

INVITATION TO BID
FOR HIRING OF IT CONSULTANCY FIRM

Pakistan Agricultural Storage and Services Corporation Limited (PASSCO), a Public Limited Company, invites sealed bids from well reputed qualified & experienced IT Firms / Companies /Govt. Agencies/Autonomous Bodies for hiring of IT Consultancy Firm.

2 The Bidding shall be conducted in line with the rule 36 (b) ‘Single Stage Two Envelope Procedure’ of the Public Procurement Rules, 2004. All bidders shall quote their rates inclusive of all taxes, duties etc. as per prescribed bid form. All bids must be accompanied by a bid security (as per Rule 25 of PPRA Rule) in the form of Pay Order/ Demand Draft, Cashier’s Cheque or Banker’s Cheque issued by any scheduled Bank in Pakistan in favour of PASSCO. **Cash / Cheque / Call Deposit Receipt (CDR) / Security Deposit Receipt (SDR) will not be acceptable and bid shall be rejected.**

3. The Bidding Documents can be viewed on the websites of EPADS www.eprocure.gov.pk , PASSCO www.passco.gov.pk and PPRA www.ppra.org.pk. Bids can only be submitted online via EPADS, whereas bid submitted manually shall stand rejected.

4. The bidding process shall be Quality and Cost Based Selection Method (QCBS), the weightage shall be 80:20.

4. The bids shall remain valid for **sixty (60) days** from the opening date of financial bid. Each bid shall comprise of separate **Technical proposal** and **Financial Proposal**. **Bids will be opened as per below mentioned schedule: -**

Price of bidding documents	Last date for purchase of bidding documents	Bid security (Rs.)	Pre Bid Meeting for any clarification	Date of opening of technical proposals / bid submission date	Date of opening of financial proposals
Rs 3,000/-	19.02.2024	300,000/-	14.02.2024 (1430 Hours)	20.02.2024 (1100 Hours)	23.02.2024 (1100 Hours)

5. Bids addressed to General Manager (Commercial) should submitted through EPADS at **1030 Hours** on **20.02.2024** (as per Rule 28 of PPRA Rules) and will be opened at **1100** hours on the same day in the presence of bidders or their authorized representatives, who may care to be present.

6. Bidding documents are available for interested parties at the following PASSCO offices of Manager (Cash), PASSCO, Head Office, 11-Kashmir Road, Lahore (Phone No. 042-99201461-62).

7. The PASSCO Management reserves the rights to reject all proposals under Rule 33(1) of PPRA Rules. Interested parties can obtain further information from the office of Officer Incharge (IT) during office hours (**0830** hours to **1630** hours) on telephone No.042-99201461, Ext 1310.

General Manager (Commercial)
Pakistan Agricultural Storage & Services Corporation Limited (PASSCO)
Head Office, 11 Kashmir Road, Lahore
Phone No.042-99201461-62
Website: www.passco.gov.pk

TERMS OF REFERENCE (TORs) FOR HIRING OF
IT CONSULTANCY FIRM
TERMS AND CONDITIONS

1. GENERAL

1.1 Introduction

- 1.1.1 **Pakistan Agricultural Storage and Services Corporation Limited** hereafter referred to as “**PASSCO**” desires to invite / seek bids / rates inclusive of all taxes, duties etc. from well-reputed, experienced IT Consultancy Firm.
- 1.1.2 Bidding shall be conducted under Rule 36(b) of PPRA Rules “Single Stage Two Envelope Procedure”. Each bid shall comprise of separate **Technical proposal** and **Financial Proposal**. All bids received shall be evaluated in the manner prescribed in the bidding document.

