



BIDDING / TENDER DOCUMENT

FOR

**“ENHANCEMENT OF E-PORTAL FOR ALL SINDH
GOVERNMENT DEPARTMENTS”**

(ON TURNKEY BASIS)

APRIL 2023

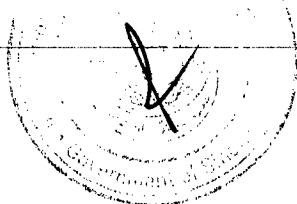
INFORMATION SCIENCE & TECHNOLOGY DEPARTMENT
GOVERNMENT OF SINDH

Note: The bidder is expected to examine the bidding documents, including all instructions, forms, terms, specifications, and charts/drawings. Failure to furnish all information required in the Bidding Document or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

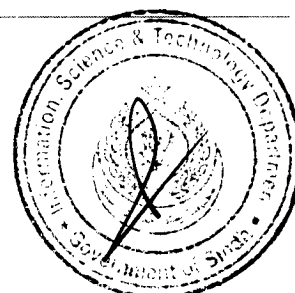


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INVITATION TO BID

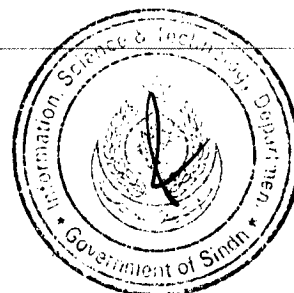
Date: _____

Bid Reference No: _____

Information, Science & Technology Department, Govt. of Sindh (hereinafter referred as the Purchaser), invites sealed bids from eligible bidders for "**Enhancement of E-Portal for All Sindh Government Departments**"

Tender Bids in sealed envelopes as per information are required. Proponents applying for bids should submit duplicate Financial Proposal and Technical Proposal in two separate envelopes with clear marking of "Technical Proposal" and "Financial Proposal" as per Single Stage - Two Envelope process of SPPRA RULES, 2010 (Updated 2022). The interested bidder must have valid NTN. Only Income Tax, Sales Tax, SRB, FBR/SECP registered firms are eligible to participate.

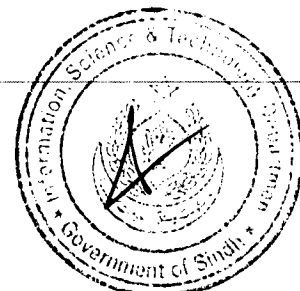
1. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, resumes / CV's of the team. Financial bids of Firms not obtaining minimum passing criteria on Technical basis will not be opened.
2. All bids must be accompanied by an **Earnest money / Bid Security of 5 % of total bid amount**, and must be accompanied with the financial offer. Bid without bid security of required amount and prescribed form shall be rejected.
3. Information, Science & Technology Department, Government of the Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
4. 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.
5. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
6. Information, Science & Technology Department, Government of Sindh shall have right of rejecting all or any of the tenders as per provisions of SPPRA RULES, 2010 (Updated 2022) Rule No 25(1)
7. All prices quoted must include any Taxes applicable, such as Income Tax, etc. If not specifically mentioned in the quotation, then it will be presumed that the prices include all the taxes.
8. Failure to Complete the Task within the stipulated time will invoke penalty of 0.025% of the total cost per day. In addition to that, Security Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.



INSTRUCTION TO THE BIDDERS

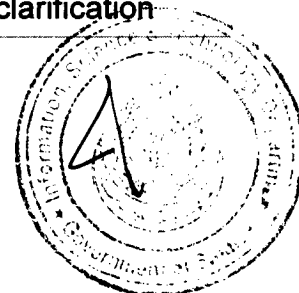
GENERAL

- 1 Scope of Bid & Source of Funds
 - 1.1 The procuring agency as defined in the bidding data wishes to receive sealed bids for **"Enhancement of E-Portal for all Sindh Government Departments"**. Information, Science & Technology Department, Govt. of Sindh.
 - 1.2 Information, Science & Technology Department, Govt. of Sindh has received funds from provincial government in Pak rupee towards the cost of the subject procurement in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 2 Eligible Bidders
 - 2.1 Bidding is open to all firms and persons meeting the following requirements:
 - a) The bidder is duly registered with FBR/SECP and SRB.
 - b) The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government.
- 3 Cost of Bidding
 - 3.1 The bidder shall bear all the costs associated with the preparation and submission of its bids and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process (SPPRA Rules 24).



BIDDING DOCUMENTS

- 4 Contents of the Bidding Documents
- 4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with sub clause 6.1.
- a) Instruction to the Bidders
 - b) Bidding Data Sheet
 - c) Scope of Work
 - d) Evaluation Criteria
 - e) Hardware/Network/Wi-Fi etc Items and their Specifications.
 - f) Forms
 - g) Conditions of the Contract
- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 5 Clarification of the Bidding Document
- 5.1 Any interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the bidding document. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents
- 6 Amendments in the Bidding Documents
- 6.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification



requested by a interested bidder, modify the bidding documents by issuing addendum.

6.2 Any addendum thus issued shall be a part of the Bidding Document pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Procuring Agency.

6.3 To afford interested bidders reasonable time in which to take addendum into account in preparing their Bids, the Procuring Agency may at its discretion extend the deadline for Submission of bids.

PREPARATION OF BIDS

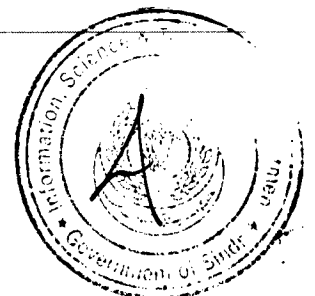
7 Language of Bid

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bidding document. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the bidding document, in which case, for purposes of interpretation of the Bid, the translation shall govern.

8 Documents Comprising the Bid

8.1 The Bid submitted by the bidder shall comprise the following:

- a) Sealed Envelopes
- b) Covering Letter with proper index & page Nos.**
- c) Schedules
- d) Bid Security furnished in accordance with 13.
- e) Power of attorney in accordance with 14.6



- f) Documentary evidence in accordance with 2.1 and 11.
- g) Documentary evidence in accordance with 12.

9 Sufficiency of Bid

9.1 Each bidder shall satisfy himself before bidding as to the correctness and sufficiency of his bid and of the rates and prices quoted in the schedule of prices, which rates and prices shall cover all his obligations under the Contract and all matters and things necessary for proper completion of the works.

9.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

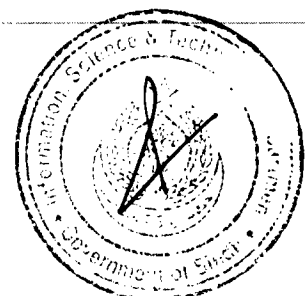
10 Bid Prices, Currency of Bid and Payment

10.1 The bidder shall fill up the schedule of prices indicating the percentage above or below the Composite Schedule of Rates / Unit Rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices / Bill of Quantities shall be quoted entirely in Pak Rupees keeping in view the instructions contained in the Preamble to Schedule of Prices.

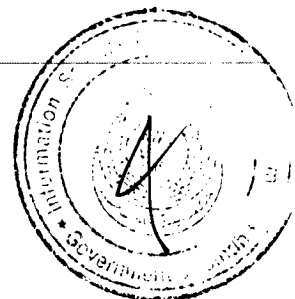
10.2 Unless otherwise stipulated in the conditions of the contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the contract and not subject to variation on any account.

