



SINDH BOARD OF INVESTMENT

Invitation for Bids

“WEBSITE FOR SINDH BOARD OF INVESTMENT”

Sindh Board of Investment (SBI), Government of Sindh, has been established to boost the investment and increase the economic activities in Sindh. SBI is inviting sealed bid for designing and development of SBI website which can effectively highlight all the investment and business opportunities available in Sindh and achievements and role of Sindh Board of Investment on creating investment friendly environment in Sindh.

- Highlight strategic strength of Sindh
- Highlight the competitive advantages of Sindh in region
- Highlight commercial potentials/ opportunities in Sindh
- Develop rationale for Investment in Sindh
- Highlight Investment friendly environment of Sindh
- Highlight success stories in Business and Investment
- Role and efforts of the Sindh Government and Sindh Board of Investment.
- Promote Sectors with potential for project development


Firms registered with Sindh Revenue Board are requested to submit their relevant experiences with complete profile methodology and bids in the office of the **Director, SBI, Government of Sindh** in sealed envelopes by 1400 hrs on 6th September, 2017

The Bidding shall be on Single – Stage, Two - Envelope Procedure with clearly mentioning the task name on the outer envelope. Both Technical and Financial Bids must be submitted in separate sealed envelopes, two inner envelopes and one outer marking the inner envelopes “1- Technical Bids, 2-Financial Bids”

- The Technical Bids will be opened in the office of undersigned by 1500 hrs on 6th September, 2017

Development & Designing of Website:

- Tender documents containing detailed evaluation criteria, ToR's and Scope of Services can be obtained from 21st August 2017 from the office of undersigned against the written request clearly mentioning the task with a Pay Order / Demand Draft of Tender Cost amounting to Rs: 2000.00 (non refundable), in favour of “DDO, Sindh Board of Investment” The bidding process should be governed under SPPRA Rules 2010.
- Sindh Board of Investment reserves the right to accept or reject any or all tenders relevant provisions of SPPRA Rules


Director, SBI
Sindh Board of Investment
Government of Sindh
1st Floor, Block B, FTC Building,
Sharan-e-Faisal, Karachi
Ph:99207512-14, Fax 99207515



TENDER DOCUMENTS
FOR
DESIGNING AND DEVELOPMENT OF
SINDH BOARD OF INVESTMENT'S WEBSITE

REFERENCE NO. SBI/Website/ 2016-17/3

To be opened on 1500 hrs on 6th September , 2017



**TENDER
DOCUMENT**

Name of Firm:

Office Address:

SNT No:

Mobile No:

Signature & SEAL _____

Sindh Board of Investment invites proposals / bids for the following job

Sr. #	Description of Items Required	Qty	Cost
1	Sindh Board of Investment (SBI), Government of Sindh, has been established to boost the investment and increase the economic activities in Sindh. SBI is inviting sealed bid for designing and development of SBI website which can effectively highlighting all the investment and business opportunities available in Sindh and achievements and role of Sindh Board of Investment on creating Investment friendly environment in Sindh	1	
total cost			

TERMS AND CONDITIONS

The development of the project will be governed under the following terms of reference. These terms of reference can be amended based on the mutual consent of the parties with only 20% variance to the initial context.

1. Website design and development:

- 1.1. Design and develop the website along with the content management system. The platform (i.e. website) must be responsive, and at the specifications listed under the section 'Technical Specification'
- 1.2. Training to Departmental users as per the department's requirement.

2. Primary Content:

- 2.1. Develop the primary content of the website which is sought by the visitors of the website which could be citizens, business community, overseas citizens or other government departments or even government employees.
- 2.2. This will include information about Sindh Board of Investment and its functions, various schemes & programs being executed by SBI, documents, forms, etc., however not limited to these only.

The information shall be collected by the successful bidder from various officers of SBI within one week of the date of Work order.

3. Preliminary SEO

- 3.1. Webmaster setup
- 3.2. Ensure the platform is indexed adequately.
- 3.3. Ensure the website is optimized for most commonly used search engines, with meta tags, meta descriptions and the required headings.

