Sindh Enterprise Development Fund
Finance Department
Government of Sindh

NOTICE INVITING TENDER

SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR SEDF

Sindh Enterprise Development Fund, Government of Sindh invites sealed bids for the assignment as per prescribed procedure of Single Stage-Two Envelops bidding process under SPPRA Rules 2010 from all interested bidders.

S#	Description of Assignment	Cost of Bidding Document (Rs.)	Bid Security (% of Bid Price)
1.	Supply & Installation of IT, Hardware, Software for office automation (ERP) alongwith Support & Maintenance Services for SEDF	2,000/-	2%

2. Bidding documents which contain detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification /rejection of bids, performance guarantee etc. can be obtained on written request on the company letter head along with valid NTN, GST and PST(SRB) registration and a pay order of Rs.2,000/- (non-refundable) in favour of "Sindh Enterprise Development Fund" on any working day between 9:00 am to 5:00 pm from the office of the undersigned from 20th February, 2017 to 9th March, 2017 at below mentioned address. Tender document can be downloaded from SPPRA and SEDF website as well.

3. Single Stage- Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two percent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. The Procuring agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule 25(1) of SPP Rules 2010 (Amended 2013).

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Manager Finance, Sindh Enterprise Development Fund, 1stFloor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on Friday 10th March, 2017. Bids will be opened on the same day at 11.30 A.M.

5. Please note that incase of any emergency situation posing a natural calamity or declaration of public holiday by the Government of Sindh, the bid submission and opening timelines would be extended to the next working date.

Manager Finance
Sindh Enterprise Development Fund
1st Floor, Block – B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 99207512-4 Fax: 99207515
www.sedf.gos.pk

Sindh Enterprise Development Fund
Finance Department
Government of Sindh

ٽينڊر گهرائڻ جو نوٽيس

SEDF لاءِ سپورٽ ۽ مينٽيننس سروسز سان گڏ آءِ ٽي، هارڊويئر، سافٽ ويئر مهيا ڪرڻ ۽ لڳائڻ

سنڌ انٽرپرائيزز ڊولپمينٽ فنڊ حڪومت سنڌ طرفان سمورن دلچسپي رکندڙ واڪ ڏيندڙن کان SPPRA رولز 2010 تحت سنگل اسٽيج-ٽو انويلپ واري مقرره واڪ طريقيڪار تحت ڄاڻايل ڪم واسطي سيل مهر ٿيل واڪ گهرائجن ٿا.

سيريل نمبر	اسائنمينٽ جو تفصيل	واڪ دستاويزن جو خرچ (رپيا)	واڪ سيڪيورٽي (واڪ قيمت جي %)
1	SEDF لاءِ سپورٽ ۽ مينٽيننس سروسز سان گڏ آءِ ٽي، هارڊ ويئر، سافٽ ويئر مهيا ڪرڻ ۽ لڳائڻ	2000	2%

2. تفصيلي شرطن شروطن، پروڪيورمينٽ جي طريقي، واڪن اماڻڻ جي طريقي، واڪ سيڪيورٽي، واڪ جي جائز هجڻ واري مدي، واڪن کولڻ، چڪاسڻ واري معيار، واڪن جي وضاحت/رد ڪرڻ، ڪارڪردگي جي گارنٽي وغيره تي مشتمل واڪ دستاويز، ڪمپني جي ليٽر هيڊ تي لکيل درخواست ۽ جائز اين ٽي اين، جي ايس ٽي ۽ پي ايس ٽي (SRB) رجسٽريشن ۽ "سنڌ انٽرپرائيزز ڊولپمينٽ فنڊ" جي نالي 2000 رپين جي (ناقابل واپسي) پي آرڊر سميت 20 فيبروري 2017 کان 9 مارچ 2017 جي وچ ۾ ڪنهن به ڪم ڪار واري ڏينهن تي صبح جو 9 وڳي کان شام جو 5 وڳي تائين هيڊ صحيح ڪندڙ جي آفيس مان هيڊ ڄاڻايل ائڊريس تان حاصل ڪري سگهجن ٿا.

3. سنگل اسٽيج ٽو اينويلپ وارو طريقيڪار ڪليل واڪ ڄٽاپيٽي تحت استعمال ڪيو ويندو. پهرين ۾ رڳو ٽيڪنيڪل پروپوزل کوليا ويندا، جنهن ڪانپوءِ صرف ٽيڪنيڪل طور تي ڪوالينا ڪيل ڪمپنين جا فنانشل پروپوزل کوليا ويندا. فنانشل پروپوزلن سان گڏ واڪ دستاويزن ۾ ڄاڻايل رقم جي 2% سيڪڙو جيتري واڪ سيڪيورٽي ۾ اماڻي وڃي. ٽيڪنيڪل ۽ فنانشل ٻئي پروپوزل لازمي طور ڌار ڌار سيل مهر ٿيل هجن. پروڪيورنگ ايجنسي SPP رولز 2010 (2013 ۾ ترميم ڪيل) جي قاعدي (1) 25 تحت واڪن جي قبوليت کان اڳ ڪنهن به وقت واڪ طريقيڪار کي رد ڪري سگهي ٿي.

4. واڪ دستاويزن ۾ ڏنل هدايتن تحت تيار ڪيل واڪ لازمي طور تي مئنيجر فنانس، سنڌ انٽرپرائيزز ڊولپمينٽ فنڊ، پهرين ماڙ، بلاڪ B، FTC بلڊنگ، شاهراهه فيصل ڪراچي کي 10 مارچ 2017 تي صبح جو 11 وڳي تائين يا ان کان اڳ پهچي وڃڻ گهرجن. واڪ ساڳئي ڏينهن صبح جو 11.30 وڳي کوليا ويندا.