10.3 The unit rates and prices in the Schedule of Prices or percentage above or below on the composite schedule of rates shall be quoted by the bidder in the currency as stipulated in the Bidding Data.

10.4 Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.



- 11 Documents Establishing Bidder's Eligibility and Qualifications
- 11.1 Pursuant to ITB Clause 8, the bidder shall furnish, as a part of its bid, documents establishing the bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.
- 11.2 Bidder must possess and provide evidence of its capability and the experience as stipulated in the Bidding Data and Qualification Criteria mentioned in the **Bidding Documents in the form of Purchase order/completion order from the executing agency.**
- 12 Documents Establishing Works' Conformity to Bidding Documents
- 12.1 The documentary evidence of the Works' conformity to the bidding documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in the Bidding Data.
- 12.2 The bidder shall not the standards of Workmanship, material and equipment, and reference to brand names or catalogue numbers, if any, designated by the Procuring Agency in the Technical Provisions are intended to be descriptive only and not restrictive.
- 13 Bid Security
- 13.1 Each bidder shall furnish, as a part of his bid, at the option of the bidder, a Bid Security of **5% of Bid Price** or in the amount stipulated in the bidding data in Pak Rupees in the form of Bank Draft, Pay Order in favor of **Section Officer (G), Information, Science & Technology Department** in the form of Bank Draft/Pay Order valid for a period of 1 month beyond the validity of the bid.
- 13.2 Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Agency as non-responsive.



13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidders or on the expiry of validity of Bid Security whichever is earlier.

13.4 The bid security of the successful bidders will be returned when the bidder has furnished the required performance security, and signed the Contract of Agreement.

13.5 The bid security may be forfeited:

a) If the bidder withdraws his bid during the period of bid validity; or

b) If a bidder does not accept the correction of his Bid Price, pursuant to Sub Clause 16.4 b hereof; or

c) In the case of successful bidder, if he fails within the specified time limit to:

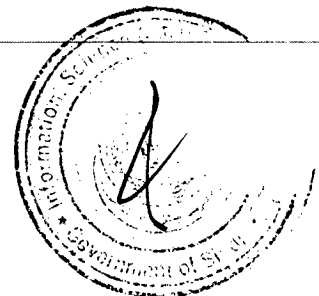
a. Furnish the required performance security

b. Signing the Contract of Agreement.

14 Validity of Bids, Format, Signing and Submission of Bid.

14.1 Bids shall remain valid for a period of 90 Days after the date of bid opening.

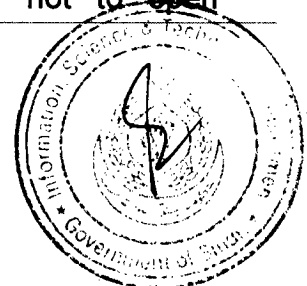
14.2 In exceptional circumstances, Procuring agency may request the bidder to extend the period of validity for additional period but not exceeding 1/3 of the original period. The request and the bidders' responses shall be made in writing. A bidder may refuse the request without forfeiting the Bid Security. A bidder agreeing to the request will be required to extend the validity of Bid Security for the period of Extension, and in compliance with ITB 13 in all aspects.



- 14.3 All schedules to bid are to be properly completed and signed.
- 14.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
- 14.5 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the Document comprising the bid as described in ITB 8 and clearly mark them Original and Copy as appropriate. In the event of discrepancy between them, the original shall prevail.
- 14.6 The Original and Copies of the bid shall be typed or written in edible ink and shall be signed by a person or persons duly authorize to sign. This shall be indicated by submitting a written power of attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person signing the bid.
- 14.7 The bid shall be delivered in person or sent by registered mail at the address to the Procuring Agency as given in the Bidding Data.

SUBMISSION OF BID

- 15 Deadline for Submission, Modification & Withdrawals of Bid.
- 15.1 Bids must be received by the procuring agency at the address provided in the Bid Data Sheet not later than the time and date stipulated therein.
- 15.2 The envelopes shall :
- a) Be addressed to the Procuring Agency at the address provided in the bid data Sheet.
 - b) Bear the name and identification number of the contract as defined in the bidding and contract data; and
 - c) Provide a warning not to open



before specified time and date for Bid Opening as defined in the Bidding Data; and

- d) In addition to the identification required in 15.2., the inner envelopes shall indicate the name and address of the bidder to enable the Bid to be returned unopened in case it is declared late.
- e) If the outer envelope is not sealed and marked as above, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

15.3 Bids submitted through any other means shall not be accepted.

15.4 Any bid received by the procuring agency after the deadline for submission prescribed in the Bidding Data will be returned unopened to such bidder.

15.5 Any bidder can withdraw his bid after bid submission provided that the written notice of withdrawal is received by the Procuring Agency prior to the deadline for submission of Bids.

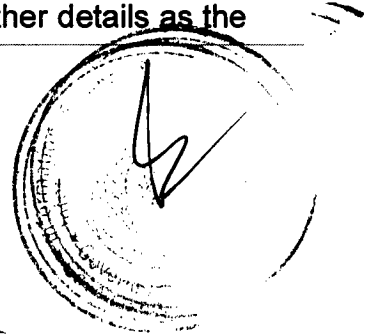
15.6 Withdrawal of bid during the interval between deadline for submission of bids and the expiration period of the validity specified in the Form of Bid may result in forfeiture if the Bid Security pursuant to ITB Clause 13.5.

BID OPENING AND EVALUATION

16 Bid Opening, Evaluation and Clarifications

16.1 The procuring agency will open the bids, in presence of the bidder's representatives who choose to attend, at the time, date and in place specified in the Bidding Data.

16.2 The bidder's name, Bid Prices, any discount, the presence and absence of Bid Security, and such other details as the



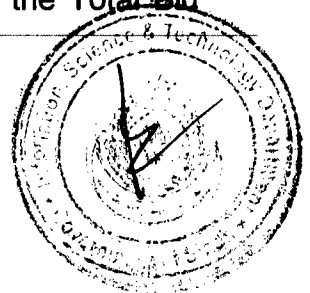
Procuring Agency at its discretion may consider appropriate, will be announced by the Procuring Agency at the Bid Opening. The Procuring Agency will record the minutes of the bid Opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

16.3 To assist in the examination, evaluation and comparison of Bids the Procuring Agency may, at its discretion, 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 or substance of the Bid shall be sought, offered or permitted.

16.4 a) Prior to the detailed evaluation, pursuant to IB.16.7 to 16.9, the Procuring Agency will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these instructions, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include determining the requirements listed in Bidding Data.

b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the 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 discrepancy between the Total Bid



price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Procuring Agency in accordance with the Corrected Schedule of Prices.