TECHNICAL SPECIFICATIONS:

Front end:

- a) PHP, 5.4 Version and above
- b) The framework that is used should be either Yii, Laravel, or any other similar framework
- c) Core framework should be scalable to handle and incorporate future requirements

Data Base:

- a) MySQL 5.5+
- b) Core framework should be scalable to handle and incorporate future requirements

Responsive Format:

The platform should be optimised for mobile, tablets, and desktops.

Language: English.

Filling and Submission of Tenders:

- Use of white fluid or over writing on Tenders will not be accepted.
- Rates must be quoted with taxes.
- Quotation must clearly indicate that the quoted rates will remain effective till 30th June, 2018.
- Tender should reach in the Office of Director, SBI up to 1400 Hrs on 6th September, 2017
- The tenders will be opened on the same day at 1500 hrs in the presence of the bidders who care to attend.
- The Sindh Board of Investment reserves the right to accept or reject any or all quotations as per SPP Rules and Regulations
- All Taxes will be deducted at source as per current rate.
- The payment will be released after satisfactory completion of website

Introduction:

Sindh Board of Investment has been established by the Government of Sindh to boost the investment and increase the economic activities in Sindh.

SBI wishes to design and develop a website (in English) on the potential of Sindh effectively highlighting all the investment and business opportunities available in Sindh and role of Sindh Board of Investment on creating Investment friendly environment in Sindh.

The purpose of the advertisement shall be to:

- Highlight strategic strength of Sindh
- Highlight the comparatively and competitive advantages of Investment in Sindh
- Highlight commercial viability of Sindh Province
- Develop rationale for Investment in Sindh
- Highlight Investment friendly environment of Sindh
- Highlight success stories in Business and Investment
- Role and efforts of the Sindh Government and Sindh Board of Investment.
- Promote Sectors with potential for Investment

The SBI is looking for firms/Individuals who have proven record in developing and designing website:

2. Main Objectives

- Develop a user friendly website for the core audience to achieve the desired objectives.
- Improve the user interface to reduce the clutter, and clearly elicit the copy of the website.
- Make an easy and usable platform to showcase the potential of Sindh Province.
- Make it easy for the users to navigate to every section of the site.
- Make core information available with reduced number of clicks.
- Make the ongoing projects and investment activities more visible and accessible to the first time Website visitors.

- Overall make the site look sleeker to give an edge over competitors.

3. Specification

- | | |
|---------------------|--|
| a) Language | English |
| b) Proposed Title | Invest in Sindh: The land of Endless Opportunity |
| c) Target Audience | Investors, Government Agencies, Academia ,General public |
| d) Project Duration | 45 Days |

4. Important Aspects to be covered

1. Strategic Strength of Sindh
2. Role of Sindh Board of Investment
3. Commercial potential / Opportunities in Sindh
4. Investment friendly policies, role and efforts of Sindh Government and SBI

5. Project Time Line

45 days after awarding the project contract.

6. Payment Schedule

The cost will include all expense may incurred in the project. The quoted amount for the task/work will be enclosed in the envelope marked as "Financial Bid". The Payment will be done after the complete satisfaction approval by Sindh Board of Investment and after deduction of all applicable taxes.

7. Earnest Money

1% of the maximum quoted amount by the firm in the financial bid should be paid by the contractors through Pay Orders of the schedule banks in favor of Sindh Board of Investment, Government of Sindh. The Pay order will be enclosed in Financial Bid Envelope.

9. Bid Validity

90 days

Instruction for Bidders

1. The contract resulting from this invitation shall be governed by the SPPRA 2010 rules.
2. In the event of tender being submitted by the firm, it must be signed by the contractor/Supplier/Proprietor/Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
3. The amount of earnest money deposited shall be Rs. 1% of the maximum quoted value of all items, earnest money should be paid by the contractors through Pay Order of the scheduled banks in favor of SBI, Government of Sindh.
4. Tender shall be opened in the presence of the firms/ individuals or their representatives, who may be present at the time of opening tenders. (Initially, only the Technical Proposal will be opened Authorized officer of SBI will enter the rates and specifications of items quoted in the tenders in the comparative statement in a suitable form. In the event of tender being accepted the contractors /comparative statement in a suitable form. In the event of tender being accepted the contractors / supplier shall for the purpose of identification , sign copies of specification and other documents as may be necessary, in the event of tender being reject, the earnest money deposited by the Firm/Individual will be returned on furnishing a receipt for the return of the earnest money.
5. The technical proposal should contain inter alia; a complete description and explanation of the proposed methodology for the Assignment (work plan), timeline, staffing, names and qualifications of allocated personnel and any other resources that the Firm will make available to develop the promo and achieve the objective.
6. Bidding process shall be Single stage- 2 Envelopes both technical and financial bids must be submitted in separate sealed envelopes two inner envelopes and one outer marking the inner envelopes " 1- Technical Bids, 2- Financial Bids"
7. Each technical proposal shall be evaluated using the following categories and weight below:

Category

Firm Experience related to assignment	40%
Competence and Qualification of Team	30%
Work Plan and Methodology	30%

Minimum 70% score is required in Technical Proposal to Qualify for opening of Financial Proposal

S. No.	TECHNICAL EVALUATION CRITERIA	
	Criterion	%
	Expertise of the company:	
	DVD sample of previous works of similar nature as well as full list of task completed and in process. Completion certificates from the firms / departments etc/ Two Projects: 10 marks Three to Five Projects: 20 Marks Six to Ten Projects: 30 Marks More than Ten Projects: 40 Marks	40
	Proposed Concept Script, methodology, approach (creative and innovative ideas) and implementation plan:	30
	The Team Leader Should have degree Computer Science/Engineering with with more than 5 year experience in the same field 5 to 7 years: 5 Marks 8 to 10 years: 10 Marks More than 10 years: 15 Marks Designer should be graduate/diploma in graphic designing must have experiences of more than 5 years in graphic designing and animation: 5 to 7 years: 2 Marks 8 to 10 years: 5 Marks More than 10 years: 10 Marks	30



Software Developer must be graduate/diploma and having expertise in data bases and have more than 5 years of experience in the field: 5 to 7 years: 1 Marks 8 to 10 years: 2 Marks More than 10 years: 5 Marks	
Total	100 Marks

8. Last date of submit of tender is at 6th September, 2017 which shall be opened on the same day at 3:00 pm in the office of Sindh Board of Investment, Government of Sindh, situated at 1st Floor, Block B, FTC Building, Shahr-e-Faisal , Karachi in the presence of Interested bidders or their authorized representatives.
9. The competent authority shall have the right of rejecting all or any part of the tender without assigning any reason thereof.

Signature and Stamp of Contractor

Bidding Document

Special Conditions:

1. Conditions as per Tender Notice advertised in press will remain valid for 45 days. However, SBI reserves the right of extend date, time of bid opening or receiving the bids and to purchase all or part of stores under the tender.
2. The firm/contractor should be Sindh Revenue Board Registered
3. Firm whether registered or un-registered shall be required to deposit earnest money equivalent to 1% of the value of their offer along with their tender in the form of Pay Order in favor of the SBI.
4. Pay Order of earnest money will be returned after 15 days of job award.
5. Every Bidder shall be responsible to collect earnest money's pay order within one month of the opening date of tender.
6. Applicable taxes will be deducted as per rules.
7. The successful bidders shall have to deposit as under
 - a. 1% of the contract value
8. Any cutting /correction in bid will make the quotation invalid.
9. In case of quoting alternating prices, separate tender shall be acquired.
10. The bidder shall mention validity of offer, terms of payment, guarantee period and schedule of completion.
11. SBI reserve the right to obtain clarifications from any bidder in respect of items quoted by him. The replies by the bidder will be recorded and will form part of the bid documents.
12. Supply order/ contract will be issued to the availability of funds.
13. 100% payment shall be released on receipt of promo in full after deducting applicable taxes.



14. The contracting firms will be treated under SPPRA 2010 rules. Accordingly in case of failure in supply of Promo, it shall be the option to acquire promo else where without notice on the account and risk of the contractor.
15. The evaluation will be released on the proposed methodology (work), timeline, staffing and qualification of allocated personnel and any other resources that the Firm will make available to develop the Promo and achieve the result. The SBI reserved the rights to choose the Firm best meeting the above criteria..
16. The bidder shall enclose the tender a certificate as attached. Failing the bidders is liable to considered non responsive.
17. The bidders shall provide evidence of proven experience in the relevant field.
18. In case of any deviation, the firm is to have replace /modify/ re film the promo on his own expenses.