5. مهرباني ڪري ياد رکو ته ڪنهن به اهڙي هنگامي صورتحال، جيڪا ڪنهن قدرتي آفت سبب پيدا ٿئي يا وري حڪومت سنڌ طرفان ان ڏينهن موڪل جو اعلان ڪيو وڃي ته پوءِ واڪ اماڻڻ ۽ کولڻ کي ايندڙ ڪم ڪار واري تاريخ تائين وڌايو ويندو.

مئنيجر فنانس

سنڌ انٽرپرائيزز ڊولپمينٽ فنڊ

فرسٽ فلور، بلاڪ-B، فنانس اينڊ ٽريڊ سينٽر، شاهراهه فيصل، ڪراچي

ٽيليفون: 4-99207512 فيڪس: 99207515

www.sedf.gos.pk

INF/KRY/822/2017

Kawish 19-02-2017

Sindh Enterprise Development Fund
Finance Department
Government of Sindh

نوٹس طلبی ٹینڈر

فراہمی وتنصیب بابتہ IT، ہارڈ ویئر، سافٹ ویئر مع سپورٹ و مینٹیننس سروسز برائے SEDF

سندھ انٹر پرائز ڈیولپمنٹ فنڈ، حکومت سندھ کو SPPRA رولز 2010 کے تحت تمام دلچسپی رکھنے والے پیشکش دہندگان سے سنگل اسٹیج، دولفافے بڈنگ پروسیس کے مقررہ طریق کار کے مطابق اسائنمنٹ کیلئے سربمہر پیشکشیں مطلوب ہیں۔

نمبر شمار	اسائنمنٹ کی تفصیل	قیمت بڈنگ دستاویزات	بڈ سیکورٹی (بڈ پرائس کا فیصد)
1	فراہمی وتنصیب بابتہ IT، ہارڈ ویئر، سافٹ ویئر برائے آفس آٹومیشن (ERP) مع سپورٹ اینڈ مینٹیننس سروسز برائے SEDF	-/2000 روپے	2%

2۔ بڈنگ دستاویزات جو مفصل شرائط وضوابط، طریقہ حصول، پیشکش داخل کرنے کا طریقہ، بڈ سیکورٹی، پیشکش کے کارآمد رہنے کی مدت، پیشکش کا کھلنا، تشخیص معیار، پیشکشوں کی وضاحت/استرداد، پرفارمنس گارنٹی وغیرہ پر مشتمل ہوں، کمپنی کے لیٹر ہیڈ پر تحریری درخواست مع کارآمد GST.NTN اور PST(SRB) رجسٹریشن اور -/2000 روپے (ناقابل واپسی) کا ایک پے آرڈر بحق سندھ انٹر پرائز ڈیولپمنٹ فنڈ، پیش کرنے پر کسی بھی کام والے دن صبح 9:00 بجے تا شام 5:00 بجے کے درمیان دفتر زیر دستخطی سے 20 فروری 2017 سے 9 مارچ 2017 تک مندرجہ ذیل پتہ پر حاصل کی جاسکتی ہیں۔ نیز دستاویزات SPPRA اور SEDF کی ویب سائٹ سے بھی ڈاؤن لوڈ کی جاسکتی ہیں۔

3۔ سنگل اسٹیج، دولفافہ طریقہ کار اوپن مسابقتی بڈنگ کیلئے استعمال کیا جائے گا۔ پہلے مرحلے میں صرف ٹیکنیکل تجاویز کھولی جائیں گی۔ بعدازاں صرف ٹیکنیکل طور پر کوالیفائیڈ فرمز کی فنانشل پروپوزلز کھولی جائیں گی۔ فنانشل پروپوزلز کے ساتھ پیشکش کی رقم کا 2 فیصد (2%) مساوی بڈ سیکورٹی جو بڈنگ دستاویزات میں صراحت کردہ شکل میں ہو، لازماً آنی چاہئے۔ ٹیکنیکل اور فنانشل پروپوزلز دونوں لازماً جداگانہ سربمہر ہونی چاہئیں۔ پروکیورنگ ایجنسی SPP رولز 2010 (ترمیم شدہ 2013) کے رول 25(1) کے تحت بڈ یا پروپوزل کی قبولیت سے قبل کسی بھی وقت بڈنگ پروسیس کو منسوخ کرسکتی ہے۔ 4۔ بڈنگ دستاویزات میں درج ہدایات کے مطابق تیار کردہ پیشکشیں لازماً دفتر منیجر فنانس سندھ انٹر پرائز ڈیولپمنٹ فنڈ، فرسٹ فلور بلاک۔B، FTC بلڈنگ شاہراہ فیصل کراچی میں بروز جمعہ 10 مارچ 2017 کو دن کے 11:00 بجے یا قبل پہنچ جانی چاہئیں۔ پیشکشیں اسی روز دن کے 11:30 بجے کھولی جائیں گی۔ 5۔ ازراہ کرم نوٹ فرمالیں کہ قدرتی آفات کی بناء پر کسی ہنگامی صورتحال ہونے یا حکومت سندھ کی جانب سے عام تعطیل قرار دیئے جانے کی صورت میں پیشکش داخل کرنے اور کھلنے کی تاریخ میں آئندہ کام والے روز تک توسیع کی جاسکتی ہے۔