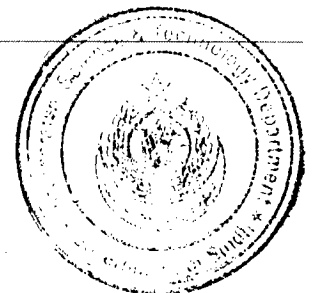
If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

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

16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation (major deviation) may be waived by Procuring Agency, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

Major Deviations Include:

- a) has been not properly signed;
- b) is not accompanied by the bid security of required amount and manner;
- c) stipulating price adjustment when fixed price bids were called for;
- d) failing to respond to specifications;
- e) failing to comply with Milestones/Critical dates provided in Bidding Documents;
- f) sub-contracting contrary to the Conditions of Contract specified in Bidding Documents;
- g) refusing to bear important responsibilities and liabilities allocated in the Bidding Documents, such as performance guarantees and insurance



- coverage;
- h) taking exception to critical provisions such as applicable law, taxes and duties and dispute resolution procedures;
 - i) a material deviation or reservation is one :
 - a. which affect in any substantial way the scope, quality or performance of the works;
 - b. Adoption / rectification whereof would affect unfairly the competitive position of other bidders present substantially responsive bids.

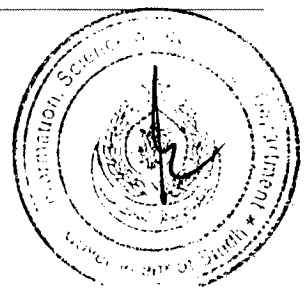
Minor Deviations:

Bids that offer deviations acceptable to the Procuring Agency and which can be assigned a monetary value may be considered substantially responsive at least as to the issue of fairness. This value would however be added as an adjustment for evaluation purposes only during the detailed evaluation process.

- 16.7 The Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive pursuant to IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to IB.16.8 herein below.

Technical Evaluation:

It will be examined in detail whether the works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B



to Bid will be compared with technical features/criteria of the works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

16.8 Evaluated Bid Price:

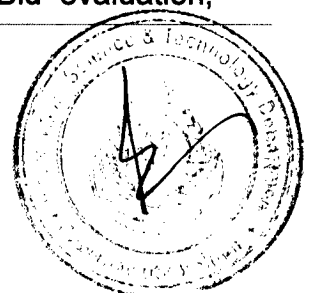
In evaluating the bids, the Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- a) making any correction for arithmetic errors pursuant to IB.16.4 hereof
- b) Discount, if any, offered by the bidders as also read out and recorded at the time of bid opening.
- c) excluding provisional sums and the provisions for contingencies in the Bill of Quantities if any, but including Day work, where priced competitively

17 Confidentiality

17.1 Subject to IB.16.3 heretofore, no bidder shall contact Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Agency. The evaluation result shall be announced at least seven (07) days prior to award of Contract (SPP Rule 45). The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.

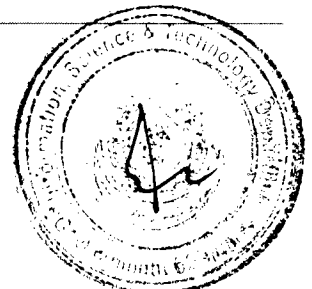
17.2 Any effort by a bidder to influence Procuring Agency in the Bid evaluation,



Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas any bidder feeling aggrieved, may lodge a written complaint to Complaint Redress Committee as per terms and conditions mentioned in SPP Rules 31 & 32. However, mere fact of lodging a complaint shall not warrant suspension of procurement process.

17.3 Bidders may be excluded if involved in "Corrupt and Fraudulent Practices" means either one or any combination of the practices given below SPP Rule2(q):

- a) "Coercive Practice" means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- b) "Collusive Practice" means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- c) "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- d) "Fraudulent Practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;



- e) "Obstructive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

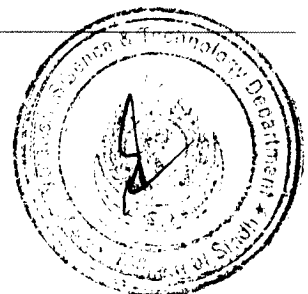
AWARD OF CONTRACT

18 Post Qualifications

- 18.1 The Procuring Agency, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in contractor's capacities, may require the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided, that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report.

- 18.2 The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under ITB.11, as well as such



other information required in the Bidding Documents.

19 Award Criteria & Procuring Agency's Rights

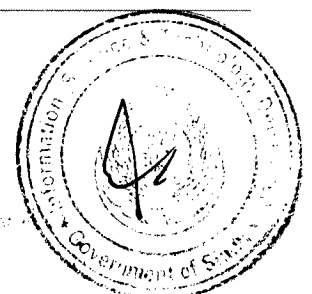
19.1 Subject to IB.19.2, the Procuring Agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of the IB.18.

19.2 Notwithstanding IB.19.1, the Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders (SPP Rule 25).

20 Notification of Award & Signing of Contract

20.1 Prior to expiration of the period of bid validity prescribed by the Procuring Agency, the Procuring Agency will notify the successful bidder in writing (Letter of Acceptance) that his bid has been accepted (SPPRA Rule 49).

20.2 Within seven (07) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Procuring Agency will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.



21 Performance Security

21.1 The successful bidder shall furnish to the Procuring Agency a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance (SPPRA Rule 39).

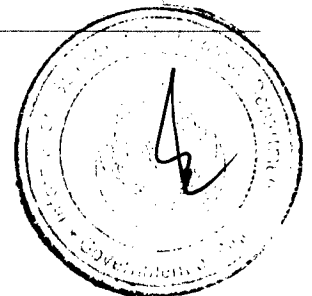
21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

21.3 Publication of Award of Contract: within seven days of the award of contract, the procuring shall publish on the website of the authority and on its own website, if such a website exists, the results of the bidding process, identifying the bid through procurement identifying Number if any and the following information:

- a) Evaluation Report
- b) Form of Contract and Letter of Award
- c) Bill of Quantities

22 Integrity Pact

22.1 The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Sindh Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid nonresponsive (SPPRA Rule 89).



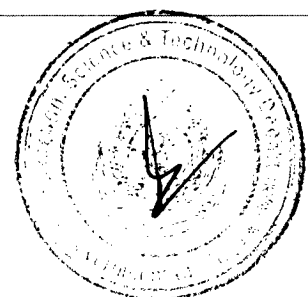
BID DATA SHEET

(All mandatory/required documents must be properly annexed)

No	Categories	Details
01	Name of Procuring Agency	Information, Science & Technology Department, Government of Sindh
02	Website	www.istd.gov.pk www.sindh.gov.pk www.ppms.pprasingh.gov.pk
03	Mode of Tendering	Bidding / Tender Document
04	Method of procurement	Single Stage-Two Envelopes
05	Cost of the Bidding Document	Rs.1000/-
06	Bid Currency	Bids shall be quoted entirely in Pak Rupees.
07	Bid Security	A bid security amounting to 5% of the Bid Prices shall be paid in favor of Section Officer (G), Information, Science & Technology Department in the form of Bank Draft/Pay Order.
08	Bid Validity	The bid shall be valid for 90 days after the bid opening date.
09	No. of Copies to be submitted	One Original plus one Copy of technical and Financial Bid
10	Performance Security	10% of the Bid Price in the form of Pay Order or Demand Draft or a Bank Guarantee issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favor of Information, Science & Technology Department in the form of Bank Draft/Pay Order.
11	Date for issuance of Bidding Documents	10th April, 2023 from Office of Section officer (G), Information, Science & Technology Department.
12	Last Date for Submission of Written Queries for Clarification	26th April, 2023 during office hours
13	Date of Pre-Bid Meeting	27th April, 2023 at 12.00 P.M at Committee Room, Information, Science & Technology Department.
14	Last Date & Time for submission of Bids	11th May, 2023 till 01.00 P.M Office of Section Officer (G), Information, Science & Technology Department.