1.2 INSTRUCTIONS TO THE BIDDERS

A bidder may be considered ineligible if: -

- 1.2.1 He is declared bankrupt or insolvent.
- 1.2.2 Legal proceeding are instituted against such bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property.
- 1.2.3 The bidder is convicted by a final judgment of any offense involving professional conduct.
- 1.2.4 The bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices or performance failure or breach of bid securing declaration.
- 1.2.5 The bidder is not registered with all relevant taxation Departments / Authorities.
- 1.2.6 The bidder has not attached office details at Lahore and other cities (if applicable) with Phone Numbers/ Addresses.
- 1.2.7 The bidder has not attached specimen at **Annex-B** of bidding documents.
- 1.2.8 The bidder has not attached certificate of Authorized representative.
- 1.2.9 The bidder has not attached certificate on company’s letterhead that the bidder would provide **100% of required IT consultancy service** as referred in “scope of work” of TORs.
- 1.2.10 The bidder has not attached undertaking as per **Annex-C**.

1.3 SCOPE OF WORK:

The consultancy firm will be required to perform the following tasks: -

1.3.1 IT System Analysis

- a. Review of existing hardware, software and networking design/infrastructure of PASSCO;
- b. Independent comprehensive diagnostic study of the infrastructure (hardware and software) indicating the gaps and duplications if any;
- c. Review the existing website and allied matters such as accessibility by public and employees of certain areas etc;
- d. Reviewing the current software’s that are being used by the organization for its operations and recommending the improvements and performing analysis of possible integration of other software’s being used with current softwares;

- e. Understanding the work/business process of each wing/department of PASSCO;
- f. Comprehensive "As-Is" Analysis and report presenting findings, challenges, gaps, and shortcomings;
- g. Analyze the need for e-procurement, e-office and digitization of data & reports;
- h. Assess current networking services and cyber security measures to ensure data protection; and
- i. Explore deployment of system for monitoring of ongoing activities through automation tools / modules.

1.3.2 Design of proposed IT systems (Hardware & Software/ERP), IT infrastructure and Policies: -

- a. Design a detailed report of proposed infrastructure requirements (hardware & software/ERP);
- b. Develop a strategy to convert to proposed infrastructure (hardware & software) along with workable action plan;
- c. Identifying the gaps and weaknesses as finalized in "As-Is" report and detailed comparison with best practices; and
- d. On the basis of review, propose and develop comprehensive IT Policies, SOP's, Procedures and Manuals covering all IT needs. This will include policies regarding purchase, repair, replacement and disposal of hardware items, policies regarding data maintenance and security, policies regarding maintenance, augmentation and enhancement of software/ERP and IT infrastructure.

1.3.3 Development of RFP (Request for Proposal):

- a. The firm shall develop RFP for hiring and procurement of proposed hardware and software/ERP firm(s) as per procurement guidelines.

1.3.4 Support during procurement and implementation

- a. The consultancy firm shall advise, assist and support during the procurement and selection phase till the award of contract of the execution firm(s) (hardware & software/ERP); and
- b. The consultancy firm shall advise, assist and support during the initiation phase of implementation of IT systems (hardware & software/ERP) and infrastructure.

1.3.5 Training needs assessment (TNA) of PASSCO IT staff

- a. Developing a system for learning and development of IT staff; and
- b. Designing and developing a system for employees of PASSCO to enhance their computer / software proficiency.

1.4 DELIVERABLES AND MILESTONES:

The consultancy firm shall submit deliverables on following modules in three phases;

1.4.1 Phase-I (3 months)

- a. Within two weeks inception report which includes but not limited to; detailed approach, methodology, and work plan.
- b. Within next four weeks after inception report the firm shall submit "As-Is" report which includes but not limited to; detailed diagnostic study of existing IT systems (hardware & software), policies, and IT infrastructure.
- c. Within next four weeks after "As-Is" report the firm shall submit the "To-Be" report which includes but not limited to; proposed IT infrastructure, Hardware & Software/ERP, and policies based on PASSCO business processes/structure and future requirements.

- d. Within next two weeks after “To-Be” report the firm shall submit RFP for hiring and procurement of new proposed hardware and software/ERP requirements.

1.4.2 Phase-II (2 months)

- a. The consultancy firm shall advise, assist and support during the procurement and selection phase till the award of contract of the execution firm(s) (hardware & software/ERP).