منیجر فنانس... سندھ انٹر پرائز ڈیولپمنٹ فنڈ

فرسٹ فلور بلاک۔B، فنانس اینڈ ٹریڈ سینٹر شاہراہ فیصل کراچی

ٹیلیفون 4-99207512، فیکس 99207515، www.sedf.gos.pk

INF/KRY/822/2017

Jang 19-02-2017

Sindh Enterprise Development Fund
Finance Department
Government of Sindh

NOTIFICATION

NO:CS/SEDF/PC/2016- With the approval of Competent Authority, the Sindh Enterprise Development Fund is pleased to constitute a Procurement Committee for works, goods & Services in accordance with rules 7 & 8 of SPP Rules 2010(Amended 2013) with following composition:

The Committee shall comprise of the following:

1. Manager Finance, SEDF	Chairman
2. SO (Admin), SBI, Govt. of Sindh	Member
3. Company Secretary, SEDF	Member/Secretary

The terms of reference of the committee would be as follows:

- Preparation of Bidding Document
- Carrying out technical as well as Financial Evaluation of the bid;
- Preparing evaluation report as provided in Rule 45 SPPRA 2010 (Amended 2013).
- Making recommendation for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

Chief Executive Officer, SEDF

NO:CS /SEDF/PC/2016 Karachi Dated the 22nd December, 2016

A copy is forwarded for information and necessary action to:

1. P.S. to Secretary to Government of Sindh, Finance Department, Karachi
2. P.S. to Secretary to Government of Sindh, P&D Department, Karachi
3. P.S. to Managing Director, SPPRA, Karachi
4. All concerned

(Rehmatullah Soomro)
Finance Manager, SEDF

Sindh Enterprise Development Fund
Finance Department
Government of Sindh

NOTIFICATION

NO:CS/SEDF/CRC/2016- In supersession to earlier Notification of Complain Redressal Committee vide No.SO(Admin)/SBI/SEDF/2012 dated 2nd September, 2016, the Committee is hereby re-constituted with immediate effect as given terms of references:

The Committee shall comprise of the following:

1. Chief Executive officer, SEDF	Chairman
2. Mr. Usman Ghani Khatri	Member (Independent)
3. Internal Auditor, SEDF	Member

The terms of reference of the committee would be as follows:

- Functions and responsibilities of the committee will be as per SPPRA rule 31 in respect of complain(s) from the aggrieved bidder(s).

Chief Executive Officer, SEDF

NO:CS /SEDF/CRC/2016 Karachi Dated the 22nd December, 2016

A copy is forwarded for information and necessary action to:

1. All members of SEDF Committees (CSC & Procurement)
2. P.S. to Managing Director, SPPRA, Karachi
3. All concerned

(Rehmatullah Soomro)
Finance Manager, SEDF

Annual Procurement Plan for 2016-17

(Under Rule 8 & 9 of Public Procurement Rule 2004)

Name of Procuring Agency: **Sindh Enterprise Development Fund, Government of Sindh, Karachi**

S#	Name of Procurement	Estimated Cost	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of date of Award of Contract	Tentative date of Completion	Remarks (If any)
1.	LDFA 2017	30,000,000	Single Stage 2 Envelops	1st Week of September, 2016	October, 2016	February 2017	Completed
2.	Printing of SEDF Performance Book	800,000	Single Stage 1 Envelop	1st Week of September, 2016	October, 2016	October, 2016	Completed
3.	Supply & Installation of IT, Hardware, Software along with Support & Maintenance Services	5,500,000	Single Stage 2 Envelop	3rd Week of February, 2017	March, 2017	May, 2017	
4.	Purchase of Office Furniture & Fixture	400,000	Single Stage 1 Envelop	1st Week of March, 2017	April, 2017	April, 2017	
5.	Hiring of Consultant Services for Recruitment Test	700,000	Single Stage 1 Envelop	1st Week of March 2017	April, 2017	May, 2017	

Sindh Enterprise Development Fund
Finance Department
Government of Sindh

Bidding Document

SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE FOR OFFICE AUTOMATION (ERP) ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR SINDH ENTERPRISE DEVELOPMENT FUND

****

February, 2017

M/s _____

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_____

Invitation to Bid

NOTICE INVITING TENDER

SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE FOR OFFICE AUTOMATION (ERP) ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR SEDF

Sindh Enterprise Development Fund, Government of Sindh invites sealed bids for the assignment as per prescribed procedure of Single Stage-Two Envelops bidding process under SPPRA Rules 2010 from all interested bidders.

S#	Description of Assignment	Cost of Bidding Document (Rs.)	Bid Security (% of Bid Price)
1.	Supply & Installation of IT, Hardware, Software for Office Automation (ERP) along with Support & Maintenance Services for SEDF	2,000/-	2%

2. Bidding documents which contain detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification /rejection of bids, performance guarantee etc. can be obtained on written request on the company letter head along with valid NTN, GST and PST(SRB) registration and a pay order of Rs.2,000/- (non-refundable) in favour of "Sindh Enterprise Development Fund" on any working day between 9:00 am to 5:00 pm from the office of the undersigned from 20th February, 2017 to 9th March, 2017 at below mentioned address. Tender document can be downloaded from SPPRA and SEDF website as well.

3. Single Stage- Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two percent (2%) of the bid amount in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. The Procuring agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule 25(1) of SPP Rules 2010 (Amended 2013).

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Manager Finance, Sindh Enterprise Development Fund, 1stFloor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on Friday 10th March, 2017. Bids will be opened on the same day at 11.30 A.M.