15	Date & Time for Opening of Technical Bids	11th May, 2023 at 01.45 P.M at Committee Room, Information, Science & Technology Department
16	Language of Bid	English
17	Bidding / tender document qualification criteria	The bidder firm/company should meet the qualification criteria as mentioned in Bidding / Tender document obtaining minimum 80 % in technical proposal for eligibility of financial proposal opening
18	Contact Details	1. Mr. Jahanzeb Memon, (Project Coordinator) Email. Jahanzeememon@hotmail.com Tel: +92-21-99212370 URL: www.istd.gov.pk 2. Muhammad Talha Faridi, (Joint Project Coordinator) Email. webmaster@sindh.gov.pk Tel: +92-21-99212352 URL: www.istd.gov.pk 3. Mr. Athar Hussain Baloch Deputy Director (Tech), Information, Science & Tech. Department Government of Sindh Tel: +92-21-99213406 URL: www.istd.gov.pk
19	Address for Submission of Bids	Section Officer (G) Information, Science & Technology Department Address: 1st Floor, Building No. 6, Kamal Atta-Turk Road, Sindh Secretariat, Karachi, Pakistan Tel :021-99213841 URL: www.istd.gov.pk



SCOPE OF WORK

Information Science & Technology Department previously executed a project "E-Portal for all Sindh Government Departments".

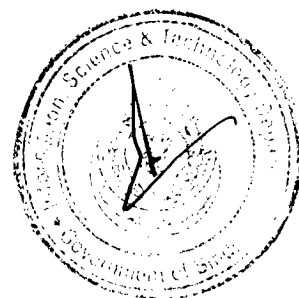
The main objective for the **"Enhancement of E-Portal for all Sindh Government Departments"** is to enable the officers, staff & general public connected and Integrated with IT Solutions for carrying out routine work. It brings the opportunity for direct access to portal for updates/job opportunities/tenders in any department etc on a single platform.

The project involves revamping and expansion of the already running web portal for the Government of Sindh to enhance the features for user experience, service delivery to citizens & more value added features.

- UI/UEXP Enhancement
- Complaint Management System Enhancement
- Social media integration
- Language Engine enhancement with translation of existing content.
- Content Management Services
- New layout features including alerts, popups, widgets & new templates.
- Support & Maintenance.
- Dynamic data entry & reporting modules including survey forms.
- Enhanced Full Text Searching Mechanism.
- Training of content management system, Linux & Laravel (web application) must be given by the vender to the existing staff of the portal.
- Google Maps API Integration.
- Etc. as per needs/requirements time to time.

This new enhancement in E-portal will be completely revamped with extensions so that use of technology based information dissemination can be taken to a new level within Sindh Govt. Widgets, data integration, Popups, customized tables, complaint management system, new modules & emerging templates, and so on will be encountered and mitigated during this enhancement phase. The process of handling, managing, responding and reporting customer grievances regarding the complaint/feedback management system is included in the Enhancement phase of E-portal. Further, social media integration is also included which is considered whole new science of extending your promotional methods by redirecting your social media followers to your website/application/page and making your social platforms more accessible to your target audience and customers. Widgets define the content in your portal. There is a need of configurable widgets with flexible options to fit your own needs. Logos, banners, flayers & PSD designing as per department requirement is also a responsibility of vendor.

The Successful bidder will be responsible for operations & maintenance of the webpage and support for the period of 02 year after completion of Project along with Human Resource.



Furthermore, under this Bidding / Tender document the successful bidder shall:

1. Have presence / local office in Karachi.
2. Provide human resources after implementation/Execution and operations & maintenance of the webpage and support for the period of 02 years after completion of Project along with Human Resource.
3. Provide warranties of all equipment at least for two years.
4. Provide UI//UEXP Enhancement, Complaint Management System Enhancement, Social media integration, Language Engine enhancement with translation of existing labels & headings, Content Management Services, New layout features including alerts, pop-ups, widgets & new templates such as Pre-defined customized FAQs, Template for categories Project/ADP for all administrative departments with advance search option, Training Tutorials & Research & development template & other requirements which will be received from all administrative departments during the project tenure, E-Book book option in which whole book will be uploaded & shown as a Dynamic format, Enhanced Dashboard with users/visitors count on it, Support & Maintenance, Dynamic data entry & reporting modules including survey forms, Enhancement Full Text Searching Mechanism.
5. Support, Debug, Maintenance & Services, Enhancement of new features/module time to time as and when required by Administrative Departments.
6. Provide Software Management (**Application Development Tools**) License for application development tools for implement of enterprise web portal) (2 Years).
7. Be engaged for the development, Purchase of equipment/ hardware, deployment and operation & maintenance of the portal for the entire project duration of 2 years within the bidding cost as per PC-I and Contract Agreement.
8. Provide source code etc. material to IS&T Department as the department is owner and posses' legal rights for all stuff/license.
9. Provide addition of any new feature/modules enhancement requests time to time from Government Departments shall be accomplished through this ADP scheme.
10. Provide enhancements to the existing portal to meet the demands of changing dynamics and user demand, so that data can be easily merged with new dynamic modules, forms, features, and so on.
11. Provide dedicated staff for the scheme.
12. Provide trainings to the existing IS&T Department staff
13. Resolve complaints of All Administrative departments 24*7.
14. In case of changing of hosting company /firm or fault in database server selected vendor must migrate data to new server and also perform deployment on new servers & also assist the new hosting company or existing hosting company to configure the server according the requirements of IS&T department.



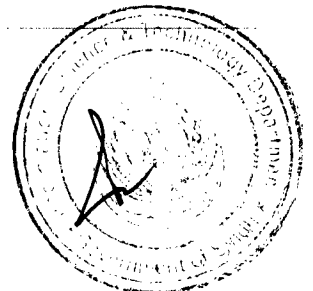
EVALUATION CRITERIA

Mandatory Requirements:

(All mandatory/required documents must be properly annexed)

NO JOINT VENTURE

Mandatory qualifying Requirements	Failing to qualify/submission any mandatory requirement will be disqualification in entire evaluation.		
	01	Registration of National Tax Number (NTN) of the Company with Federal Board of Revenue (FBR)	Valid Certificate from concerned regulator / authority required
	02	Registration with Federal Board of Revenue (FBR)	
	03	Affidavit That firm is not blacklisted and involved in any active litigation in Pakistan	
	04	Registration with Sindh Revenue Board (SRB) or Securities Exchange Commission of Pakistan (SECP).	

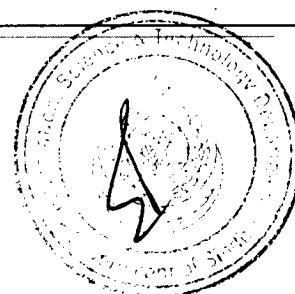


EVALUATION OF TECHNICAL & FINANCIAL BIDS

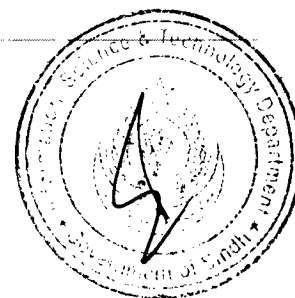
Bidders who have been qualified in the mandatory evaluation shall be eligible for a detailed evaluation. The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive in accordance with the SPPRA Rules 2010 (Updated 2022). The bidder with the Most Advantageous bid shall be awarded the contract, within the original or extended period of bid validity.