1.4.3 Phase-III (till implementation)

- a. The consultancy firm shall advise, assist and support during the implementation of IT systems (hardware & software/ERP) and infrastructure till its completion.
- b. The consultancy firm shall develop and design complete system for Training Needs Assessment of PASSCO IT staff.

1.5 SOURCE OF FUNDS

- 1.5.1 The procuring agency “PASSCO” will arrange needed funds to meet its cost etc., from its own resources.

2. COST OF BIDDING

- 2.1 The company shall bear all costs associated with the preparation and submission of its documents, while PASSCO, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. CLARIFICATIONS OF BIDDING DOCUMENTS

- 3.1 A prospective bidder requiring any clarification (s) may notify to PASSCO or an Officer authorized on its behalf in writing. The PASSCO or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before approximately **05 working days** to the deadline set forth for the submission of bids. Copies of PASSCO response will be forwarded to prospective companies (if not already clarified in the bidding documents or deemed necessary for the company).

4. AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, the PASSCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding documents by issuing addendum.
- 4.2 Any addendum thus issued shall form integral / eternal part of the bidding documents to afford bidder reasonable time frame in which to take an addendum into account in preparing its bid, the PASSCO may at its discretion extend the deadline for submission of bids.

5. LANGUAGE OF DOCUMENTS

- 5.1 Bidding documents and related correspondence will always be in the English language.
- 5.2 The Bid should have a covering letter on printed letter head of the firm. All pages of the Tender/ bid shall be initialed/ signed and shall bear official seal of the person(s) authorized to sign/ endorse duly submitted on EPADS.
- 5.3 All relevant technical literature in English language should be attached with the bid.

6. PRICE

- 6.1 Price / bid / offer should be quoted in Pak Rupees.
- 6.2 The price / rate quoted should be bidder, final, and clearly written / typed without any ambiguity.
- 6.3 The bid price should include all the government taxes, as per prevailing taxation rates of Provincial / Federal Governments etc. as per **Annex-A**.
- 6.4 The price / bid offer shall remain the same till completion of contract.
- 6.5 The bidder shall deem to have obtained all related information as to the requirements thereto, which may affect the bid offer / price / rate if required.

7. BID SECURITY

- 7.1 The bidder shall furnish bid security amounting to Rs. 300,000/- (Rupee Three Lacs Only) as per Rule 25 of PPRA Rules in the form of Pay Order/ Demand Draft, Cashier's Cheque & Banker's Cheque in favour of the PASSCO. **Cash, personal Cheque, Call Deposit Receipt (CDR) / Security Deposit Receipt (SDR) will not be accepted as bid security.**
- 7.2 Any bid not accompanied by required bid security shall be rejected by the PASSCO as non-responsive.
- 7.3 The bid securities of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid. The bid securities of bidders can be returned earlier if supported by a formal request on bidder's letterhead duly signed.
- 7.4 The bid security may be forfeited / confiscated:
 - i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid price.
 - iii. In the case of a successful bidder, if he fails to furnish the required performance security or failed to sign agreement within 15 days, provide the required **IT Consultancy Services** as per scope of work explained in this bidding document.
 - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

8. VALIDITY OF BIDS

- 8.1 All bids shall remain valid for the period of **60** days from the opening date of opening of Financial Proposal.

9. CLARIFICATIONS / CORRECTIONS OF BID

- 9.1 To assist in the examination, evaluation and comparison of the bids, the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price / rate or substance of the bid shall be sought, offered or permitted.
- 9.2 Arithmetical errors will be rectified on the following basis: -
 - a. If there is a discrepancy between unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
 - b. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

10. RESPONSIVENESS OF BIDS

- 10.1 The valid Bid Security is submitted.
- 10.2 The bid is valid till required period.
- 10.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc. on “successful completion” at PASSCO Infrastructure.
- 10.4 Compliance to all important terms and conditions of this bid document on specified formats.
- 10.5 The bidder is eligible for tendering and possesses the requisite experience.
- 10.6 The bid does not deviate from basic requirements.
- 10.7 The bidder must attach bank statement of last six (06) months.
- 10.8 The bidder must attach latest audited financial statement.
- 10.9 The bid is generally in order etc.
- 10.10 The bidder submitted all mandatory/ requisite documents as mentioned in the bid document.
- 10.11 Submission via EPADS.