5. Please note that incase of any emergency situation posing a natural calamity or declaration of public holiday by the Government of Sindh, the bid submission and opening timelines would be extended to the next working date.

Manager Finance
Sindh Enterprise Development Fund
1st Floor, Block – B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 99207512-4 Fax: 99207515
www.sedf.gos.pk

Definitions

In this document, the following terms shall be interpreted as indicated hereunder:

"Bid" means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

"Bidding documents" mean all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

"Bidding process" means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

"Contract" means an agreement enforceable by law and includes General and Special Conditions, Specification, Drawings and Bill of Quantities.

"Contractor" means a person, firm, company or organization that undertake to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for works.

"Government" mean the Government of Sindh

"Procuring Agency" mean, Sindh Enterprise Development Fund, Finance Department, Government of Sindh.

"Supplier" means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other that consulting services, required for the contract.

"Services" means any object of procurement other than goods or works, and includes consulting services

"Response Time" means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.

"Lowest Evaluation Bid" mean a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost

INVITATION TO BID

Sindh Enterprise Development Fund, Finance Department, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for "**Supply & Installation of IT, Hardware, Software for Office Automation (ERP) along with Support and Maintenance Services for SEDF**.

1. Tender bids in sealed envelops as per guidelines and information provided in this document are required. Interested bidders applying for bids should submit bids as per Single Stage Two Envelop Procedure of SPP Rules 2010. The interested bidder must have valid NTN, GST, PST registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete desired specifications. The uncompleted bids will be rejected as non-responsive.
3. The bidder must bid for the complete packages. Bidding for individual items will be rejected as non-responsive
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Manager Finance, Sindh Enterprise Development Fund, Finance Department, Government of Sindh, 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi from 20th February, 2017 to 9th March, 2017 during office hours, i.e. from 9:00am to 5:00pm on payment of document fee of Rs.2,000/- in the form of pay order/demand draft draft in favour of "Sindh Enterprise Development Fund". This bidding document can also be downloaded from the website of SPPRA or the website of the Sindh Enterprise Development Fund, i.e. www.sedf.gos.pk, in which case document fee required in the specified format may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of "pay order", "demand draft" or "bank guarantee" in the name of "Sindh Enterprise Development Fund" and must be accompanied with the bid in a separate sealed envelope marked as "Earned Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. Sindh Enterprise Development Fund will not be responsible for any cost or expenses incurred by bidder in connection with the preparation or delivery of bids.
8. The bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
9. The Procuring Agency shall have right of rejecting the tender as per Sindh Public Procurement Rules 2010.
10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changes in tax rate by the Government of Sindh or Government of Pakistan.
11. Right and obligation of the procuring agency and the contractor shall be governed by General and Special conditions of contract signed between the procuring agency and the contractor.
12. Execution / installation of all components of the bid would be at location specified in BOQ of this document.

13. The following shall result in blacklisting of suppliers, contractors, individually or collectively as part of consortium:
    a. Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
    b. Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
    c. Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
    d. Willful failure to perform in accordance with the terms of one or more than one contract;
    e. Failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor or supplier.
14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.
15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bids

-sd/-

Finance Manager
Sindh Enterprise Development Fund
Karachi

GENERAL TERMS & CONDITIONS

- Bids not confirming to the terms, conditions and specification stipulated in this document will be rejected.
- Proposals after due date and time will not be accepted for any reason. Proposal must not be sent by facsimile or e-mail. Such submission will not be accepted for any reason.
- Bid/Proposal shall comprise the technical and financial proposal
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-response.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of this bidding document.

(i) Bid Security & Performance Security

- All bids must be accompanied by an earnest money/bid security of five percent of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of 'Sindh Enterprise Development Fund' and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount in the prescribed form shall be rejected.

- Bid security of the unsuccessful bidder will be release by Procuring Agency after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 5% of contract price.

- The performance security of the successful bidder will be released after issuance of successful completion certificate by the Sindh Enterprise Development Fund, Government of Sindh, Karachi.

- All/any terms and conditions not specified here shall be dealt with reference to SPP Rule 2010 (amended 2013).

(ii) Validity of Proposal

- All the proposals and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

(iv) Withholding Tax, Sales Tax and Other Taxes

- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a

contract with the Procuring Agency (SEDF). The Firm will be responsible for all taxes on transaction and / or income, which may be levied by government. If Firm is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

(v)Stamp Duty

- Stamp duty @ 0.035% of contract value documents shall be borne by firm /bidder at the time of signing of contract.

(vi) Compliance to Specification (Terms of Reference)

- The Firm / Bidder to provide information as per (Annexure B&C).

(vii) Financial Capabilities

- TheFirm/Biddershalldescribethefinancialpositionofitsorganization.Income Statement or Annual Report should be included in the detailed Technical proposal.

(viii) Liquidated damages.

(a) It is utmost importance that schedule to proposals should be filled in very carefully on the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of required services within stipulate period Earnest Money/ Security deposit will be forfeited in favor of the SEDF, Government of Sindh. Besides liquidated of 0.025%perdayofthecontractwillbedeductedfor provision of any deficient services in performing the assignment.