The Purchaser's evaluation of responsive bids will take into account technical factors, in addition to cost factors. The following weights will be used in the evaluation of bids:

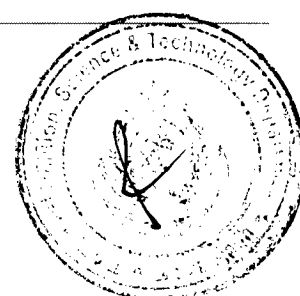
TECHNICAL EVALUATION			
1.1	Years of Establishment of firm	Company Profile/documentary evidence / proof should be attached in the Technical bid for verification (at least 3 years)	Max Marks = 100 8 Years and above = 100 Marks 7 Years = 90 Marks 6 Years = 80 Marks 5 Years = 70 Marks 4 Years = 60 Marks 3 years = 50 Marks
1.2	ISO (9001) Certification	Attach Certificate / Documentary Evidence	Yes = 100 Marks No = 00 Marks
FINANCIAL EVALUATION			
2.1	Average annual turnover of the firm for the last 3 years	Audited Financial Statement of last 3 years of the company(at least 40 million) 2019-20 2020-21 & 2021-22	Max Marks = 100 40 Million or Above = 100 Marks 30 million to 39.99 million =70 Marks 20 million to 29.99 =40 Marks Below 20 Million = 10 Marks
3.1	Number of similar projects completed in the public or private sector in the last 3 years (submit documented proof).	Purchase Order OR work order along with Contract Agreement of IT Projects in Government sector or Private Sector (worth over 5.0 million per Project). Must have experience in latest PHP	Max Marks = 100 05 or more = 100 Marks Each project = 20 Marks



		coding frameworks such as Laravel (latest version), yii, zend, symfony. (provide documentary evidence)	
3.2	Number of Operations & Maintenance Projects in public or private sector, with at least 1 being PKR 2 million and above annually (Submit documented proof)	Purchase Order OR work order along with Contract Agreement of IT Projects in Government sector or Private. (provide documentary evidence)	Max Marks = 100 Each project = 25 marks 04 or more = 100 marks
3.3	Understanding of existing setup & scope of work with proposed solution and integration with existing portal including have demonstrable expertise in cloud hosting , deployment of database.	Demonstration/ presentation a) Average solution/understanding which caters the requirements of bidding document. b) Moderate solution/understanding which caters the requirements of bidding document. c) Excellent solution/understanding which caters the requirements of bidding document	Max Marks (write up+ presentation) = 200 50 Marks 100 Marks 200 Marks
4.1	The bidder should have Technical employees / HR (Documentary Evidence Required , 1 year payroll) of staff as at 4.2	Salary slips / Bank Statements (of 1 years) (/ or) (provide documentary evidence)	Maximum Marks =100 10 Employees or more = 100 Marks 08-09 Employees =70 Marks 06-07 employees =40 Marks 04-05 employees = 20 Marks



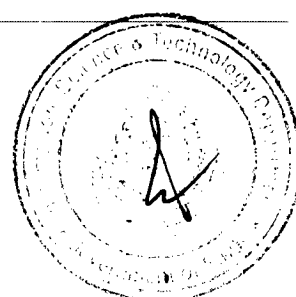
4.2	Specialization, Qualification And Competence Of The Key Staff Assigned To The Project	Relevant Experience, role against relevant experience, Qualifications should be submitted in response to the project staff reference to the assignment under consideration. (Certification of staff to be properly annexed)	Max Marks = 100 Project Manager= 20 Marks Full Stack developer=20 Marks Team lead= 10 Marks Front-end developer=10 Marks Back-end developer= 10 Marks Data Base developer = 10 Marks Graphic designer UI/UX=10 Marks Quality Assurance Administrator = 10 Marks
<u>TOTAL MARKS</u>			900
NOTE: Minimum 80% Marks required to qualify			



TECHNICAL QUALIFICATION CRITERIA

The bidders must comply with the mandatory terms & condition of the BIDDING / TENDER DOCUMENT, along with a compliance statement. The following points will be used in the evaluation of Company to qualify in technical evaluation; an applicant must score not less than 80% of the specified points.

S. no	Category	Points
1	Company Profile	
	1.1 Years of Establishment of firm	100
	1.2 ISO 9001 certification	100
2	Financial Capability	
	2.1 Average annual turnover of the firm for the last 3 years	100
3	Specialization / Core expertise	
	3.1 Number of similar projects completed in the public or private sector within 3 years	100
	3.2 Number of Operations & Maintenance Projects in public or private sector, with at least 1 being PKR 2 million	100
	3.3 Understanding of existing setup & scope of work with proposed solution	200
4	Human Resource	
	4.1 The bidder should have Technical employees / HR	100
	4.2 Specialization, Qualification And Competence Of The Key Staff Assigned To The Project	100
	Total	900



SAMPLE FORMS
BID FORM
(LETTER OF OFFER)

To:
The Secretary,
Information, Science & Technology Department, Govt. of Sindh
Government of Sindh
Karachi

Sir:

- Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.
- Pak Rupees (in figures _____) in words _____ or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.
- We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule provided in the Schedule – A, Special Stipulations to Bid.
- If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price.
- 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 Bidders, 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 Contract 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 -----2023

WITNESS

Signature -----

Name-----

Title:-----

Address.-----

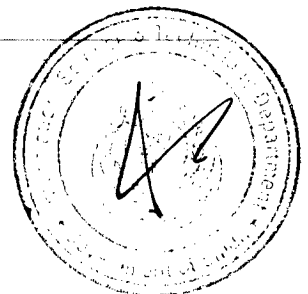
BIDDER

Signature -----

Name -----

Title-----

Address-----



BID SECURITY FORM

WHEREAS----- (hereinafter called "the Bidder" has submitted its bid dated ----- for the "Enhancement of E-Portal for all Sindh Government Departments", (hereinafter called "the Bid").