11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS.

- 11.1 The bid shall only be submitted online on EPADS website, up to **1030 Hours** on **20.02.2024** or as specified in the advertisement/ website of EPADS, PPRA & PASSCO. Opened/ Emailed or Faxed bid will not be accepted/ entertained.
- 11.2 Bid can only be submitted on the duly purchased bid form **alongwith original cash receipt of bidding documents to be evaluated against the Technical Evaluation Criteria as provided in (Annexure C) of these documents.**
- 11.3 Bids not complying with the conditions/ instructions regarding submission of bids or submitted conditionally are liable to rejection.

11.4 Technical proposal shall consist of/ include

The Bids which meet the following minimum requisite criteria would be declared eligible. Requisite documents must be attached in respect thereof. Bidders must provide the under mentioned documents:

- a. Application/ Letter of Intent for participation in tendering process.
- b. Copy of Income Tax/ Sale Tax Registration.
- c. Should have Certificate of Registration of the Company/ Firm/ Agency/ Autonomous body.
- d. Office details of at least one office in Lahore with Phone numbers/ address.
- e. Should have core business areas in IT services, systems analysis and implementation.
- f. **Specific /Similar Experience of the Firm in Last 5 years**
 - i. Proven track record in the development & implementation of a comprehensive IT strategy with proven experience in implementation of IT Infrastructure, Network Strategies and High-end ERP solutions;
 - ii. Skill set in Database management/Programming languages/ERP’s implementation;
 - iii. High-end experience for improvement in infrastructure, automation and IT equipment/hardware;
 - iv. Skill set in capacity building needs at all levels, focusing ERP implementation and automation of PASSCO business processes including web-based solutions on remote sites; and
 - v. Expertise in developing IT Manuals/Policies/SOPs
 - vi. The experience shall be substantiated with documentary evidence.

- g. **Human resource Capabilities**
 - i. Total No. of employees;
 - ii. Qualification/experience of key Personnel of the Firm; and
 - iii. Details of qualification and experience of experts involved in similar projects.
- h. Affidavit on Stamp Paper of **Rs.200/-** that the firm is not black listed by any Government/ Semi Government Department as per **Specimen at Annex-B.**
- i. Certificate on company's letterhead that the firm shall "**provision of IT consultancy services.**"
- j. Bidder to provide the latest audited financial statements duly signed by any chartered accountant firm or tax returns submitted to Federal Board of Revenue.
- k. Documentary proof of number and quantum of major contracts successfully completed during last 05 years.

Note: Aggregate marks obtained less than 70 will lead to technical disqualification of the firm. Furthermore, marks obtained less than 50 % against each evaluation criteria will also lead to technical disqualification of the firm. Firms will be ranked on the basis of their obtained marks. Moreover, if two technically qualified firms obtain same marks then the firm with highest marks in technical evaluation of (Form II) will be considered as more advantageous.

11.5 **Financial proposal shall consist / include of: -**

- a. The Bid documents are duly signed and stamped by the party.
- b. Pay order / demand draft/ Banker's Cheque against required Bid Security (Rule 25 of PPRA Rules).

11.6 Bids should be submitted in sealed envelope containing necessary information regarding Bid Notice and warning message "**DO NOT OPEN BEFORE 20.02.2024 AT 1100 Hours**"

11.7 E-mailed or faxed bids / bids will not be accepted/ entertained.

11.8 Any bid received physically and after the due date and time of bid opening will be returned as unopened to sender / bidder.

12. OPENING OF BID

12.1 The bidders shall submit the bid through EPADS **by 1030 hours on 20.02.2024.**

12.2 PASSCO's relevant committee (i.e. Tender Committee) will open technical bids at **1100 Hours on 20.02.2024** and financial bids of technically qualified bidders at **1100 Hours on 23.02.2024** in the presence of company's authorized representatives who choose to be present at PASSCO Head Office Lahore at scheduled date and time.