The technical offer must be submitted (in duplicate) with the following documents:

1. Company Profile with complete address, telephone number, fax number, and email address and contact person.
2. Evidence of Relevant experience.
3. Affidavit that the firm is not blacklisted
4. Document fees and Bid security of the specified form and amount as the Tender documents in a sealed envelope.
5. Bid must be signed, named and stamped by the authorized person of the firm along with authorization letter.
6. Authenticated Financial Statements of last three years should also be submitted with technical proposals.
7. Valid NTN, GST, PST, Professional Tax and any other valid Tax registration certificate required by law in force.
8. In case of joint venture, names, company profile, NTN, GST, PST registration certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner/Notary Public shall be required.
9. Drawings and brochures of the products offered with specification compliance sheet of each
10. Complete schedule of supply & installation is to be provided
11. Ability to provide after sales support
12. A comparative sheet may be attached in the format indicating compliance of essential tender requirements in the format given below:

S#	Tender Requirements	Compliance	Non-Compliance
1.	Bid submitted in prescribed format with required technical documents		
2.	Bid for complete package		
3.	Items specification compliance		
4.	Delivery schedule compliance		
5.	Support and maintenance compliance		
6.	Technical skills compliance		

Selection Criteria

Single stage-two envelop procedure under SPPRA Rules 2010 as amended till date, will be used for the final selection of the bidder for Human Resource services for testing & screening. Bid/ Proposal shall comprise one single envelope containing the technical & financial proposals separately sealed and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Communication

Enquiries regarding this tender document shall be submitted in writing to:

Finance Manager, Sindh Enterprise Development Fund, 1st Floor, Block- B, FTC Building, Shahrah-e-Faisal, Karachi.

MODE OF DELIVERY AND ADDRESS

Proposals should be submitted on or before Friday 10th March, 2017 at 1100 hrs at the address give below:

FINANCE MANAGER,
SINDH ENTEPRISE DEVELOPMENT FUND, 1ST FLOOR, BLOCK-B, FTC BUILDING, SHAHRAH-E-FAISAL, KARACHI.
Phone: 021-99207512-14

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED**

Submission of Proposal:

The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposal can be submitted on or before Friday March 10th, 2017 at 1100 hrs at the Office of Finance Manager, Sindh Enterprise Development Fund, 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

Opening of Proposals:

The proposals submitted against this RFP will be opened on SAME DAY SAME PLACE AT 11:30AM (Friday), by the SEDF Procurement Committee in the presence of bidders or their authorized representatives(having valid authority letter from their respective company).

Evaluation and Comparison of Technical and Financial Bids

Bid/Proposal shall comprise one single envelope containing the technical & financial proposal and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

Mandatory Clause

The bidders must comply with the following mandatory requirements:

- The Bidder must be registered under the Companies Ordinance 1984.
- The bidder must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax
- The bidder must be registered with Sindh Revenue Board (SRB) for Provincial Tax and must be on SRB's Active Taxpayers list.

- The bidder may submit bids as a Joint Venture but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project.
- Bidder or any of its consortium partners must not have been black listed or declared bankrupt by any Government or Financial Institution.
- Bidder NOT complying with any of the above eligibility pre-requisite would be disqualified. All documentary evidence must be submitted along with the bids, no document will be acceptable after bid submission.

Basis of Evaluation and Comparison of Bid

The financial bid of only those bidders will be opened who meet the mandatory requirements and qualify the following evaluation criteria against the tender. The financial bid of disqualified/non-compliant bidder will be returned unopened.

EVALUATION CRIATERIA

S#	Criteria	Max. Marks	Marks Obtained
A	**COMPANY PROFILE**	**20**	
1.	Years in relevant Business a. 5 Years or more = 10 Marks b. More than 2 years but less than 5 years = 5 Marks (Attach Certificates of Incorporation)	10	
2.	The firm must have at least 10 IT Employees/Staff on Company's permanent payroll in relevant category for last One (01) Year a. More than 20 employees = 10 Marks b. More than 10 but less than 20 = 5 Marks c. No marks for less than 10 IT Employees/Staff (Attach Authenticated Company's Payroll, CV and Degrees of Employees)	10	
B	**EXPERIENCE**	**40**	
1.	**SPECIFIC EXPERIENCE** Completed at least 2 projects including supply, installation and support of IT equipments with Public Sector/Banks/Financial Institution. No marks for less than 2 projects (Attach Successful Completion Certificate)	20	
2.	**GENERAL EXPERIENCE** Completed at least 03 Projects having worth Rs.5 Million or above (5 Marks for each project to the maximum of 20 marks). No marks for less than 3 projects	20	
C	**QUALITY**	**20**	
1.	ISO 9001:2008 Certified or equivalent credentials (Attach Successful Completion Certificate)	10	
2.	Technical/Management credentials: a. 1 x Project Management Professional (PMP) = 4 Marks b. 1 x Network Engineer (CCNA & CCNP) = 6 Marks c. 1 x System Engineer (MCSE & MCP) = 6 Marks d. 1 x Hardware Engineer (A+ or Equivalent) = 4 Marks	10	

D	**FINANCIAL CAPABILITY**	**20**	
1.	Average turnover in relevant IT Business during last 3 Years: (No Marks will given below Rs.2 Million) a. Rs. 5 Million or above = 20 Marks b. More than Rs.2 million but less than Rs.5 million = 10 Marks	20	
	Total Marks	**100**	
	Passing Marks	**70**	

Preliminary Evaluation Checklist

The Bidder should also provide the following required information and placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.

