indicate relationship with your company.

ANNEXURE 6 - FINANCIAL DATA FORM (DQC 2)

(I) **TURN-OVER**

Prospective Consultant (or if the Prospective Consultant is a Consortium, the Lead Member)		
Financial Year End [<i>insert the date and year</i>]	Financial Year End [<i>insert the date and year</i>]	Financial Year End [<i>insert the date and year</i>]
[<i>insert the amount in PKR</i>]	[<i>insert the amount in PKR</i>]	[<i>insert the amount in PKR</i>]

ANNEXURE 7 - AFFIDAVIT

To: Information, Science & Technology Department
Address:
Government of Sindh, Karachi, Pakistan

Re: Consultancy Services of Domicile & PRC Automation Project (the "**Project**")

[Date]

Pursuant to the EOI Document dated [*Please insert the Date*] in respect of the Domicile & PRC Automation Project,

[*Name of Prospective Consultant/Lead Member of Consortium*] hereby represents and warrants that, as of the date of this letter [*Name of Prospective Consultant/Lead Member of Consortium*], and each member of our Consortium (if applicable):

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Services Agreement; and
- (d) does not fall within any of the circumstances for ineligibility listed in Section 3.4 (Ineligibility of a Prospective Consultant) of the Invitation for EOI.

Yours Sincerely,

Authorized Signature
Name and Title Signatory
Name of Firm
Address