12.3 Bids will be entertained, in the light of Rule 12 (2) of PPRA Rules.

12.4 Technical Proposal & Financial Proposal of technically qualified bidder will be entertained in the light of Rule 36 (b) of PPRA Rules.

12.5 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.

13. EVALUATION OF BIDS

13.1 A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

13.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.

- 13.3 It will be examined in detail whether the technical proposal submitted by the parties are in compliance as per terms and conditions of bidding document and scope of work as provided in this bidding document. For this purpose, the company's data will be compared with the tender document eligibility and evaluation criteria along with visit to company facilities/ offices for physical inspection, if required.
- 13.4 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no major deviation/ stipulation shall be taken by the company/ firm.
- 13.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by PASSCO (if deemed appropriate), provided such waiver does not prejudice or affect the relative ranking of any other company/ firm.
- 13.6 The weightage ratio between Technical and Financial proposal will be 80 & 20 percent respectively.

14. **PROCESS TO BE CONFIDENTIAL**

- 14.1. No company / firm shall contact PASSCO on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 14.2 Any effort by a bidder to influence PASSCO in the evaluation, comparison or selection, decision may result in the rejection of its bid.

15. **TECHNICAL EVALUATION COMMITTEE (TEC)**

- 15.1 The Technical proposal submitted by the bidder will be evaluated against the aforementioned technical requirements by a Technical Evaluation Committee (TEC) constituted by PASSCO.
- 15.2 Furthermore the Committee will take all appropriate measures/actions as deemed fit to complete the assigned task.

16. **AWARD CRITERIA & PASSCO's RIGHT.**

- 16.1 The PASSCO reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PASSCO's action.
- 16.2 The contract will be awarded to the successful bidder with **most advantageous bid (Rule 38 of PPRA Rules)** provided that such bidders have been determined to be technically qualified. The selected company will furnish a performance guarantee (as per rule 39 of PPRA rules) i.e. 5% of the contract value valid till completion of contract.
- 16.3 The agreement will be signed on non-judicial stamp paper worth **Rs.3,000/-** duly purchased in favour of PASSCO with at least Fifteen (15) days apart from the opening of bid, Rule 35 of PPRA rules.
- 16.4 Integrity Pact shall be printed on stamped paper worth **Rs.200/-** or more provided at the time of signing of agreement by the successful bidder.

17. **REQUIREMENT/ FORMAT OF BID**

- 17.1 All bidders shall quote their Price/ Rates inclusive of all taxes, duties etc. along with required bid security equivalent amounting to Rs.300,000/- (Rupee Three Lacs Only) in the form of a Pay Order / Demand Draft / Banker's Cheque as per this tender document requirement / obligations.

18. FIRM'S RESPONSIBILITIES

- 18.1 The Firm shall supply the **REQUIRED IT CONSULTANCY SERVICES PROMPTLY** in accordance with Work Order.
- 18.2 The firm shall not subcontract the Work Order.

19. FACILITIES TO BE PROVIDED BY PASSCO:

The client will provide all the support to the consultancy firm in carrying out the tasks:

1. Access to the IT records of PASSCO related to fulfillment of responsibilities as assigned above.
2. Availability of office space equipped with computer system, internet access, telephone facility and all other facilities required to the representative of project head.

20. TIME FOR COMPLETION

- 20.1 The consultancy firm will complete the task as per deliverables and milestones mentioned in Clause 1.4 of the Terms of Reference.

20.2 Delay in Completion of Work:

- 20.2.1 In case of delay in completion of work i.e. after expiry of given time, as provided in clause 1.4 of Terms of Reference. PASSCO will be entitled to issue notice to the firm and terminate its contract for services.
- 20.2.2 In case, consultant fails to deliver agreed consultancy services or part thereof beyond 15 days of the delivery date of each assignment, PASSCO may rescind the agreement and forfeit a performance security deposited. Additionally, PASSCO may hire the IT consultancy services at the risk and cost basis, in that case extra expenses incurred by PASSCO shall be recoverable from the defaulting consultancy firm either from pending payments, dues, or through legal recourse.