Information Required

a) General

1. Name of Firm / Bidder
2. No. of Years in business in Pakistan
3. No. of offices locations in Pakistan
4. Annual Turnover (Million Rs.)
5. Value of projects in hand (details may be given)
6. Year of Incorporation
7. Status of the Firm / Bidder
   - Sole Proprietor
   - Partnership Firm
   - Private Limited Company
   - Public Limited Company
   - Entity registered/incorporated outside Pakistan (Give details)
   - Other (Please specify)
8. Name of Owner / Partner /Chief Executive /Directors
9. Details of Registered Head Office (Address, Phone, Facsimili, Email and Website Information)

b) Details of total staff employed

1. Number of permanent staff employed: Technical / Managerial
2. Cumulative Experience (in years)
3. Details of Staff assigned for the proposed project.

c) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with following requirements:

a) The Bid, and in case of successful Bid, the Contract Form, shall be signed by the lead bidder duly nominated by all the JV partners

b) One of the partner shall be authorized to be In-charge, and this authority shall be evidence by submitting a power of attorney signed by legally authorized signatories of all the partners

c) The partner In-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture
d) All partners of the joint venture shall be liable jointly and severally for executing the Contract in accordance with Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the form of agreement (in case of a successful bid) and
e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

Special Instructions:

- Incomplete applications be not considered
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- The financial bid must be filled in prescribed form without any alternative/over wirting
- Conditional tenders/bids will be acceptable
- Procuring Agency (SEDF) reserves the right to increase or decrease the scope of work/number of items without assigning any reason under relevant provision of SPRRA Rules 2010
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board Departments shall be eligible to participate in the tender (proof of registration is required)
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser:

Any effort by the bidder to influence the Purchaser in the Purchaser's decision in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

Purchaser's Right to Accept the Bid or Reject the Bid:

Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the purchaser's action as per SPPRA Rule 2010.

Scope of Work

Purpose

The prime object is to ensure office automation and efficient data processing through:

- Implementation of automated Enterprise Resource Planning (ERP) software
- Maintenance of Centralized Database Server.
- Implementation of SEDF's Intranet.
- Configuration of Webmail to client software.
- Revamp existing Website
- Implementation of online EOI (application) form on internet with ERP so that whole process become automated
- Provide API endpoints to banks so that the applications can also be viewed by the bank evaluation staff.
- Deployment of Server Machine in SEDF IT Department
- Connectivity with each computer in SEDF
- Integration of Email via Outlook
- Training of SEDF IT staff

Contractor will be responsible for:

a) Supply, install and commission the IT Hardware, Software for office automation (ERP) at Sindh Enterprise Development Fund office at Karachi 1st Floor, Block-B, FTC Building, Shahrah-e-Faisal, Karachi.

b) Vendor would be responsible to supply, install and commission the BOQ items with the utmost care and for safe custody of the same till completion of the assignment. Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipments.

c) SEDF has right to terminate the contract if vendor will fail in providing satisfactory services in given scheduled time. In addition to that, Performance Security amount will also be forfeited.

d) SEDF shall evaluate the technical and financial proposals in the manner as prescribed in Request for Proposal (RFP) document, as per the Rule 46 (2) of the Sindh Public Procurement Rules, 2010 (amended 2013).

e) Any unforeseen requirement for the implementation of assignment would be core responsibility of vendor.

SPECIAL STIPULATIONS	
For ease of Reference, certain special stipulations are as under:	
Bid Security (Earnest Money)	The Contractor shall furnish the Bid Security (earnest Money) as under: in the form of Demand Draft / Pay Order / Call Deposit Receipt in the name of the Purchaser; for a sum equivalent to 2% of the Total Tender Price; denominated in Pak Rupees; Have a minimum validity period of ninety days (90) from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later
Performance Security	The successful Contractor shall furnish Performance Security as under: within twenty eight (28) days of the receipt of the Acceptance Letter from the Purchaser; in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document; for a sum equivalent to 5% of the total contract value; denominated in Pak Rupees; Have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later.
Delivery Period (including installation, configuration, deployment, commissioning, testing, and training of the delivered items.)	Within four (04) weeks from the issuance of Acceptance Letter for all Lots.
Liquidated damages for failure / delay in supply / installation / configuration of Goods / Services / Works by the Contractor	If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @0.025% of the total Contract Price which is attributable to such part of the Goods / the Services / the Works, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.

BILL OF QUANTITY

ALONGWITH DETAILED TECHNICAL SPECIFICATION

Supply and installation of IT, Hardware, Software along with Support Service for SEDF

No.	Item	Description	QTY.
1	**Computer (Server)**	**Dell Power Edge R730 Rack Server** • Form Factor: 2U Rack Mount supporting up to 8 2.5" Hot Plug HDD • Processor: Intel Xeon E5-2620 v3 2.4GHz,15M Cache,8.00GT/s QPI,Turbo,HT,6C/12T (85W) Max Mem 1866MHz • Memory: 16GB RDIMM,DDR4- 2133MT/s, Dual Rank, x8 Data Width (Optional) • HDD: 2.5" Hot Plug 1TB SATA, 300/600GB SAS (Optional) • ODD: DVD-RW • RAID Controller: PERC H730 Integrated RAID Controller, 1GB Cache (Included) • PSU: Dual Hot-plug Redundant (1+1) 750W • Cable Management Arm, Sliding Rails (Included) • Broadcom 5720 QP 1Gb Network Daughter Card • KB212-B USB Entry Business Keyboard & MS111 USB Optical Mouse (optional) • iDRAC8 Express, integrated Dell Remote Access Controller, Express 13	1
2	**Personal Computer**	Desktop - Unbranded Core i7 RAM 4GB / HDD Min. 500 GB SATA / WiFi/ LAN / LED 18.5" / Keyboard / Mouse / DVD RW with other standard specification. 3 Years Warranty	5
3	**Apple Laptop**	MacBook Air 11" 1.6 GHz / Dual Core Intel Core i5 Processor (Turbo Boost up to 2.7GHz) 8 GB RAM 1600 MHz 256 GB SSD External USB MacBook Air SuperDrive Intel HD Graphics 6000 720p Face Time HD Camera Standard USB Standard Audio, Networking and Wireless Standard Power Adaptor, Power Cord and AC Wall Plug Standard Built-in OS X El Capitan , standard	2
4	**APC Batteries**	APC Original Manufacturer Batteries required for 10 KVA (SURT 10000 XLI)	6
5	**Fax Machine**	Fax Machine - Fast Panasonic machine with console, duplexer built inn, enhanced paper capacity (about 2200 Sheets) and 1GB-2 Ram	1