Stamp and Signature of Contractor/Authorized person of Firm



CERTIFICATE

We guarantee to develop and design a website exactly in accordance with the requirements specified in the invitation to this tender:

Signature of Bidder

Name & Address _____

Designation

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the —Agreement) made on the _____ day of _____ 201 _____ between _____ (hereinafter called the —Procuring Agency)) of the one part and _____ (hereinafter called the —Contractor)) of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
3. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Procuring Agency

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

NOTIFICATION

NO: Dir(Admin)SBI/General/1-2/2009: In pursuance of Rule 7 of SPPRA Rule 2010 a Procurement Committee is hereby notified comprising of following officers for development of Sindh Board of Investment's Website.

The committee shall comprise of following members;

- | | |
|--|----------|
| 1. Director (Admin), SBI | Chairman |
| 2. Representative of Information Technology Department
(Not Below the Rank of BPS-18) | Member |
| 3. Section Officer (Admin), SBI, GoS | Member |

Terms of Reference of the committee are as follows:

Term of Reference

- Preparation of bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparation evaluation report as provided in Rule 45;
- Making recommendation for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

NO: Dir(Admin)SBI/General/1-2/2009

Director General, SBI
Karachi, dated 15th August, 2017

A Copy is forwarded for information and necessary action to:-

1. Secretary to Government of Sindh, Finance Department
2. MD SPRRA
3. PS to Chairman, Sindh Board of Investment
4. P.S to Secretary Investment, GoS
5. All Officers Concerned

(SHAIKH ADNAN ALI) 17
Section Officer (Admin)
SINDH BOARD OF INVESTMENT



NOTIFICATION

NO: Dir(Admin)SBI/General/1-2/2009: In pursuance of Rule 31 of SPRA Rule 2010 a Complaint Redressal Committee is hereby constituted comprising of following officers for procurement of goods and services in Sindh Board of Investment. The committee shall comprise of following members:

- | | |
|---|----------|
| 1. Director General, SBI | Chairman |
| 2. Chief Executive Officer, SEDF | Member |
| 3. Representative of Accountant General Sindh | Member |


The Complaint Redressal Committee shall announce its decision within seven days and intimate the same to the bidder and authority within three working days

NO: Dir(Admin)SBI/General/1-2/2009

Director General, SBI
KARACHI, dated the 10th January, 2017

A Copy is forwarded for information and necessary action to:-

1. Secretary to Government of Sindh, Finance Department
2. MD SPRRA
3. PS to Chairman, Sindh Board of Investment
4. P.S to Secretary Investment, GoS
5. All Officers Concerned


(SHAIKH ADNAN ALI)
Section Officer (Admin)
SINDH BOARD OF INVESTMENT

Annual Procurement Plan for 2017-18
(Under Rule 8 & 9 of Public Procurement Rule 2004)

Name of Procuring Agency: SINDH BOARD OF INVESTMENT, GOVERNMENT OF SINDH

S#	Name of Procurement	Estimated Cost (Rs.)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of date of Award of Contract	Tentative date of Completion	Remarks (If any)
1.	Development of Website	800,000	Single Stage 2 Envelops	3 rd Week of August	September, 2017	October, 2017	
2.	Procurement of Stationary for SBI	500,000	Single Stage 1 Envelope	1 st Week of October	November, 2017	December, 2017	
3.	Printing of SBI brochures	900,000	Single Stage 1 Envelope	2 nd Week of October	November, 2017	December, 2017	
4.	Development of Education City Website	500,000	Single Stage 2 Envelops	2 nd Week of September	October, 2017	November, 2017	
5	CONSTRUCTION OF ADMINISTRATION ENCLAVE at Education City	150,000,000	Single Stage 2 Envelops	September, 2017	October, 2017	December 2018	
6	Construction of Roads and Infrastructure	250,000,000	Single Stage 2 Envelops	October, 2017	December, 2017	June 2019	