21. TERMS OF PAYMENT

- 21.1 The consultancy firm will generate invoice (including sales tax) upon submission of periodic output report i.e. (mutually agreed milestones) approved by competent authority/ MD PASSCO.
- 21.2 All the payment shall be made through crossed Cheque in the Pak Rupees.
- 21.3. Taxes will be deducted as per government rules at the time of payment.

22. DEFAULT BY FIRM

- 22.1 If the firm fails to provide the required IT consultancy services/ refuses or fails to comply with a valid instruction of the PASSCO, the PASSCO may give notice and stating the default.
- 22.2 If the firm has not taken all practicable steps to remedy the default within **07 days** after receipt of PASSCO's notice, PASSCO may cancel the order and performance security will be forfeited/ confiscated, leading further towards Blacklisting of the Firm.

23. Terms and conditions of Bid Notice will also be the part of this Bid Documents.

24. FORCE MAJEURE

- 24.1 Force majeure shall mean any event, act or other circumstances or not being an event, act or circumstances under the control of the PASSCO or of the Firm i.e., Earthquake, Flood, or any other Severe Climatic circumstances. Non-availability of material and those Items ancillary to material or any other event shall not constitute Force majeure.
- 24.2 The firm shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- 24.3 If a Force Majeure situation arises, the Firm shall as soon as reasonably possible, by written notice served on the PASSCO, indicate such condition and the cause thereof. Unless otherwise directed by the PASSCO in writing, the firm shall continue to perform as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

25. ARBITRATION

- 25.1 In case of any difference or dispute between the parties arising out of this agreement or in the matter enumerated therein, subject to mutual consultation and agreement of both parties, be referred to the sole arbitration of the Federal Secretary, ministry of National Food Security & Research, Government of Pakistan or his nominated person, whose award shall be final and binding on the parties to this agreement. The Arbitration shall take place in accordance with the Arbitration Act, 1940 and the venue for Arbitration shall be Lahore.
- 25.2 The language of the Arbitration shall be in English.

26. JURISDICTION OF COURT:

Regarding the issue of jurisdiction in case of litigation between parties hereto, the court at Lahore shall have the exclusive jurisdiction to entertain such dispute.

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

CERTIFICATE

I/WE DO HEREBY CONFIRM TO HAVE READ AND UNDERSTOOD **BIDDING DOCUMENT FOR PROVISION OF IT CONSULTANCY** AND ALL OTHER DETAILS CONTAINED IN THE BID DOCUMENT. I/WE THEREFORE, SIGN HEREUNDER AND EACH PAGE OF THE DOCUMENT IN TOKEN OF HAVING ACCEPTED ALL WHAT IS ELUCIDATED THEREIN.

Signature _____

Name of Bidder _____

Address _____

Stamp of the Bidder _____

Telephone No Office _____

Mobile NO. _____

Fax No. _____ Email address _____

CNIC NO. _____ Income Tax

Registration _____

Sales Tax Registration Number

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

Required Features /specifications

I/WE HERE SUBMIT THE RATES FOR PROVISION OF IT CONSULTANCY SERVICES INCLUSIVE OF ALL TAXES & DUTIES ON “PHASE WISE IMPLEMENTATION BASIS AT PASSCO INFRASTRUCTURE AS PER FOLLOWING PHASES: -

<u>Specifications.</u>	Rate Inclusive of All Taxes
Phase-I (3 months) 1. Within two weeks inception report which includes but not limited to; detailed approach, methodology, and work plan. 2. Within next four weeks after inception report the firm shall submit “As-Is” report which includes but not limited to; detailed diagnostic study of existing IT systems (hardware & software), policies, and IT infrastructure. 3. Within next four weeks after “As-Is” report the firm shall submit the “To-Be” report which includes but not limited to; proposed IT infrastructure, Hardware & Software/ERP, and policies based on PASSCO business processes/structure and future requirements. 4. Within next two weeks after “To-Be” report the firm shall submit RFP for hiring and procurement of new proposed hardware and software/ERP requirements.	
Phase-II (2 months) 1. The consultancy firm shall advise, assist and support during the procurement and selection phase till the award of contract of the execution firm(s) (hardware & software/ERP).	
Phase-III (till implementation) 1. The consultancy firm shall advise, assist and support during the implementation of IT systems (hardware & software/ERP) and infrastructure till its completion. 2. The consultancy firm shall develop and design complete system for Training Needs Assessment of PASSCO IT staff.	

Signatures _____

Name of Bidder _____ Mobile No _____

CNIC# _____

Address _____ Office Phone _____

Detail of bid security. DD/Po _____ date _____

Amount _____ Bank & Branch _____

(Must be printed on Rs. 200/- Stamp Paper)

DEFAULT, INSOLVENCY AND BLACK-LISTING CERTIFICATE

THE BIDDER SHALL ATTACH HERewith AN AFFIDAVIT STATING THAT: -

- a. CERTIFIED THAT I / WE HAVE NEITHER DEFAULTED OF ANY CONTRACT / AGREEMENT OR IN LEGAL DISPUTE WITH ANY FEDERAL / PROVINCIAL / LOCAL GOVERNMENT NEITHER INCLUDING ITS DEPARTMENTS / BODIES / SUBSIDIARIES AND/OR ORGANIZATIONS / INSTITUTIONS, NOR DECLARED INSOLVENT NOR BLACKLISTED BY ANY ONE OF THOSE ELUCIDATED ABOVE.
- b. FURTHER CERTIFIED THAT FIRM OR PARTNER THEREOF IN ANY OTHER NAME AND STYLE, HAVE NEVER BEEN DEFAULTED NOR CONVICTED, BY A FINAL JUDGEMENT OF ANY OFFENSE INVOLVING PROFESSIONAL CONDUCT NOR DECLARED INSOLVENT NOR BLACKLISTED, INVOLVED IN CORRUPTION AND CORRUPT PRACTICE, IN MALPRACTICE AND OR SMUGGLING ETC.
- c. IF, AT LATER STAGE, AFFIDAVIT IS FOUND FABRICATED / FACTIOUS, BID PERFORMANCE SECURITY/ PERFORMANCE GUARANTEE ALREADY DEPOSITED MAY BE CONFISCATED / FORFEITED BY PASSCO.

M/S.

Name of Owner: _____

Contact Person: _____

Address: _____

Telephone #: _____

Mobile # _____

Fax #: _____

Email: _____

Signature: _____

Dated: _____

Agency Seal: _____

ATTESTED BY NOTARY PUBLIC

Annex- C

TECHNICAL EVALUATION CRITERIA		
Sr.	Technical Requirement	Marks to be allocated
I.	Company Profile (Form I)	20
II.	Specific / Similar experience of the firm related to the particular Area. (Form II)	40
III.	Capabilities with respect to Firm Personnel (Form III)	40
	Total Points	100
	Minimum qualification score (70%)	70

Note: Aggregate marks obtained less than 70 will lead to technical disqualification of the firm. Furthermore, marks obtained less than 50 % against each evaluation criteria will also lead to technical disqualification of the firm. Firms will be ranked on the basis of their obtained marks. Moreover, if two technically qualified firms obtain same marks then the firm with highest marks in technical evaluation of (Form II) will be considered as more advantageous.