6	**Photo Copier**	Photo Copier Machine Heavy Duty - Speed 30-40 CPM. Paper Supply at least 2 trays, 500 sheets minimum & (bypass tray) , Memory minimum 256 MB, Resolution minimum 600 x 600 dpi , Original copy and image size A5 to A3, Zoom reduction / enlargement (25% - 400 %), Imaging System Laser Dry Electrostatic Transfer System, Power Source: 220-240 V, 50 Hz, Network Printing & Scanning, Duplex Printing and with other standard specification. Trolley included, document Feeder. With one year warranty with replacement of defective parts etc	1
7	**Hardware**	Unmanaged Switch – 32 switch	1
8	**Hardware**	Patch Panel	1
9	**Hardware**	Rack	1
10	**Hardware**	Cat 7 cable	1 Roll
11	**Software**	ERP Software for Office Automation Solutions	1
12	**Maintenance & Support**	Contractor should provide One year complete service and support of above Sr#1 to Sr#11 and also installation of ERP software	Job

Price Schedule

The bidders should submit their price bid/financial proposals in the following prescribed format detailing item, its quantity, unit price & total price in accordance with the terms and conditions and provision of this bid document.

Supply and Installation of IT, Hardware, Software for office automation (ERP) along with Support & Maintenance Services for SEDF

No.	Item	Description	QTY.	Unit Price	Total Price
1	Computer (Server)	**Dell Power Edge R730 Rack Server** • Form Factor: 2U Rack Mount supporting up to 8 2.5" Hot Plug HDD • Processor: Intel Xeon E5-2620 v3 2.4GHz,15M Cache,8.00GT/s QPI,Turbo,HT,6C/12T (85W) Max Mem 1866MHz • Memory: 16GB RDIMM,DDR4- 2133MT/s, Dual Rank, x8 Data Width (Optional) • HDD: 2.5" Hot Plug 1TB SATA, 300/600GB SAS (Optional) • ODD: DVD-RW • RAID Controller: PERC H730 Integrated RAID Controller, 1GB Cache (Included) • PSU: Dual Hot-plug Redundant (1+1) 750W • Cable Management Arm, Sliding Rails (Included) • Broadcom 5720 QP 1Gb Network Daughter Card • KB212-B USB Entry Business Keyboard & MS111 USB Optical Mouse (optional) • iDRAC8 Express, integrated Dell Remote Access Controller, Express 13	1		
2	Personal Computer	Desktop – Unbranded Core i7 RAM 4GB / HDD Min. 500 GB SATA / WiFi/ LAN / LED 18.5" / Keyboard / Mouse / DVD RW with other standard specification. 3 Years Warranty	5		
3	Apple Laptop	MacBook Air 11" 1.6 GHz / Dual Core Intel Core i5 Processor (Turbo Boost up to 2.7GHz) 8 GB RAM 1600 MHz 256 GB SSD External USB MacBook Air SuperDrive Intel HD Graphics 6000 720p Face Time HD Camera Standard USB Standard Audio, Networking and Wireless Standard Power Adaptor, Power Cord and AC Wall Plug Standard Built-in OS X El Capitan , standard	2		
4	APC Batteries	APC Original Manufacturer Batteries required for 10 KVA (SURT 10000 XLI)	6		
5	Fax Machine	Fax Machine - Fast Panasonic machine with console, duplexer built inn, enhanced paper capacity (about 2200 Sheets) and 1GB-2 Ram	1		

6	Photo Copier	Photo Copier Machine Heavy Duty - Speed 30-40 CPM. Paper Supply at least 2 trays, 500 sheets minimum & (bypass tray) , Memory minimum 256 MB, Resolution minimum 600 x 600 dpi , Original copy and image size A5 to A3, Zoom reduction / enlargement (25% - 400 %), Imaging System Laser Dry Electrostatic Transfer System, Power Source: 220-240 V, 50 Hz, Network Printing & Scanning, Duplex Printing and with other standard specification. Trolley included, document Feeder. With one year warranty with replacement of defective parts etc	1		
7	Hardware	Unmanaged Switch – 32 switch	1		
8	Hardware	Patch Panel	1		
9	Hardware	Rack	1		
10	Hardware	Cat 7 cable	1 Roll		
11	Software	ERP Software for Office Automation Solutions	1		
12	Maintenance & Support	Contractor should provide One year complete service and support of above Sr#1 to Sr#11 and installation of ERP Software	Lump Sum		Lump Sum

BID FORM

To,

The Finance Manager
Sindh Enterprise Development Fund,
Karachi

Subject: **SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE FOR OFFICE AUTOMATION (ERP) ALONWITH SUPPORT & MAINTENANCE SERVICES FOR SEDF**

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offers to provide required services in conformity with the said bidding documents for the Total Bid price Pak Rupees (In figure in words)

Or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

Weundertake,(ifourbidisaccepted)tocompleteourserviceinaccordancewiththe bidding documents.