KNOW ALL 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 Information, Science & Technology Department, Government of Sindh, (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this ----- day of -----, 2023

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the 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 Purchaser 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. or

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

This guarantee will remain in force up to -----2023, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By-----

(Title)

Authorized Representative



PERFORMANCE SECURITY FORM

To,

The Secretary,
Information, Science & Technology Department, Govt. of Sindh
Government of Sindh
Karachi-Pakistan

WHEREAS (Name of the Contractor)

----- Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "**Enhancement of E-Portal for all Sindh Government Departments**", dated _____ 2023, (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 the Contract;

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

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) 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 _____, 2023, or one month of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

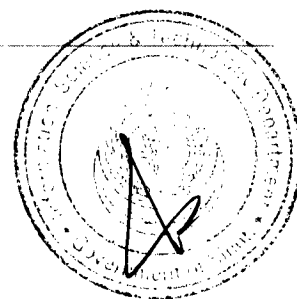
Signature _____

Name _____

Title _____

Address _____

Seal _____



TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
The Secretary,
Information, Science & Technology Department
Government of Sindh

Dear Sir:

I/We, the undersigned, offer to provide the technical proposal for [Insert title of assignment] in accordance with your Tender/Bidding Document dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Firm/Company]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

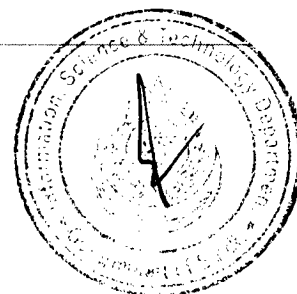
If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,
Yours sincerely,

Authorized Signature *[In full and initials]*: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____



FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
The Secretary,
Information, Science & Technology Department
Government of Sindh

Subject: Financial proposal for "Enhancement of E-Portal for all Sindh Government Departments"

Dear Sir:

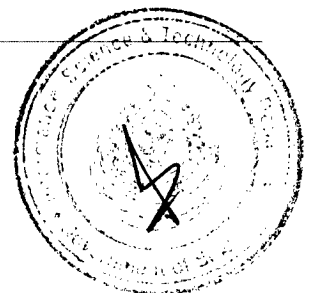
We, the undersigned, offer to provide the financial proposal for **"Enhancement of E-Portal for all Sindh Government Departments"** in accordance with your Tender/Bidding document dated [Insert Date] and our Technical Proposal. **Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].**

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

Yours faithfully,

Authorized Signature [In full and initials] _____
Name and Title of Signatory _____
Name of Firm _____
Address _____

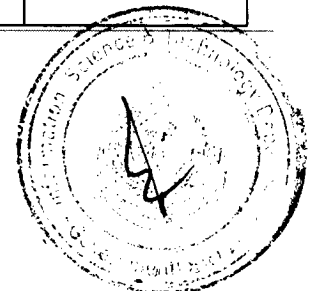
[The Financial Proposal is to be filled strictly as per the format given in BIDDING / TENDER DOCUMENT.]



Technical Compliance Sheet

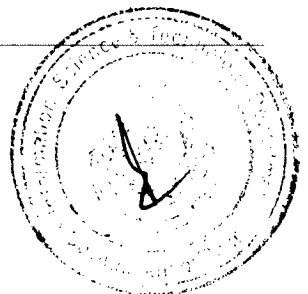
S. No.	Description	Compliance (Tick)
1	Software (Portal Design, Development, Web Content Management System, Implementation & Maintenance)	
2	Hardware	
3	Furniture 03 sets (Executive Chair 3 Office Executive desk 3 Visitor Chair 6)	

S.NO	DESCRIPTION	QTY	Compliance (Tick)
1.	Software (Portal Design, Development, Web Content Management System, Implementation & Maintenance)	1 Job	
(i)	Scope, Code & Architecture understanding & documentation	1 Job	
(ii)	Detail analysis and design document for new modules	1 Job	
(iii)	Implementation of New Modules& Emerging New Templates including: - Enhanced Dashboard with visitors counts. - FAQs. - Template for Categories project/ADP scheme of all A.Ds - Any other request/ requirements submitted by all A.Ds during project tenure. - Training of existing staff	1 Job	
(iv)	Enhancement of Web Content	1 Job	
(v)	Support, Debugging, Maintenance & Services	2 Years	
(vi)	Software Management (Application Development Tools License for application development tools for implement of enterprise web portal)	2 Years	
2.	Hardware	QTY	
(i)	Desktop Computer with Accessories and Licensed Operating System	4No	



(ii)	Laptop	4 No	
(iii)	Laser Jet Printer (Latest Version)	4 No	
(iv)	External HDD (SSD) (2TB each)	3 No	
(v)	UPS for Computer	4 No	
(vi)	Furniture 3 sets Executive Chair Office Executive desk Visitor Chair	3 No. 3 No. 6 No.	

S.NO	DESCRIPTION	QTY	SPECIFICATIONS	Compliance (Tick)
(i)	Workstation	4 No	Dell / HP Core i7 (10 th Gen) or higher 16 GB RAM, 2 TB SSD with Combo DVD, Graphics NVIDIA GeForce/AMD Radeon Keyboard and Optical Mouse 24 LED LAN- Wi-Fi Complete power & other accessories Equivalent or Higher. Latest available Microsoft Windows or Equivalent Licensed	
(ii)	Laptop	4 No	Core i7 (10 Gen), or higher HP or DELL or Lenovo RAM 16GB, 1TB SSD Screen Size 15 Inch Supported SCREEN , Keyboard Mouse NVIDIA GeForce/AMD Radeon Graphics card LAN- WiFi-CAM – Blue Tooth Complete power & other accessories Hands carry Equivalent or Higher. Latest available Microsoft Windows version 11 and Microsoft Office License.	



(iii)	Printer	4 No	LaserJetBlack Up to 26 ppm - B/W - A4 (8.25 in x 11.7 in), Up to 27 ppm - B/W - Letter A Size (8.5 in x 11 in), 1200 dpi, 1200 dpi, 1200 dpi, PCL 5E, PCL 6, PCL 6, PostScript 3 Ability to Print Both sides Equivalent or Higher	
(iv)	UPS	4 No	3 KVA with batteries Output Voltage 220/230V, Output Watts 2400watts Equivalent or Higher	
(v)	External SSD Hard disk	3 No	Samsung or equivalent T7 2TB Portable (Touch) SSD Capacity: 2TB Shock Resistant, Read Speed: 1050MB/s, Write Speed: 1000 MB/s Equivalent or Higher	
(v)	Application Development Tools	2 No	License for application development tools for implement of enterprise web portal.	

1. Executive Chair:

Executive revolving chair, High Back Chair, seat and Hand cushioned, torsion bar, gas lift mechanism. **(03 item)**

2. Office Executive desk:

Desk with 3 Drawers mobile pedestal on 1 side and other side having a side table for a computer. **(03 item)**

3. Visitors chair:

Leather Visitor Chair. **(06 item)**

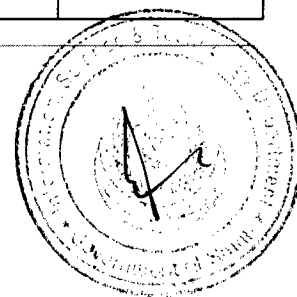
NOTE:- The Successful bidder will run the operations of the scheme for two years (completion time period of Project)



FINANCIAL PROPOSAL

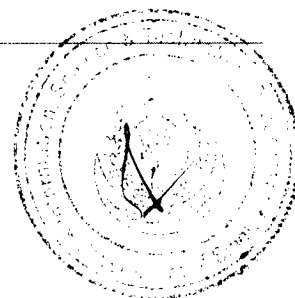
S. No.	Description	TOTAL (Inclusive of Taxes)
1	Software (Portal Design, Development, Web Content Management System, Implementation & Maintenance 2 years)	
2	Hardware	
3	Furniture 3 sets (Executive Chair 3 Office Executive desk 3 Visitor Chair 6)	
GRAND TOTAL (Inc. of Taxes)		

S.NO	DESCRIPTION	QTY	Unit price (Inclusive of Taxes)	TOTAL (Inclusive of Taxes)
1.	Software (Portal Design, Development, Web Content Management System, Implementation & Maintenance)	1 Job		
(i)	Scope, Code &Architecture understanding & documentation	1 Job		
(ii)	Detail analysis and design document for new modules	1 Job		
(iii)	Implementation of New Modules& Emerging New Templates including: - Enhanced Dashboard with visitors counts. - FAQs. - Template for Categories project/ADP scheme of all A.Ds - Any other request/ requirements submitted by all A.Ds during project tenure. - Training of existing staff	1 Job		
(iv)	Enhancement of Web Content	1 Job		
(v)	Support, Debugging, Maintenance &Services	2 Years		



(vi)	Software Management (Application Development Tools License for application development tools for implement of enterprise web portal)	2 Years		
2.	HARDWARE	QTY		
(i)	Desktop Computer with Accessories and Licensed Operating System	4No		
(ii)	Laptop	4 No		
(iii)	Laser Jet Printer (Latest Version)	4 No		
(iv)	External HDD (SSD) (2TB each)	3 No		
(v)	UPS for Computer	4 No		
3.	FURNITURE 03 SETS	QTY		
(vi)	Executive Chair	3 No.		
	Office Executive desk	3 No.		
	Visitor Chair	6 No.		
	TOTAL BID (Inclusive of Taxes)			

NOTE: The interested Bidders will quote the bid amount for all Components as mentioned above (from Component 1 to Component 3). The bidder will be selected on Grand total Amount on Turn Key basis Solution.



INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY CONTRACTORS (FOR CONTRACTS WORTH RS. 10.00 MILLION OR MORE)

Contract No _____

Dated _____

Contract Value: _____

Contract Title: _____

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

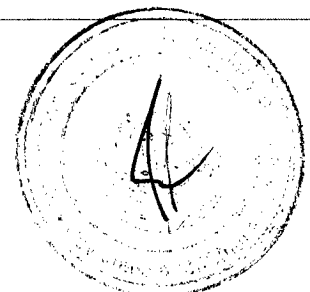
Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

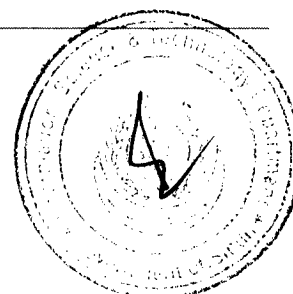
[Procuring Agency]

[Contractor]



GENERAL INFORMATION OF THE COMPANY

1	Name of 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 (Start of Operation)	
7	Status of the Bidder	
	Sole Proprietor	
	Partnership	
	Private Limited	
	Public Limited	
	Entity registered/incorporated outside Pakistan (if yes, give detail)	
	Other (please specify)	
8	Names of Owner / Partners / Chief Executive / Directors	
9	Details of Registered Head Office (address, phone, fax, email & website information)	



FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

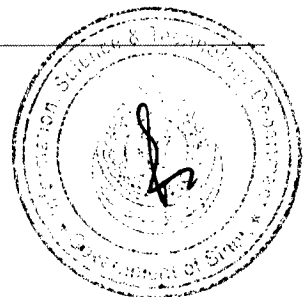
1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*insert full name*]: _____
4. **Date of Birth**: _____
5. **Nationality**: _____
6. **Educational Qualification**: [*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained*]: _____
7. **Membership of Professional Societies**: _____
8. **Other Training** [*indicate significant training since degrees under 6 – Education were obtained*]: _____
9. **Countries of Work Experience**: [*list countries where staff has worked*]: _____
10. **Languages** [*for each language indicate proficiency: good, fair, or poor in speaking, reading and writing*]: _____
11. **Employment Record**:

[*Starting with present position, list in reversed order, and every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, position held*]:

From [Year]: _____ To [Year]: _____
Employer: _____
Position held: _____
12. **Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]:

13. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**
[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12*]:

Name of assignment or project: _____
Year: _____
Location: _____
Line Department: _____
Main project features: _____
Positions held: _____
Activities performed: _____



AFFIDAVIT
(ON STAMP PAPER)

To:
The Secretary,
Information, Science & Technology Department,
Government of Sindh

Re: Technical & Financial for the project "Enhancement of E-Portal for all Sindh Government Departments."

[Date]

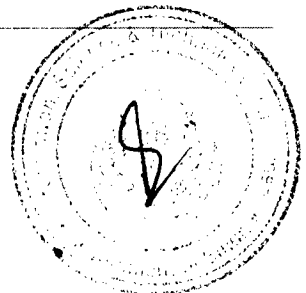
Pursuant to the Tender/Bidding document dated [*Please insert the Date*] in respect of the Project, [*Name of Prospective Bidder/Partnership*] hereby represents and warrants that, as of the date of this letter [*Name of Prospective Bidder/Partnership*], (if applicable):

- (a) Is not in bankruptcy or liquidation proceedings;
- (b) Has not been convicted of, fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with the obligations under the Consultancy Contract; and
- (d) Does not fall within any of the circumstances for ineligibility listed in (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours Sincerely,

Authorized Signature
Name and Title Signatory
Name of Firm
Address

Dated:



COVERING LETTER

To

The Secretary
Information, Science & Technology Department,
Government of Sindh

REFERENCE: Tender/Bidding document for "Enhancement of E-Portal for all Sindh Government Departments" Executed by Information, Science & Technology Department, Government of Sindh.

Dear Sir,

1. This is to notify that our company intends to submit a proposal in response to the bidding / tender document for **"Enhancement of E-Portal for all Sindh Government Departments"** executed by the Information, Science & Technology Department, Government of Sindh.
2. Primary and secondary contacts of our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone		
Mobile:		
Fax:		
E-Mail		

3. We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered are true, accurate, verifiable and complete. The response includes all information necessary to ensure that the statements therein do not in whole or in part mislead Information, Science & Technology Department in its short listing process.
4. We fully understand and agree to comply that verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the selection process.
5. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.
6. This response to bidding / tender documents valid until --/--/2023.

Duly authorized to sign the bidding / tender document response for and on behalf of

Sincerely,



(Signature) Managing Director

Name: Title/Appointment

Name of the company: Address

Date:

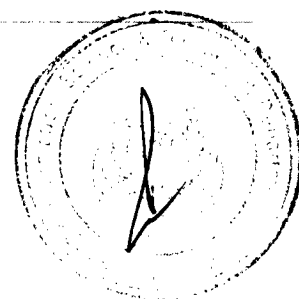
(Seal/Stamp of the Bidder)

Certificate as to Authorize Signatories

I, XXX, certify that I am the Company Secretary of XXX, and that who signed the above response is authorized to bind corporation/company by authority of its governing body.

(Company Seal)

Date:



FINANCIAL STRENGTH DETAILS

ANNUAL TURN OVER

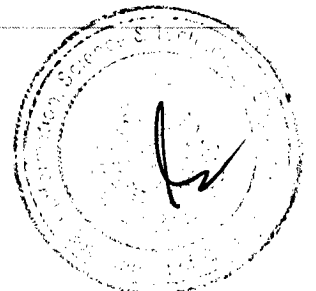
(Attach relevant authenticated audited statement)

Date:-----

YEAR	AVERAGE TURN OVER
2019-20	
2020-21	
2021-22	

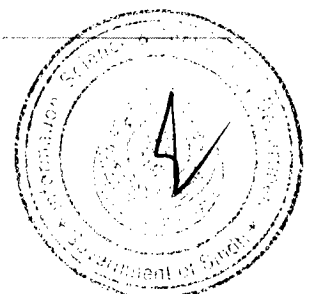
Note:

Please attach relevant documents such as **Financial Annual Audited Report** as evidence of last three years Average Annual Turnover.



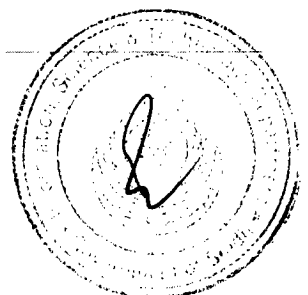
PROJECT EXPERIENCE FORM

Relevant Project Experience	
General Information	
Name of the Project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the Project	
Scope of Work	
Other Details	
Total Cost of the Project	
Total Cost of the Work provided by the Contractor	
Duration of the Project	
Start and Completion Date or Current Status	
Other Relevant information	
Mandatory Supporting Documents	P.O/Completion certificate from the client to indicate the successful completion of the project or work order
Project Capability Demonstration	Complete detail of the scope of the project shall be provided to indicate the relevance to the evaluation criteria



FORM FOR WORK SCHEDULE

S.No	Activity ¹	Months													
		1	2	3	4	5	6	7	8	9	10	11	12	n	
1															
2															
3															
4															
5															
n															



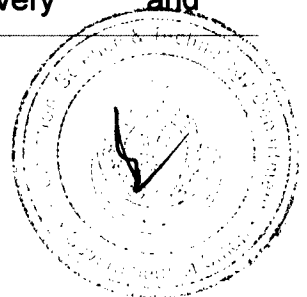
CONDITIONS OF THE CONTRACT

GENERAL CONDITIONS OF THE CONTRACT

1 Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a. "Purchaser" means the Information, Science & Technology Department, Govt. of Sindh Department, Government of the Sindh, Karachi – Pakistan.
- b. "Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- c. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- d. "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.
- e. "Contractor Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- f. "Contractor Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportioned able to the Software or Goods in question.
- g. "Services" means services, such as installation, delivery and

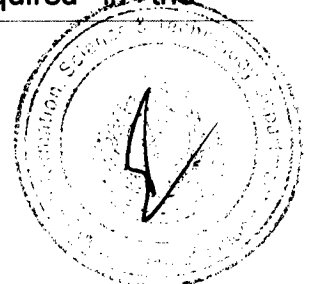


configuration of items covered under the scope of work.

h. "Works" means all items to be provided and work to be done by the Contractor under the Contract.

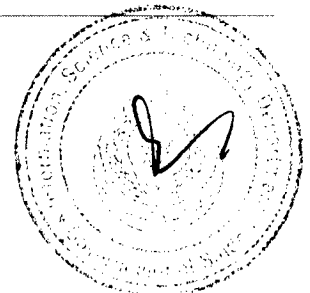
i. "RO" means Responding Organization/ Bidder Firm.

- | | | | |
|---|--|-----|--|
| 2 | Bid Security | 2.1 | A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of Section Officer(G), Information Science & Technology Department equivalent to 5% of the total cost of bid should be submitted along with the tender. |
| 3 | Validity of Proposal | 3.1 | All proposal and price shall remain valid for <u>90 DAYS</u> after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal. |
| 4 | Currency | 4.1 | All currency in the proposal shall be quoted in Pakistan Rupees (PKR). |
| 5 | Withholding tax, sales tax and other taxes | 5.1 | The responding organization/bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for goods rendered by any responding organization who signs a contract with the Information, Science & Technology Department, and Govt. of Sindh department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal. |
| 6 | Stamp Duty | 6.1 | The Applicable Stamp duty according to Government Rules shall be borne by responding organization/bidder at the time of signing of contract. |
| 7 | Compliance to Quality Service | 7.1 | The Responding Organization (RO) to provide information as required in the |



bidding / tender document. RO shall submit complete details of the proposed solution/device information, software capabilities and other item in their technical proposals.

- | | |
|--------------------------|---|
| 8 Financial Capabilities | 8.1 The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal. |
| 9 Earnest Money | 9.1 The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive bidders, on request after opening of financial bids or when award / placement of purchase order is finalized. |
| 10 Performance Security | 10.1 The successful bidder will have to deposit 10% bank Guarantee/security of the amount of contract , in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of INFORMATION, SCIENCE & TECHNOLOGY DEPARTMENT, GOVT. OF SINDH. The same will be returned on due completion of the contract and warranty period. |
| 11 Conditional Tenders | 11.1 Conditional tenders/bids will not be acceptable. |
| 12 Scope of Work | 12.1 Information, Science & Technology Department, Govt. of Sindh department reserves the rights to increase or decrease the scope of work/number of units/items without assigning any reason. |
| 13 Force Majeure | 13.1 The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for |



default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

13.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes

13.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

14 Termination of Insolvency

14.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes Bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, if such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

15 Resolution of Disputes

15.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.



SPECIAL CONDITIONS OF THE CONTRACT

- | | | |
|----|-----------------------|---|
| 01 | Procuring Agency | Information, Science & Technology Department,
Govt. of Sindh |
| 02 | Country of Origin | Pakistan |
| 03 | Performance Security | The Successful Bidder will provide the respective
Performance Security in the sum equivalent to 10% of
the Bid Price at the time of signing of agreement. |
| 04 | Payment | The Payment terms and conditions should clearly be
mentioned in the financial proposal at the time of
submission with the bid. The terms and conditions will
be finalized as per mutual agreement / consent at the
time of signing of contract. |
| 05 | Prices | Price quoted by the bidder shall be fixed during the
Bidder's Performance and not subject to variation on
any account, unless otherwise specified in the bidding
document. |
| 06 | Resolution of Dispute | In case of a dispute between Procuring Agency and the
Supplier, the dispute shall be referred to adjudication or
arbitration in accordance with the laws of the Procuring
agency's country. |
| 07 | Governing Language | The Governing Language Shall be English |
| 08 | Notices | All notices shall be address at:

THE SECRETARY,
INORMATION SCIENCE AND TECHNOLOGY
DEPARMTENT GOVERONMENT OF SINDH
FIRST FLOOR BUILDING NO 6 SINDH
SECRETARIAT KARACHI. |



BILL OF QUANTITIES

" ENHACEMENT E-PORTAL FOR ALL GOVERNMENT OF SINDH DEPARTMENTS"				
Portal Design, Development, Web Content Management System, Implementation, Support, Training & Maintenance				
1.	Software (Portal Design, Development, Web Content Management System, Implementation & Maintenance)	Complete Solution		
2.	Scope, Code &Architecture understanding & documentation	Complete Solution		
3.	Detail analysis and design document for new modules	Complete Solution		
4.	Implementation of New Modules & Emerging New Templates including: • FAQs. • Template for Categories project/ADP scheme of all A.Ds Any other request/ requirements submitted by all A.Ds during project tenure.	Complete Solution		
5.	Enhancement of Web Content	Complete Solution		
6.	Support, Debugging, Maintenance &Services	Complete Solution		
7.	Software Management (Application Development Tools License for application development tools for implement of enterprise web portal)	Complete Solution		
8.	Integration with existing portal/solution	Complete Solution		