Firm will be selected under Quality & Cost Based Selection Method (QCBS) and procedures described in TORs, in accordance with the PPRA Rules.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80 %, and

P = 20 %

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$

Company Profile (Form I)

Sr.	Profile of the Firm / Company /Govt. Agency / Autonomous Body (as per eligibility criteria)	Marks
1	<ul style="list-style-type: none">• Firm Profile & Registration Status• Names of Managers / Owners/ CEO / Directors / Partners / Key Personnel• Core Business Areas*	7
2	<ul style="list-style-type: none">• Location of Firm's office/sub-office and contact number• Number of branches (along with addresses)	3
3	<ul style="list-style-type: none">• Financial Strength / Stability Minimum 50 million Rupees average turnover supported by Audited Accounts of the Firm (03 Years) Income Tax Returns of the Firm (03 Years)	10

*Marks will be given for each core business area, mentioned in section 11.4 (f) of TORs

Specific/Similar experience of the firm related to the particular Area

(Section 3 of TORs) (Form II)

Relevant Experience

- a. As-is and To-be process analysis for Process Improvement
- b. Improvements in Networking, Hardware & Software
- c. Planning, Design / Development, Implementation and Trouble Shooting of ERPs / HRMS / MIS / Automation Systems & Database Management
- d. Development of IT Policies, SOP's & Procedures
- e. Capacity Building, Training Needs Assessment and Trainings

#	Assignment Name	Client Name/Country	Period		Value	Status	Contact of client
			To	From			

Note: Marks will be given as per weightage of the projects (08 Projects of similar nature) Maximum marks are 40
Completion Certificates / Contracts / Agreements must be attached to substantiate the claimed Projects / References

Capabilities with respect to Firm Personnel / Staff
(Form III)

Sr. No.	Position of Key Experts	Qualification	Max Points
1	Team Leader / ERP Expert	The Team Leader should have a Master's degree in Computer Science, IT, MIS, or a related field from an accredited university or recognized institution. A Ph.D. in a related field will be given additional weightage. The candidate should have overall experience of 20 years with at least 15 years of relevant experience in designing, implementing and maintaining information systems, ERPs and ICT infrastructure preferably in the public sector, with a minimum of 5 years of experience in Improvements in Networks (Hardware & Software), development of IT Policies, SOP's & Procedures, TNAs as senior expert / ICT Specialist, Project Manager, or similar role.	10
2	Solutions Architect	Master's degree in IT, MIS, Computers Sciences, Engineering or relevant field from an accredited university or recognized institution. The candidate must have 10 years' experience in defining requirements for the solution, recommending potential options, development of roadmap for the selected solution, formalization and adoption of IT standards and procedures (Both Hardware & Software including ERPs). Expert in development	10
3	Business Process/ systems development expert	Master's degree or equivalent in Business Administration, Business Management, Human resource Management, Internal controls systems or related field. Must have 10 years of experience in designing, implementing, troubleshooting and managing of complex internal control system, business processes and related expertise. Have capability to assess the system requirements for upgradation and market knowledge of latest best practices in both corporate and public sectors	10

4	BPR / Automation Expert	Master's degree in IT, MIS, Computers Sciences, Engineering or relevant field from an accredited university or recognized institution. The candidate must have 10 years' experience in defining requirements for work such as Office Automation, As-is and will be analysis and reporting, IT consultant, project management, and implementing business improvement such as the Corporate Planning Office. Plan, manage and implement LAN / WAN projects. Expert in Business Analysis for Automation assessment and implementation support. LEAN / Automation project expert. Expert in process improvement and reengineering methodologies and approaches to conduct process modernization projects.	5
5	Hardware / Network Expert	Bachelors preferably Master's degree in Computer Sciences, Engineering or related field. Must have 10 years of experience in designing, implementing, troubleshooting and managing of complex networks, LAN/WAN and related infrastructure. Must have experience and knowledge of Planning, Designing, installation and troubleshooting of computer hardware / office automation systems. Have capability to assess the system requirements for upgradation and market knowledge of latest computer hardware.	5

1. No. of Employees

TOTAL NUMBER OF EMPLOYEES			
	Management	Consultant/Experts	Support Staff
Full time			
Part time			
Others (Provide Details)			

2. Key Personal of the Firm (attach CV of personnel as per above mentioned list) specially involved in PASSCO Project

#	Name	Designation	Qualification	Experience in Years

Note: Marks and due weightage will be given for each employee in view of his education and post qualification experience.