If our bid is accepted, we will provide the performance security in the sum equivalent to 5% of the Contact price for the due performance of the contract as per bid Security Form.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the instructions to bidder and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contracting between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this day of 2017

_____

BIDDER(Sign +Seal)

WITNESS

Signature_____

Name _____

Title _____

Address _____

CNIC # _____

Signature_____

Name _____

Title _____

Address _____

CNIC # _____

BID SECURITY FORM

WHEREAS (hereinafter called "**the Bidder**" has submitted its bid dated for the "**SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE FOR OFFICE AUTOMATION (ERP) ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR SEDF**, (hereinafter called "**the Bid**").

KNOWALL MEN by these presents that We(Name of Bank) of (Name of Country)having our registered office at (address of Bank)hereinafter called "the Bank")are bound into the Sindh Enterprise Development Fund, Government of Sindh, Karachi (here in after called "the Procuring Agency") in the sum of_____, for which payment well and truly to bemadetothesaidProcuringAgency,theBankbindsitself,itssuccessorsandassigns,bythese presents.

Sealed with the Common Seal of the Bank this day of, 2017

THE CONDITIONS of this obligation are:

1. IftheFirm/BidderwithdrawsitsBidduringtheperiodofbidvalidityspecifiedby the Bidder on the Bid Form :or
2. If the Firm / Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the Period of bid validity:
   (a)Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
   (b)Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Procuring Agency up to the above amount, according to, and upon receipt of, its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it owing to the occurrence of one or both oral the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to_____, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAMEOF
BANK)

By_____

(Title)
Authorized Representative

PERFORMANCE SECURITY FORM (Applicable incase of bank guarantee)

To:

The Finance Manager,
Sindh Enterprise Development Fund,
Karachi

WHEREAS (Name of the Firm) _____, hereinaftercalled"theContactor"hasundertaken,inpursuanceofthebidfor"**SUPPLY & INSTALLATION OF IT, HARDWARE, SOFTWARE FOR OFFICE AUTOMATION (ERP) ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR SEDF"**, dated_____2017, (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with contract;

AND WHEREAS we have agreed to give the Firm a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs._____/-(Amount of the guarantee),and we undertaketopayyou,uponyourfirstwrittendemanddeclaringtheFirmtobein default under the Contract, and without cavilor argument, any sum or sums as specified by you, within the limits of (amount of Guarantee) Rs._____/-as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until day of 2017,

(NAME OF GUARANTOR)

Signature _____

Name _____

Title _____

Address _____

_____

Seal _____

Technical Evaluation Forms

Company Profile
Number of Years in Business

Dated:----------

All bidders are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Venture as required under the bye-Laws as a Partnership/Joint Venture:

1.	Name of firm or consortium of firm (Legal Name) (In case of Joint Venture (JV), please also provide legal name of each partner)
2.	Nature of Business: (Whether the firm is a Corporation, Partnership, Trust etc., show documentary evidence of required nature in business for every year)
3.	Head Office Address:
4.	Telephone: Fax Number: Email Address:
5.	Place of Incorporation/Registration: Year of Incorporation/Registration:
6.	Applicants authorized representative: Telephone: Fax Number: Email address:
7.	Nationality of Owners: Name: Country:

Note:

Please attach relevant document such as certificate of incorporation / registration

COMPANY'S PROFILE

Regular employees on company payroll for last one year

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

Position			
Personnel Information	Name		Date of Birth
	Professional Qualifications		
	Technical/Professional Certifications		
Experience	Name of Employer		
	Position	From	To
Present Employment Record	Job Title:		
	Period with firm:		
	Telephone:	Email:	
	NTN		
	Mailing Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs. Also please attach the authenticated payroll of the staff for the last one year

PRIVATE EXPERIENCE

(Completed at least 04 assignments of Supply & Installation of IT, Hardware, Software for Office Automation (ERP) along with Support and Maintenance Services)

Use a separate sheet for each contract/consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract: ---------- ----------
5.	Contract Role (Tick One): (a) Sole (b) Sub-Partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims.

PUBLIC SECTOR EXPERIENCE

(Completed at least 02 assignments of Supply & Installation of IT, Hardware, Software along with Support and Maintenance Services)

Use a separate sheet for each contract/consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract: ---------- ----------
5.	Contract Role (Tick One): (b) Sole (b) Sub-Partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as successful completion certificate and any other document deemed necessary as proof of claims.

QUALITY

ISO 9001:2008 or equivalent credential

Use a separate sheet for each credential:

1.	Name of Certificate:
2.	Grant Date
3.	Expiration Date:
4.	Accreditation body:
5.	Last date of audit/inspection:
6.	Next due date of audit/inspection:

Note:

Please attach relevant document such as certificate and any other document deemed necessary as proof of claims:

QUALITY

Technical / Management Credential

Use a separate sheet for each credential:

1.	Name:
2.	Certificate/Credential of employee
3.	Credential Number:
4.	Grant Date
5.	Expiration Date:
6.	Accreditation body
7.	Last date of renewal

Note:

Please attach relevant document such as certificate and any other document deemed necessary as proof of claims:

FINANCIAL CAPABILITIES

AVERAGE ANNUAL TURNOVER

Date:.....

Year	Turnover	Income Tax Paid	Name along with Cost of Assignments Executed/Undertaken	Liquid Assets Balance
2015-16				
2014-15				
2013-14				

Note:

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims: